

Dear Erasmus+ student,

We are very glad you've chosen our Higher Education Institution for your Erasmus+ Student Mobility for Studies in Spain.

The *Escola d'Art i Superior de Disseny de les Illes Balears (EASDIB)* is the only state higher education institution in the Balearic Islands for specific professional design studies:

- 1<sup>st</sup> Cycle – A four-year full-time Bachelor in Design with four specialities: Graphic Design, Interior Design, Fashion Design & Product Design (in ECTS system).
- Short cycle – A two years full-time Vocational Studies in Plastic Arts and Design: Artistic Jewellery (not ECTS system