



Welcome!

The International Relations Office would like to welcome you at the Faculty of Economics and Business of the University of Barcelona (UB). We are happy that you have chosen our institution to spend your academic exchange abroad!

In our Faculty you'll have the opportunity to relate with local students and to understand better the Catalan traditions and culture, but also to meet students from all over the world. Barcelona has always been an open, dynamic and cosmopolitan city. You'll be surprised by its rich, diverse and wide range of cultural events and activities, its architecture and its welcoming inhabitants.

Remember that in Catalonia we have our own language, which is Catalan. In the UB both Catalan and Spanish are official languages and everyone can communicate, write their tests or present their homework in both languages. The University offers Catalan and Spanish courses that may help you to follow the classes better from the beginning.

Besides the course offering in Catalan and Spanish, the Faculty of Economics and Business has a wide English course offer, thus adding a third tuition language to many of its courses.

Each academic year our faculty receives about 500 international exchange students! In the IRO, our goal is that you successfully conclude your exchange at our Faculty and have an enriching international experience in our Faculty and city. Remember that we have specific mandatory procedures that all exchange students must ensure to complete -application, registration to courses, check in, etc.

All the information regarding the different procedures is sent in due time to all accepted students!

Please carefully read ALL the information we provide you to ensure succeeding on your exchange! Remember that it is always better to do things in advance!

Barcelona awaits you, and so do we!

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Research oriented...

Huge Faculty... More than 7000 students!

Also, there

are some English

taught groups with

students!

Leading Research programs in all our diferent study areas.

a lot of exchange Exchange students attend regular courses with local students, even when the tuition is

> You will mix with local students & daily life at the UB.

Campus Diagonal Nord, our Faculty has two subway stations in front of it: Palau Reial & Zona Universitària. On the **Green Line!**

Located in

Get recody

in English...

experience their

Wide academic offer in **English, Catalan** and Spanish but limited space in

courses...

It is very important you can be flexible regarding the courses you intend to do at our Faculty.

Standardized procedures are a must. Be aware of deadlines and make sure to complete all

the necessary

procedures!

About 500

International

exchange

students per

AY...

Don't feel lost! Mandatory procedures step by step + What to know

Going on exchange requires to fulfil some, sometimes tedious, procedures. Nevertheless it is your responsibility and obligation to make sure you read all the information we provide you in order to ensure the success of your exchange. Bear in mind we receive a lot of exchange students so, help us help you! If you carefully read all the information we make available to you, and follow the steps as indicated, you will help us to better give personalised attention or flexibility when needed.

Congratulations! You have succeed in the application process! Now we will send you the acceptance letter and shortly afterwards the welcome email, with our most updated information, the academic calendar or important information about insurances or accommodation. Proceed with all your exchange arrangements accordingly.

> **Acceptance &** pre-arrival arrangements

Online course pre-enrolment



All accepted students are provided with a comprehensive document containing

all the information about the course offer of our Faculty. On the established

period, you will have to complete your online pre-enrolment. As

full very fast. Make sure you have different alternatives to your

preferred courses already agreed with your home institution.

mentioned it is important to be flexible, because some courses get

Check-in & welcome session



At your arrival, and according to the information sent to all accepted students. you will have to come at the IRO and complete your check in. In case you need us to sign your certificate of arrival, we can have it signed during the check in! Besides, for your arrival at BCN you must take into consideration the date of the Welcome sessions so you don't miss them! Information and much more!

Welcome to Barcelona!

We hope you enjoy your stay

at our Faculty and city!

Deadline 1st term & annual exchanges: 15th of June Deadline 2nd term exchanges: status of their application.

Application process



Nomination

Pre-arrival



Start of classes & course modification period

If you had any problems with the online course pre-enrolment, once classes have started and all incoming students have been able to attend courses, there is the course modification period: it is usually between one week-10 days after the beginning of classes,

each term, and all petitions received are analysed on a case to case basis. Bear in mind we cannot guarantee enrolment to specific courses but, according to our experience, in the modification period students always end up finding suitable courses because, although some specific very demanded courses may be full, the course offer of the Faculty is very wide and there is always a diverse and attractive pool of courses to choose from.

15th of November.

We receive many emails around the deadlines. If you have sent your application documents before the deadline, don't worry! If there is anything to amend we will let you know and you will have more time if necessary. In around two weeks after the deadlines, all applications have been processed and students have been informed about the

This process done by your home institution. We send all nominated students the application information as soon as it is ready. Find our most updated application documents in our website as well: Access

Don't jeel Cost! Documents and information + What to know

The information we are going to provide you will be comprehensive. As well as our processes, it is based on our many years of experience managing high numbers of international mobility at our center. We won't do your part, but if you carefully read the information we provide you and feel you can align with the experience as described, we are sure you'll have an amazing time with us in Barcelona!

Check regularly your email for any updates and make sure you read carefully the information we provide you! Check your spam inbox and if you do not receive our emails, contact us!

Provided by email to accepted students and updated in our webpage: Access

It is important you make sure you duly complete the different mandatory steps of your exchange process as indicated on the information we provide you. If you do so, and you face a major inconvenience, let us know, as we always try to look for solutions and are flexible, if possible, when necessary.

Provided by email to accepted students and updated in our webpage: Access

Information for your stay:

Accommodation, Insurances, ISG, etc.

Course offer & academic information

Exchange
Procedures
Information:
online pre-enrolment, check

Information about procedures for accepted exchange students at our Faculty, such as enrolment to courses, welcoming and check in, and the exact periods and instructions, is provided ONLY by email to accepted students.

Provided by email to accepted students and updated in our webpage: Access

Application Documents

International Exchange Students' Webpage Link

Services: Catalan courses, Spanish courses, Sports, etc.

in, course modification, etc.

Provided by email to accepted students and updated in our webpage: Access.

Don't jeel Cost! Services at the UB and the Faculty!

Either you may have an special need or you are looking for some of the services the UB community offers, you, here you can have a direct access to some of them. In case of doubt regarding the support services, do not hesitate to contact us! In case you have an specific need, please indicate in when doing the application, on the required section.



Sports UB

<u>Catalan Language</u> <u>Services</u> (Serveis Lingüístics)

Spanish Language
Services (Estudios
Hispánicos)

Accommodation Resources

Psychological UB support

SAE (Students
Support Service)

Career Office and Internships

School of
Languages UB
(Escola d'Idiomes
Moderns)

UB Cultural Activities

Important course and academic information!

Wide offer of courses in Catalan & Spanish for Business, Economics, Sociology and Statistics. Wide offer of courses in English for Business and Economics.

Limited space in courses. We cannot guarantee enrolment to specific courses. We recommend you to select our Faculty only in case you can be flexible regarding the courses you intend to do during your exchange period.

Information on the exact course offer for both terms of each AY is available in late

June-early July of the previous AY. As soon as it is ready, we update it on our webpage and we send it to all accepted students, so they can make their selection of courses in agreement with their home institution.

The academic offer is pretty stable each AY, so do not expect major changes regarding the courses you will have access to, from one year to another. In this sense, the information you can find in our website is always useful to check our courses and their language of instruction. Usually, only the schedule may change from one AY to another.

There are some thing we just can't do. For instance, all our courses have limited space and therefore, on a general basis, we cannot guarantee enrolment in specific courses. Make

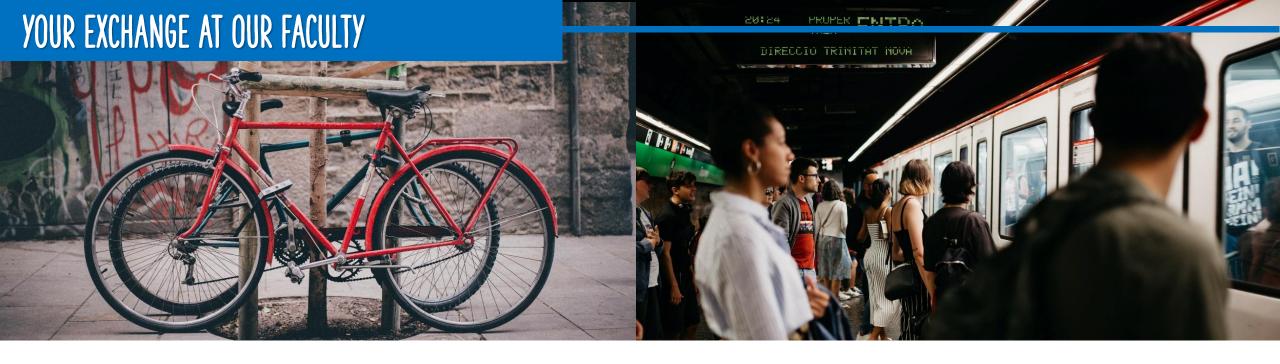
sure what we can offer suits you and aligns with what you are looking for during your exchange! It works each academic year for most students, but make sure it does for you!

We always
do our best
if needed,
but we
cannot
guarantee
enrolment
to specific
courses.

Make sure you can find different suitable courses and try to have a wide pre-selection of courses agreed with your home institution, so when the academic offer of the AY is publish, containing the exact schedules and language of instruction of the different groups, you can have back up options and different possible combinations.

The online pre-enrolment to courses is done in mid-late July. Until students complete this process, all selection of courses —in the application form or others— is indicative and we cannot sign final LAs. The online pre-enrolment to courses functions on a first come, first served basis. Some of the most demanded groups get full very fast, and thus the importance to be flexible and have back up options already agreed.

Each term, shortly afterwards classes start and exchange students have been able to attend the courses enrolled, there is a course modification period. According to our experience, if students can be flexible, in the modification period they always end up finding suitable courses because there is always a diverse and attractive pool of courses still available. In our last modification period, considering the available courses, 94% of our exchange students got all the changes requested.



Application process

Students must complete the application process to be accepted as international exchange students at our Faculty. The most updated information about this process can be found at our website: <u>Application process</u>. The information is also sent directly to all nominated students.

Please, bear in mind we receive almost all the applications around the deadlines. In these periods we may delay our answer more than usual due to the hight numbers of applications we are receiving. Rest assured we process all the applications received and issue the corresponding acceptance letter if all the requirements are met.

If there is any problem with the documentation submitted in due time, we will contact you directly and nominated students will be given extra time to amend the documentation.

Preparing your stay

There are many things you must consider before moving to a new city, but we hope that this unique experience that you are about to start helps you to improve your organization abilities and constitutes a major step in your personal growth. Once you receive your acceptance letter you can start to prepare your stay at our Faculty, city and country!

To that effect, we will send all accepted students a welcome email and other very important information, such as this guide, the academic calendar or the exchange related processes ahead. Make sure to read all the information carefully and follow all the necessary steps. All this information is sent in June and July.

Remember you must arrive at Barcelona for the check-in and the Welcome Session as marked on the academic calendar.

Arrival at Barcelona

Check in

Once you have completed the application process and have been accepted as a temporary student at the Faculty of Economics and Business at the University of Barcelona, you must formalize your arrival by completing the check-in process, on the dates indicated for this purpose and before the start of classes. To complete the check-in is essential in order to be able to take courses at the Faculty. All updated information on the check-in is sent each year to accepted international exchange students. It is sent out approximately in July to first semester and annual students and in December to second semester students.

Once students arrive at our institution and complete the check-in, they will be officially enrolled and will have access to all services of the University of Barcelona.

The International Relations Office will provide all students with a folder containing some material specially prepared for them, with information related to the university and the city.

Compulsory registration at the Central Registry Office for Foreigners

Consult the information on the registration of foreign students who staying in our country. are Depending on the duration of your stay and the regulations in force, you may also have to register at the Office for Central Registry Foreigners. You can find all the information necessary at following link: Formalising your stay in our country.



IMPORTANT

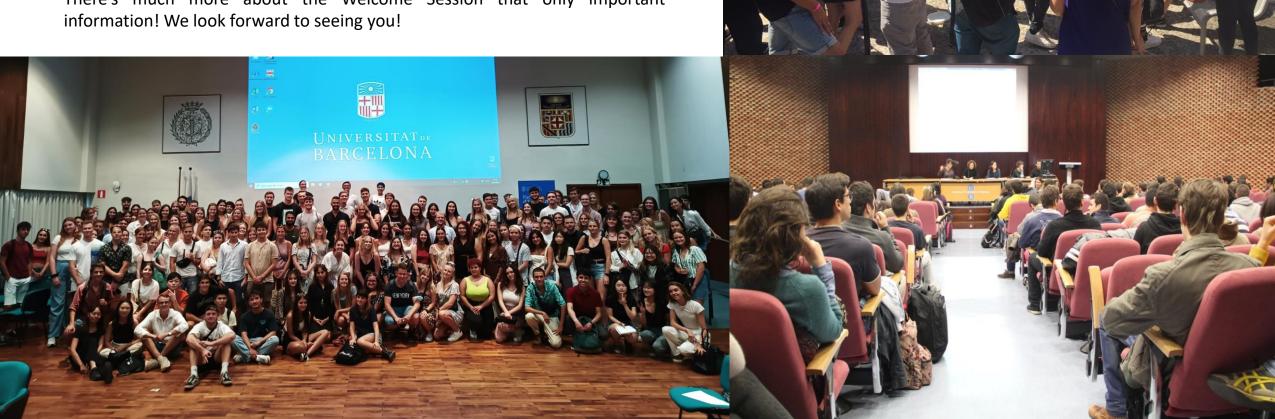
Please note that the check in is a mandatory and essential step to be a student at our Faculty. Make sure to book your flight tickets taking into account you must be in Barcelona for the check in and the welcome session!

Welcome Session

Before the beginning of the classes, the International Relations Office organizes a Welcome Session. Assistance is mandatory, since we provide essential information for the success of your exchange in our centre.

Check the calendar we have already sent you —also included in this guide- and make sure that you know all important dates: registration period, welcome meeting, starting of classes, etc.

There's much more about the Welcome Session that only important information! We look forward to seeing you!



Courses and course registration

During the month of July all accepted students will receive an e-mail with precise instructions on how to enrol courses in the faculty. Students coming on exchange the Second Term will receive the email in December.

Courses in the Faculty of Economics and Business of the UB have limited space and some of them are very demanded, so it is utterly important that you are flexible with the course selection.

In the e-mail you will receive a link to the applicative on-line where you must enrol in the courses. Attached to the e-mail you will also receive the list of courses with the schedules, semester in which each course is programmed and timetables of the courses (with this information you must fix your own schedule). Places in the courses are limited and thus is important not to leave the on-line enrolment for the last minute.

You must be very careful regarding the schedule of all your courses (check that your courses do not clash) and regarding the language of teaching of the courses you choose. When choosing courses make sure that you have sufficient knowledge to follow the course, for example do not enrol in Microeconomics 3 without having any knowledge in Microeconomics. After the enrolment of courses we cannot guarantee that we will be able to do changes due to limited places of groups.

We strongly recommend all exchange students to do all possible changes on-line and while the applicative is active.

Finally, after the beginning of classes there will be a small period for changes in the enrolment. However, as already said, you must take into account the space in courses is very limited and therefore there will be courses no longer available.

The information above do not apply to students coming to a Master degree at the Faculty. Students accepted to do the exchange in a Master degree have to contact directly with the IRO Office.



Medical, Accidents and Repatriation Insurance

All international mobility students must have compulsory insurance (public or private) for medical assistance, accident and repatriation valid for the whole period of their stay in the host institution and country, either provided by their home university or because they are entitled to these coverages by other means.

All updated information on the compulsory insurances is sent to accepted international exchange students every year. It is sent out approximately in July to first semester and annual students and in December to second semester students.

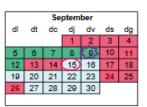
Accommodation

The University of Barcelona cooperates with a net of organizations like "Col·legis Majors" (Halls of Residence) or BCU (Barcelona University Centre), which offers a great variety of accommodation especially oriented for students in a temporary study or research stay at our institution.

Check this link for more information about accommodation: https://www.ub.edu/allotjament/en



2022

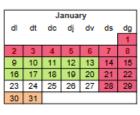


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2023



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Check-in at the IRO (1st semester and annual students: 5-12 September // 2nd semester students: 2-8 February Welcome Session (1st semester: September 9th // 2nd semster 10th of February)
Start of lectures (1st semester: September 15th // 2nd semester: February 13th)

Lectures (1st semester: September 15th - December 22nd // 2nd semester: February 13th - May 29th)
No class: bank holidays, weekends and significant days

Exams

Re-sit exams

Hallmarks of the University of Barcelona

The University of Barcelona is the main public university in Catalonia, catering to the needs of a great number of students and delivering the broadest and most comprehensive offer of higher education courses.

University of Barcelona is also the oldest university in Catalonia and one of the oldest in Spain. The UB is linked to the history of Barcelona and Catalonia and combines its historical dimension with its status as a leading, innovative educational institution.

The University of Barcelona is an urban university, open and cosmopolitan like it is Barcelona. The UB is integrated into the city of Barcelona, with faculties located in the centre of the city or very close to it. The UB plays a direct and active part in the urban fabric of Barcelona, the ties between the university and the city contribute to the human and cultural environment of Barcelona. The UB has become the centre of a wide range of cultural activities, and thanks to its location, it allows members of the university community to enjoy both the city's services and those of the UB.



YOUR EXCHANGE AT OUR FACULTY



Our history in a nutshell

UB routs lie in 1402, when King Martí the Humane establishes departments that will become the General Study of Medicine and the Arts. The foundation of the University of Barcelona is considered to be in 1450 when King Alphonse V unifies all university education into the Estudi General of Barcelona (General Study of Barcelona). These first studies included Theology, Cannons and Civil Law, Medicine, Philosophy and Arts. UB keeps growing but then, in 1717 the university was moved to Cervera, due to the support of a big part of Catalonia, including the city of Barcelona, to the Archduke Charles of Austria —who lose the war- during the Spanish succession war. The university came back to Barcelona 150 year later, in 1842.

Rankings and academic & research excellence

The University of Barcelona is one of the top ranked universities in Spain and it is a leading higher education institution in southern Europe and the Mediterranean arch.

The UB is also the principal centre of university research at a state level and has become an European benchmark for research activity, both in terms of the number of research programs it conducts and in terms of the excellence these programs have achieved.

Its work contributes to the creation, transmission and diffusion of culture and of scientific, technical and professional knowledge, as well as promoting critical thought, innovation and pluralism. The UB offers a comprehensive range of courses adapted to the educational and professional needs of contemporary society, and has one of the largest intakes of students, professors and researchers from all Spanish universities.

UB | Research Output International Rankings

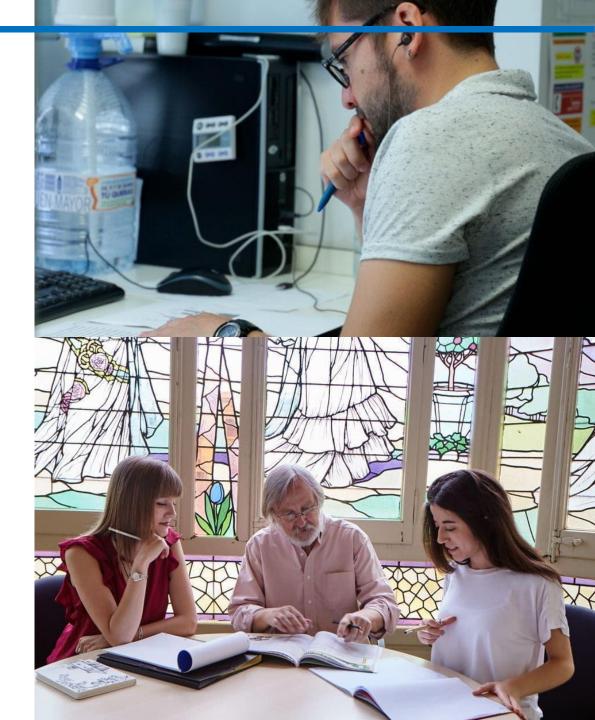








| 1 NATIONAL POSITION | 15 EUROPEAN POSITION | 51 WORLDWIDE POSITION | + |
|---------------------------|----------------------------|------------------------------|---|
| 1 NATIONAL POSITION | 47 EUROPEAN POSITION | 152 WORLDWIDE POSITION | + |
| 1 NATIONAL POSITION | 17 EUROPEAN POSITION | 58 WORLDWIDE POSITION | + |
| 1 NATIONAL POSITION | 36 EUROPEAN POSITION | 119 WORLDWIDE POSITION | + |



UB | International Rankings



National ranking

72

151-200^{August}

European ranking

World ranking

Last update



National ranking

70

168

May 2021

European ranking

European ranking

World ranking

Last update



National ranking

28

87

October 2021

World ranking

Last update



National ranking

48

131

April 2021

European ranking

World ranking

Last update



51

239

April 2021

European ranking World ranking

Last update



National ranking

93

European ranking

193 World ranking September 2021 Last update

YOUR EXCHANGE AT OUR FACULTY



The Faculty of Economics and Business

It is the largest faculty in Catalonia and it is also included in the Barcelona Knowledge Campus, the most active 'Campus of Excellence' in Spain.

The Faculty of Economics and Business of the University of Barcelona is a centre of excellence in teaching Economics, Business, Sociology and Statistics. This Faculty brings together the tradition of the old School of Business and Economics, which formed the first group of economists in Catalonia (1954-1959) and the old University School of Business studies that has trained generations of mercantile and business graduates since 1850.

The Faculty of Economics and Business | International Rankings for study areas

The Faculty of Economics and Business of the University of Barcelona is committed to excellence in research and teaching and is one of the world's leading faculties in the its fields. Further information about the position of the Faculty areas in international rankings: Economics | Business | Sociology

Are you ready...?





Spanish and Catalan courses

The University of Barcelona offers courses of Spanish and Catalan for those students willing to improve their language knowledge and follow easily the classes offered in our centre.

Catalan in the UB and Catalan courses

The University of Barcelona offers a wide range of Catalan courses to international students. Courses are organized

during the whole duration of an academic course, in different dates and schedules in order to allow all students to enrich their knowledge of the Catalan language. Consult the course offer at the following link | Access

The unit in charge of all the aspects related to Catalan courses is Language Services (Serveis Lingüístics). Besides the organization of Catalan courses, Language Services offers as well a wide range of other related services and activities, for instance and exchange language programme with local students and cultural visits to Barcelona and Catalonia. Students can find more about this complete and detailed offer by clicking "complementary activities" in the link above. Find more resources to learn Catalan at | Access

The twofold mission of the UB's Language Services is to promote the study of Catalan and to provide the university community's academic, technical and administrative bodies with multilingual language advisory services, as well as contributing to the standardized use of the Catalan language. From the International Relations Office, we want to encourage you to explore and experiment all the activities offered by Language Services!

Catalan Courses: Practical Information

The "Serveis Lingüístics" (Language Services) of the University of Barcelona organizes Catalan courses for exchange students. You can recognize 3 or 4 ECTS credits (depending on each course) if you follow and succeed in these courses. These courses are addressed to students with poor or any knowledge of Catalan; you can do the following levels: Basic 1, Basic 2 and Elementary.

The language certificates issued by the Language Services are also equivalent to the official certificates awarded by the <u>Catalan Government</u>.





To check more schedules and how to enrol one of this courses, please visit the following links:

http://www.ub.edu/sl/en/fl/formling.html

For any doubt you may have about this Catalan courses or in order to request further information about them, please contact to the following address:

formacio.sl@ub.edu

Serveis Lingüístics
Office Address

Language Services
Melcior de Palau, 140
08014 Barcelona

The Catalan language in the UB

Students coming on exchange at the University of Barcelona, or who have recently arrived from a non-Catalan-speaking area will doubtlessly want to know more about the language and culture they will find here.

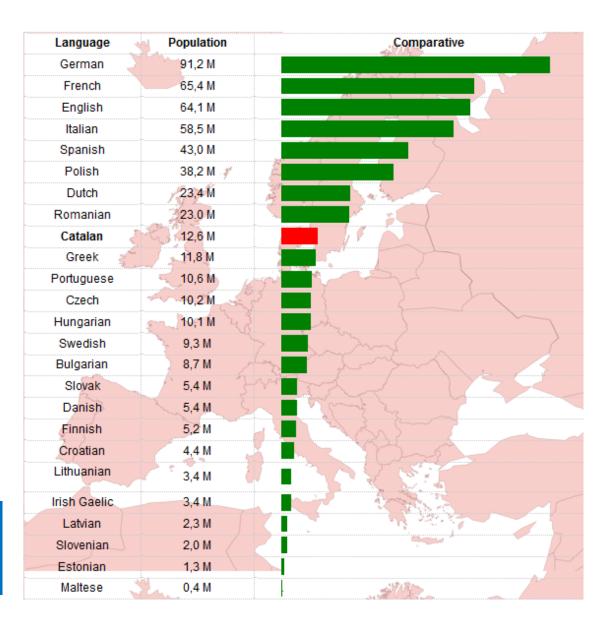
In the following link you can find a general introduction to the use of languages at the UB: http://www.ub.edu/sl/en/socio/dades/

Students probably know that, the UB, like Catalonia as a whole, has two official languages: Catalan and Spanish. In general terms, this means that people speak both languages and choose the one in which they wish to express themselves.

This matter makes it likely to hear both in and outside class.

Catalan is the institutional language of the University of Barcelona, and is therefore used in all the University's institutional and administrative affairs. Teaching is conducted in both Catalan and Spanish, which are Catalonia's official languages. But while it seeks to guarantee its students the standardised of Catalan, the University's increasingly international involvement and its participation in interuniversity mobility programs have led it to adopt language policies that also foster the study and use of other languages, specially English, to consolidate the UB's presence as a multilingual institution.

Catalan is considered a medium sized language. It has a rich historical heritage!



Catalan, like Spanish, is a Roman language. Given the close proximity between languages in this group, students which have previously learned one are well equipped to take on another! The simultaneous learning tool Romanica Intercom (http://www.romanicaintercom.com/) gives a good illustration of the relative ease with which speakers of one Romance language can understand another.

So, as Catalan belongs to the family of Romance languages, and the common ground between these languages makes it easier for visiting students and non-Catalan-speaking students who can speak a Romance language to begin to understand those classes taught in Catalan. In practice, it also helps that the kind of language being used in class is typically scientific or technical, rather than non-academic and informal.

Finally and apart from this, the UB's Language Services also offers visiting and non-Catalan-speaking students a wide range of opportunities to learn Catalan. We invite you to discover more about Catalan and about the services offered by Serveis Lingüístics, including the Catalan courses for beginners or the chance to sign up at the Services' Language Exchange Program and participate in different cultural events. Taking part in the Program is a particularly effective way to become involved in the University's academic, social and cultural life; and of course it also makes it easier for students to get to know other students!

To help students make the most of their time in Barcelona, we recommend them to try to learn at least a little Catalan. Students can start their learning process before their arrival in Barcelona! Serveis Lingüístics has updated a webpage (http://www.ub.edu/sl/en/acollida/) which provides information and links to a range of resources for learning the language outside Catalonia. Many universities offer introductory courses, and students can also learn on the Internet with the Speakc@t Catalan survival course for university students or the multimedia resources at Parla.cat (http://www.parla.cat/). Students which wish to learn phrases and expressions commonly used in university life, can consult the online versions of the UB's multilingual university phrase books.

Students will find these resources and many more by visiting this website: http://www.ub.edu/sl/en/acollida/recursos.html which gathers all the activities and services that the Language Services offers!



Spanish Courses

Spanish courses are offered by the unit of "Estudios Hispánicos". You can check all the information about Estudios Hispánicos in the following web-page (http://www.eh.ub.edu/home/).

The *Estudios Hispánicos* department organizes and teaches specific courses in Spanish language for students who belong to the Erasmus exchange programmes. These courses are organized three times a year. They amount to 40 hours and are organized in two levels of language knowledge: elementary (A2) and intermediate (B2), with a certificate of attendance and final evaluation included.

All courses consist of 40 hours of classes and worth 5 ECTS. Price of the courses may depend on the program in which the exchange student participates; **Erasmus** students will pay subsidized price, while students of all other exchange programs (Bilateral Agreements, etc.) must pay the standard price.

For general information about the Spanish Courses, please visit this link: http://www.eh.ub.edu/general-information/

There are different courses programmed so far; you can consult the wider offer in the *Estudios Hispánicos* webpage http://www.eh.ub.edu/spanish-language-culture-courses/

For specific requests or further details, please contact directly to:

Estudios Hispánicos Office Address

Estudios Hispánicos Universidad de Barcelona Gran Via de les Corts Catalanes, 585 08007 BARCELONA (España)

e-mail: eh.informacion@ub.edu

web: http://www.eh.ub.es

In order to take part in these courses it is necessary:

- To be accepted at the UB as an Exchange Student
- Take the Placement Test on the day it is offered.
- Students that are not part of the Erasmus programme may need the provisional credential for exchange students; you can ask for it in the International Relations Office

How the University is organized?

The University of Barcelona is organized in 16 faculties and some affiliated centres. Each faculty offers different studies, thus the UB possess a wide offer of subjects and studies that fits the specific needs of each student.

International Exchange Students of the Faculty of Economics and Business can follow courses in other faculties of the University of Barcelona. Nevertheless, the student must do at our Faculty at least the 51% of the total number of credits enrolled. Students must also issue an authorization from the other faculty in which the course they want to follow is taught.

In order to enrol courses in other faculties you will have to contact the International Office of the faculty in which you are interested:

http://www.ub.edu/uri/comu/professo.htm

For Example:

Michael is an exchange student in the Faculty of Economics and Business. He wants to follow the subject "International Law" offered in the Faculty of Law of the University of Barcelona. He will be able to do so if he obtains the authorization from the International Relations Office of the Faculty of Law.



Workload

The Workload of each subject depends at a higher extent of each professor and of his/her vision about how the subject must be organized. Each professor has the right to implement his/her own evaluation method far as he/she follows the preestablished program of the subject. Given that the Faculty of Economics and Business gives a great importance to the practical application of the subjects it is quite probable that you will have to do some reports and practices related with the contents explained the master classes of the course. The majority of the professors offers the possibility of following a continuous evaluation and accumulate a percentage of the final grade during the semester. This way the students will have less workload during the finals period and increase the possibilities of obtaining a better grade.

Language of the courses

Subjects in the Faculty of Economics and Business are generally offered in Catalan and Spanish. Even though, there is an increasing offer of subjects offered in English. Each subject has more than one group. Students can choose the group that better fits their interests regarding the language in which it is taught, the professor, the schedule, etc.

Exams and punctuation system

Each semester has an exam period. You can check the dates in the academic calendar of this guide. It is very important to attend the exam of the course AND GROUP you are enrolled. In case of attending other group's exam, you will miss your mark.

Make sure you are attending the class of the group you are enrolled and you attend the correct group exam. The Language of each course depends only of the professor's preferences. But it is announced with enough anticipation in the webpage of the Faculty. When doing the online registration to courses make sure you have checked the language of instruction of the course and group you are choosing! Change in September will be very difficult, therefore, it is very important you make sure you are doing correctly your online enrolment.



Transcript of Records

By the end of your stay you will receive an official certificate in which the grades obtained for the courses enrolled will be stated.

| S | PANISH GRADE | EXPLANATION | ECTS |
|----------|--------------------------|-------------------------|---------------------------|
| 9 – 10 | Matrícula d' Honor* (MH) | Excellent with Honours* | |
| 9 – 10 | Excel·lent (EX) | Excellent | |
| 8 - 8.99 | Notable (NT) | Merit / Very Good | |
| 7 - 7.99 | Notable (NT) | Merit / Good | Cootho information |
| 6 - 6.99 | Aprovat (AP) | Passed / Satisfactory | See the information below |
| 5 - 5.99 | Aprovat (AP) | Passed / Sufficient | Delow |
| 0 - 4.99 | Suspens (SS) | Fail / Insufficient | |
| NP | No presentat | Absent | |
| PQ | Pendent de Qualificar | Grade Pending | |

^{*} Distinction given by the professor to one student out of 25 for his/her outstanding performance.

ECTS GRADE SYSTEM:

The Universitat de Barcelona's ECTS grading scale describes individual student performance in relation to the cohort as a whole, using the results of the two previous academic years.

In this scale, the students who pass a subject are divided in five groups:

The top 10% are awarded the grade A;

The following 25%, the grade B;

The following 30%, the grade C;

The following 25%, the grade D;

The lowest 10%, the grade E.

When student's grade cannot be quantified, this is indicated by the abbreviation "NQ".

After the end of the exchange, the International Relations Office will send to each partner university the official transcripts their students. We send copies of each certificate, so you can pick up yours at the international office of your school. Individual applicant (Free-mover), will receive two copies in the address stated in their application form and they will have to handle the certificate to their universities.



Faculty Services and Facilities

Libraries

The Economics and Business CRAI Library provides comprehensive materials for teaching and research activities at the Faculty for the courses: Economics, Statistics, Sociology, Business Management and Administration, Marketing and Market Research, Creation and Management of New Technology-Based Firms, Sport Business Management, Cultural Management, Public Management, Economic History, Internationalization, Business Research, and Financial and Actuarial Sciences.

The Faculty has two libraries located within his premises and also offers the possibility of using study rooms:

- Economics and Business CRAI Library. Research (named Fabià Estapé since 2012)
- Economics and Business CRAI Library. Bachelor's Degree

During the finals period the undergraduate library offers a special Schedule with wither opening hours including weekends. More information: <u>Access</u>

Computer rooms

There are 13 computer rooms in the Faculty in which any student can work or surf on the internet. Access to such rooms may be subject to availability. There is also an available WI-FI network in all the Faculty premises.



Study Rooms

The Faculty also offers some study rooms that can be reserved to realize team-projects or to study in group. To reserve the rooms you can do here: Study Rooms

Other Language courses

Besides of the Catalan and Spanish courses as an exchange student you can also follow other language courses (French, English, Portuguese, Chinese, Dutch, German, Hebrew, Greek, and Japanese, among many other). These courses are offered by the "Escola d'Idiomes Moderns" (Modern Languages School), you can find more information in their web page: www.eim.ub.edu

Photocopy services

With this service you can make photocopies and order bindings. You can also by the programs and materials that the professors may consider relevant for the correct development of the course.

FOTOCÒPIES REY
Faculty of Economics and Business (Building 690)
St. Tinent Coronel Valenzuela, 1-11
08034 Barcelona
Tel. 93 402 43 21
reycenters@yahoo.com

More nearby, outside of the Faculty facilties, in Alfambra Street.

Restaurant Service-Bar

Students and professors have at their disposition two Restaurant-Bars, one in each of the Faculties' buildings. These are open until the 20.00hrs every day. In the midday a daily menu is offered at affordable prices.



The Buddy Programme

The Buddy Programme was founded on the initiative of the International Relations Office of the Faculty of Economics and Business of the University of Barcelona in order to promote international relations and encourage the contact between the students of the Faculty and the international ones who are completing an exchange period at our institution.

Students, both local and international ones, will benefit from the opportunity to enrich their university experience, as well as have the chance to meet students who belong to different cultural environments. Interaction between both groups of students will help them achieve a better understanding of other cultures, thus improving their international experience and gaining personal intercultural knowledge.

If you are a student who will undertake an international academic stay at our institution, you will be able to contact several students of the Faculty who have decided to be the "buddies". There is also a Facebook fan page where you can express your doubts, and the "buddies" will help you on them.

Local buddies can guide and advise you on academic and university related issues during their stay at our faculty (using the library resources, contacting the lecturers of the Faculty, giving help and advice on courses, etc.) and other cultural and daily life issues related to your new city and country (for instance, cultural and linguistic immersion). Buddies will also be present during the welcoming activities, so you will be able to meet them and start interacting with them from the very beginning. Buddies will also be present during the welcoming activities, so you will be able to meet them and start interacting with them from the very beginning.

We hope that thanks to this programme you will be able to learn and interact with the local students of our university and make the most of this international experience that you have decided to incorporate into your personal background.



Doing an internship during the exchange period

Incoming students can also develop valuable practical skills by undertaking internships in one of our wide range of leading organizations and industry sectors during their exchange period. Students can also look for placements on their own. The process of selection will depend on the company solely and as far as the requirements established by our Career Office are met the internship agreement can be signed by our Faculty. You can also sign the internship agreement directly with your home institution.

In case the internship agreement is signed throughout the Career Office of our Faculty, the extension of the internship cannot be longer tan the Exchange Period.

Curricular Internships

An internship is "curricular" when it implies the recognition of ECTS's. Once the student has found a firm that wants to hire him/her and has realize all related paperwork to start the internship, he or she can receive some ECTS's for the internship. The Faculty offers the possibility of enrol in a course called "*Prácticas empresariales*" through which students may obtain those ECTS's. The recognition of those ECTS's once the student is back in his/her country depends only of the home university.

Non curricular internships

If the student opts for this sort of internships, there is no option to receive ECTS's for this activity in the selected firm, even though this can be also an interesting activity to improve the CV of the student.



Proceedings

To be able to realize the internships you must register in the database of the Internship Office of the Faculty. Registration is online, but you can ask information face-to-face. The Career Office is just in front of the international Relations Office. Once you are registered you can submit in all the internship offers you are interested in. The faculty has a wide offer practices in the most relevant firms and official institutions.

You must have in mind that you can only subscribe once you have arrived to Barcelona and done the enrolment of courses.

Once you have submit for an offer are the firms the once that decide if they want to hire you. Regularly companies realize interviews to those candidates that have submitted and that fit the best in the offer. If you pass the selection process, you will have to sign an internship agreement between the student, the firm and the faculty. If the internships are curricular, the student must handle a photocopy of the signed agreement by all parts to be able to enrol the course "Prácticas empresariales". The enrolment of this subject is done once the student has signed the agreement. The International Relations Office will enrol you in this course just after the agreement is signed and presented at our office.

For more information: http://www.ub.edu/are/estudiants/

Notice for non-EU Students

Students coming from non EU countries must consider that tax retentions may be greater than for EU students.

Additional Information

The Faculty also offer a possibility to participate in other activities, like the courses "Salidas Profesionales", The Enterprises Forum organized in March — April, or visits to the Barcelona Stock-Exchange and other relevant firms or institutions.





Mariëlle, Maastricht University, the Netherlands

"My Erasmus experience in Barcelona was unforgettable! Barcelona is a beautiful city and at every moment of the day there is something you can do: go to the beach, go out, eat some tapas, relax in the sun or go shopping. The challenge of Barcelona is to combine all of this with studying! I think studying at Universidad de Barcelona was a good decision. The teachers are nice to Erasmus students and also the International Relations Office helped a lot to get to know how the system works! I hope you will enjoy Barcelona to the fullest, just like I did!"

Anna, University of the West of England Bristol, Great Britain

"I would like to say that I have had an amazing Erasmus year in Barcelona. I would recommend it to anyone to come to Barcelona and study here! It is a great city to live and study in, and I am even looking into possibly returning to do a Masters here."





Sergi, London Metropolitan University, Great Britain

"Mi estancia en Barcelona ha sido muy agradable. El buen tiempo, las fiestas, y el ambiente general han hecho que me vaya de Barcelona con muy buen recuerdo. La Universidad de Barcelona ha sido sorprendentemente diferente a mi universidad de origen. Es muy importante crear alguna amistad en cada clase que pueda aclararte algunos temas académicos. Es esencial asistir a las primeras clases de cada asignatura ya que en éstas normalmente se crean grupos para trabajar. Esto es más importante aún para un alumno Erasmus debido a que probablemente no conocerá a nadie en su clase y si no asiste las primeras clases probablemente acabara en un grupo con otros alumnos igual de confundidos que él."



Faculty of Economics and Business | UNIVERSITY OF BARCELONA

Survival Guide



Travelling to BCN

Probably you will be arriving to the Barcelona Airport (Josep Taradelles), located in el Prat del Llobregat. It is the closest airport to Barcelona as well as the most convenient, as it offers a wide range of international flights. The airport is located 30 minutes by car or taxi from the city center and there are multiple options to travel from the airport to the city:

- Taxi: The price varies from 40 to 60 euros, depending on the distance.
- Aerobus (Shuttle): There is a bus service that enables you to travel fast to the centre of Barcelona. The buses leave every 5-20 minutes, everyday of the year. You can find all the information and fares at the following link: https://aerobusbarcelona.es/
- Train: It is possible to get to the city centre by train, the train is located in T2 (Terminal 2) but there is a free shuttle between T1 and T2. Find more information at the following link: https://www.aeropuertobarcelona-elprat.com/ingl/accesos_aeropuerto_tren4010.htm
- Metro: the L9 (orange line) connects the airport with Barcelona city in 25/30 min. The train leaves every 7 min. Fares can be found at the following link: https://www.tmb.cat/en/barcelona-fares-metro-bus/single-and-integrated/aeroport-ticket





The TMB

The TMB, meaning Transports Metropolitans de Barcelona, is the public company responsible for managing the major means of public transportation for travelling within or outside of the city of Barcelona. It includes the subway and the tram of the city of Barcelona and the surrounding areas, buses and trains.

Ticket options

There are different ticket options. In addition to the single tickets, for instance the ones you can buy directly at the bus, there are other options allowing transfers and multiple journeys. These tickets can be bought in the machines that you will find in all the metro and tram stations.

Zones

The metropolitan transport of Barcelona has six zones and the price of a ticket depends on the area you want to reach. To circulate within the city you only need the ticket for the first zone, but if you want to visit the areas around the city, make sure to check the zone in which your destination is located.

Transfers

When the tickets purchased allow transfers, in the case of one-zone cards, passengers can transfer lines or mode of transportation for 75 minutes following the first validation. This time increases by 15 minutes for each zone. We recommend you check the various ticket options and their prices to know which is more convenient for you.

More information

The Airport terminal metro stations on the L9 Sud line have a special fare and a specific ticket must be purchased. Transfers with other tickets are not valid. There may be special discount tickets, for instance, students under 25 can purchase the T- Jove.

Find all the information about tickets and fares here: https://www.tmb.cat/en/barcelona-fares-metro-bus.

The T-Casual ticket is an individual travel card valid for 10 train, metro, tram and bus journeys, including transfers. This ticket is very convenient in case you plan to use the subway more than 3 times. However, bear in mind it cannot be shared among different travelers, when travelling at the same time.

Travel by Subway (Metro)

The metro is one of the fastest and easiest ways to discover the city. With a broad and highly developed structure, you can move from any point of Barcelona to another very conveniently. It also reaches some of the surrounding cities. Check the Barcelona Metro Schedule at:

https://www.tmb.cat/en/barcelona/operating-hours-metro-bus

You can buy tickets in the regular ATMs at each station.

Travelling by bus

Barcelona has more than 80 bus lines that connect the city and the metropolitan area, including night buses, available with the same ticket. Find more about the bus lines here: www.tmb.cat

Furthermore, the Aerobus connects the city centre with the airport everyday of the year. You can find all the information and fares at the following link: https://aerobusbarcelona.es/

There are also buses for long-distance trips that allow you to reach different parts of Catalonia, Spain and Europe. The two main bus stations for these buses are *Estació del Nord* and *Sants Estació*. It is necessary to check the fares, which vary depending on the destination.

Travelling by tram

Barcelona has 6 tram lines that complement the city's public transport. Moving by tram is also very convenient and since its implementation it has become very popular among the citizens of Barcelona and the surrounding areas. More information can be found at the Barcelona Tram System website: www.tram.cat

Travelling by train

Catalonia has many natural landscapes, beaches and cities that receive a large number of tourists every year. If you want to visit the Costa Brava, Montserrat, Figueres, el Delta de l'Ebre or the Pyrenees (among many others), the Regional Trains-Renfe and the *Ferrocarrils de la Generalitat* are the two main railway networks to travel through Barcelona and a much larger territory of Catalonia.

The Regional trains-Renfe are managed by *Renfe*, the main Spanish railway company which provides transport throughout the country. *Renfe* offers an online service that calculates the price of the ticket. Find out more here: www.renfe.com

Ferrocarrils de la Generalitat are managed by the Generalitat de Catalunya and may help you reach some destinations. More information can be found at: www.fgc.cat
These trains are normally the best option if you want to visit the coastal towns, rural areas and major cities such as Tarragona or Girona. The price of a ticket depends on the distance to the final destination. Some of the train destinations are included in the TMB system and some of them are not. If it indicates TMB, just check the zone of the destination and buy your ticket.

or...by bike! There are plenty of bicycle lines throughout the city and multiple options to ride one!



Barcelona Holidays

Shops and offices will be closed on holidays and usually on Sundays as well.

| Day | Holiday |
|-------|---|
| 01.01 | New Year |
| 06.01 | Reyes |
| 07.04 | Good Friday |
| 10.04 | Easter Monday |
| 01.05 | International Workers' Day |
| 29.05 | Pentecost |
| 24.06 | Sant Joan's Day |
| 15.08 | Assumption of Mary |
| 11.09 | National Day of Catalonia |
| 24.09 | La Mercè, the patron saint of Barcelona |
| 12.10 | National Day of Spain |
| 01.11 | All Saints' Day |
| 06.12 | Spanish Constitution Day |
| 08.12 | Immaculate Conception |
| 25.12 | Christmas Day |
| 26.12 | Sant Esteve |

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Safety tips

Barcelona is a very safe city with a very low percentage of crime/s, but pickpocketing is a very usual problem. Make sure you do not leave any of your belongings unattended, even in the hotel reception or inside a bar or a restaurant. When in a crowded or touristic area or in the public transport, keep all your belongings properly held and in front of you -no wallets in your back pockets or back packs and bags on your back.

Water and Electricity

The voltage in Spain is 220. The electric outlet/socket is the European standard. The tap water is drinkable and City Hall certifies its quality.

Currency

The Euro is the official currency in Spain, and normally no other currencies are accepted for payment. You can easily change usual currencies -US dollars, pounds sterling, Japanese yen and other- in all bank and exchange offices that are found in downtown areas and tourist sites.

Emergency information

Emergency number: 112

Emergencies | 24/7 - 365 days | Attention in multiple languages

Salut-Respon: 061 | +93 303 81 58 (with a foreign SIM card)

This service can be used in case of having a health-related doubt, query or problem | 24/7 - 365 days | Attention in multiple languages

Generalitat Respon: 012

Assistance and general information about multiple issues Attention in multiple in languages Foreign Embassies in Spain Link

Foreign Consulates and Delegations in Barcelona Link

In order to obtain up-to-date information about the city of Barcelona, please visit its official web site: www.bcn.cat













Barcelona

What to visit?

The options are endless.
Check all the touristic information at:
Visit Barcelona











Gastronomy

The Mediterranean diet is essential to the gastronomy of Barcelona and also to understand the quality of life of the region and the general welfare. Nevertheless, nowadays, the prestige of Catalan cuisine goes far beyond it and is internationally recognized, with extremely renowned cooks, such as Ferran Adrià. In addition, you'll also find a diverse gastronomical selection with restaurants and products from all around the world. Thanks to its huge culinary heritage, the city has more than 33 Michelin stars and Catalonia is home to 50 Michelin star awarded restaurants, 3 of which are three-star restaurants.

Barcelona offers a wide range of places for eating out, suitable for all wallets and tastes. The average price of a menu may vary between 9 and 15 euros depending on the area and the time of day. In the area of the Faculty there are different options to eat at affordable prices.

Although in Barcelona it is possible to find somewhere to eat all day long, bear in mind that we usually eat later than the rest of the world!

Where to go out?

Barcelona is a city which never sleeps nor rests and you will always find something interesting to do here. It is the center of many events, exhibitions and concerts which take place every week: there is always plenty of things to do or going on in Barcelona, to suit all budgets and likes.

In addition to its remarkable touristic sites and its lovely charming spots to discover, you will also find a vast cultural offer, involving all the artistic expressions, as well as an sparkling day and nightlife. Poblenou or the city centre are popular areas to go out, to have a drink or to dance, especially —but not only- during the weekends. Some blocks of the Eixample District are known for their thriving LGTBI+ community and for hosting many LGTBI+ bars and discotheques. *Arena* is the most classic and popular one and its atmosphere is friendly an open to everyone.

For more information about the activities and cultural events in the city you can check "Time Out": https://www.timeout.com/barcelona



Music and theatre

"Music for all tastes and ages. Barcelona is a city steeped in music all year round and there are so many reasons to sample what it has to offer, but the most important one is the most intangible:

you've arrived in a city that is in love with music. And how good does that sound?"

Visit Barcelona (https://www.barcelonaturisme.com)

In Barcelona, you can find large concert halls like the Liceu Opera House, one of the best opera houses in the world, the beautiful Palau de la Música Catalana. declared world heritage site by the UNESCO for its impressive architecture and the Palau Sant Jordi Stadium —once part of the 92' Barcelona Olympic games and now the preferred venue by many pop and rock stars who visit our city, due to its big capacity. Not surprisingly, Barcelona is one of the few cities in the world often considered a must stop during the tours of the most successful stars and international artists worldwide, such as Madonna, Bruce Springsteen and the Rolling Stones.

Besides, one can enjoy many different musical events all throughout year, no matter the artist or the genre, be it concerts, musicals or jam sessions.

Some popular medium and smaller music venues, hosting a variety of artist, some of them not so mainstream but very renown internationaly, include: Sala Apolo, Sala Razzmatazz, Sala Barts, el Poble Espanyol or l'Auditori. More alternative groups and jam sessions from many different music styles, from jazz to hip hop are performed during different days of the week in bars and venues such as: Sala Jamboree, Hi Jauh Ush, Barts Club, Jazz Sí or Robadors 23 —which, for instance, offers 2 concerts a day, each day of the year.



Barcelona also hosts several large musical festivals throughout the year. Some of the most popular ones are: the Barcelona Primavera Sound festival, with a musical program of great international prestige which brings together thousands of people in the city; the Sonar festival, featuring electronical music and the top DJs worldwide, such as Jeff Mills, also accounts for a large number of attendees; or the BAM and the Cruïlla festivals (Barcelona Musical Action Festival & Crossroads Festival), which are great musical events open to all styles and thus displaying a large variety of singers and groups from many different genres and cultural origins.



MOVING AROUND BARCELONA AND CATALONIA

It is also remarkable that there are more than 60 theaters in the city –some are situated in exquisite buildings rich in history, and others occupy tiny venues, which may not be noticed from the street, where it is possible to intimately observe the actors' work.

Barcelona displays a rich and vibrant theatrical scene with exceptional artistic proposals all year long —from opera and theatre masterpieces to new and innovative productions from smaller companies. There are also some remarkable festivals of performing arts during the year, such as the GREC festival.

As you will see, regardless of your taste in music, theatre and other artistic expressions, Barcelona always has something to offer, ranging from the most classical options to the most alternative or innovative.

Did you know? Barcelona has always been a meeting point of cultures, and this can be noted also in the musical style originating from the city: the rumba catalana, a music born in the streets, it is a fusion of Cuban and gypsy music, according to one of its major representatives, the great Gato Perez.

Furthermore, Barcelona also keeps the great tradition of "La Sardana", the typical dance of Catalonia. Everyone is welcome to see or participate in the sardana dance that is organized each weekend by local associations and traditional groups in different parts of the city.

Museums

Like any other city renowned as a cultural hub, Barcelona is also home to an extensive network of museums and cultural foundations that expose and explore all areas of history, art, and human life. In term of plastic arts, the two most relevant ones are the MNAC, which has a broad and relevant Romanesque art exhibition and the MACBA, which is the museum of modern art. There are also some internationally renown museums that exhibit important collections of leading artists, such as the Joan Miró Foundation, the Antoni Tàpies Foundation or the Picasso Museum in Barcelona, which is considered the reference center for the artist's

ESPANYOL DELS ANYS 50 I 60 ·LECCIÓ D'ART CONTEMPOR

formative years. Furthermore, Barcelona is also home to many exhibitions throughout the course of the year.

Finally, there are also thematic museums, such as CosmoCaixa (for Science and Technology), the Textile Museum, the Egyptian Museum, the Chocolate Museum or the the most visited museum in the city, the Museum of FC Barcelona.

The Museum of History of Catalonia is also worth visiting, in case you may want to know a little bit more about Catalonia and its inhabitants.

Shopping

In Barcelona you will find a wide range of products and services. The streets of the Gothic Quarter are perfect if you are looking for ground-breaking clothes from creative young designers, both local and foreing. You can also visit the streets of Passeig de Gràcia and Diagonal Avenue with shops of the most renown brands worldwide. In the historic neighbourhoods of Gràcia, Sants and Born you will also find interesting clothing options thanks to the small designers and accessories shops that fill its streets with colour.

Loyal to her spirit, the Catalan capital maintains many neighbourhood markets like the Boqueria market, the Santa Caterina Market (beautifully restored) and the historical market of Sant Antoni, which combines a flea market with food venders and much more.

Barcelona offers an endless set of possibilities, specially when it comes to fashion and culinary products.

More useful information

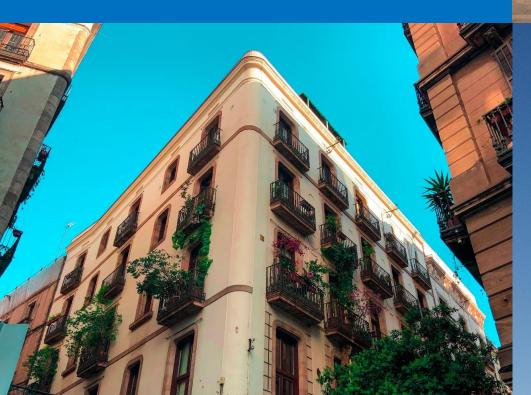
www.oh-Barcelona.com/es/guia-Barcelona/turismo/

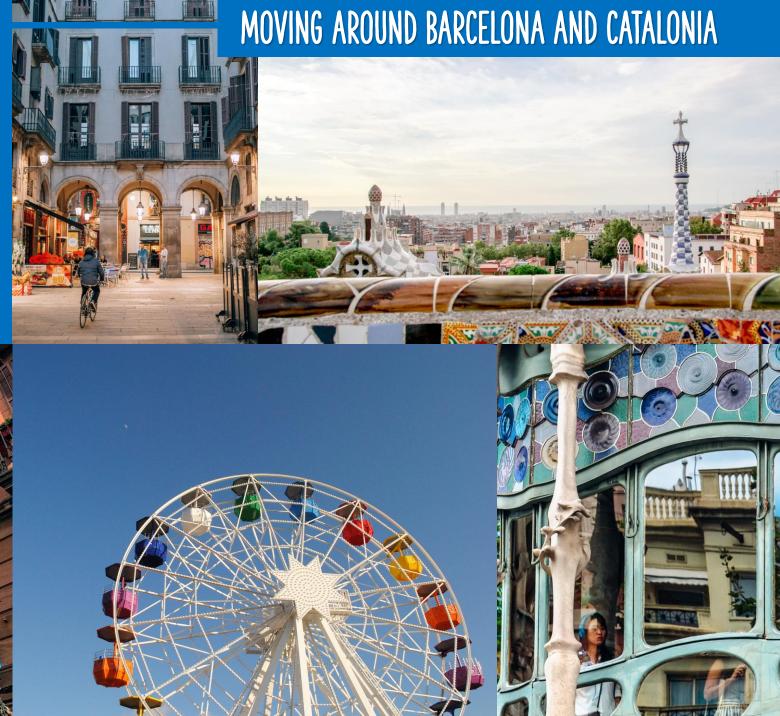
www.bcn.cat

www.guiadelocio.com/barcelona

www.ub.edu/economiaempresa/

www.ub.edu





INTERNATIONAL RELATIONS OFFICE





Vice-Dean for International Relations

Montse Cervera

Head of the International Relations Office & Outgoing Coordinator

Eva Gea

Incoming Coordinator

Marta Fornols & Noelia Fornés

International Officers and IRO Support

CONTACT for INCOMING STUDENTS

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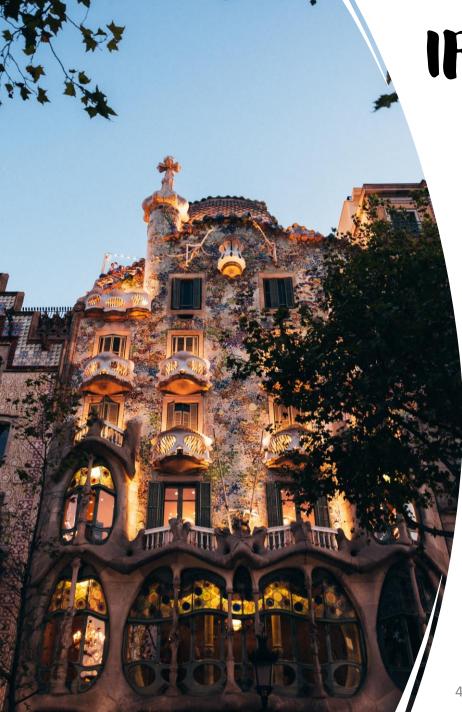
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IRO staff recommendations!

These are the personal recommendations of different members of our IRO staff. We can ensure none of us are linked in any way with any of the companies/entities, needless to say we do not receive any benefit for mentioning them! These are some fair -non exhaustive and obviously, based on our opinion- recommendations. We hope they will be useful!

"I would recommend strolling around the Gothic District and just getting lost in the streets. An excellent option to eat is Ca la Nuri, in la Barceloneta, just in front of the beach. In case you need a cheap, fast and yet a good option I would recommend Bismilla Kebabish, probably one of the best Kebab places in the city, offering also a wide range of food, apart from kebabs".

"I particularly enjoy going to any of the multiple rooftops of the city in the evening. Also, if you enjoy art museums, the MNAC is worth visiting and you'll have great views of the city from there. I would also recommend visiting at least one of the milestones of Gaudi's architecture -be it Parc Güell, Casa Batlló or la Pedrera; besides, do visit Sagrada Família, and enter inside, it is really astonishing and beautiful. Where to eat? Restaurant Petra is a great & affordable option just next to the Santa Maria del Mar Basilic. Tapas 24, in the city center -Diputació street- is a good place to eat classic "tapas", with a modern touch. For a display of the worldwide cuisine present in the city, you can enjoy the wonders of the Indian cuisine at Rasoi restaurant, in Londres street, in the Eixample District".

"I would recommend going to one of the panoramic points you can find in the different hills overlooking the city. The Tibidabo park | Tibidabo mountain are wonderful in this sense. For instance, you can have a drink at Mirablau, which has great views over the city. It feels truly delightful! There are also great views of the city in the "Bunkers del Carmel" or in Montjuïc. Precisely in there, "el Xalet de Montjuïc" is a very good option to eat with wonderful views -but bear in mind it's a little bit expensive.

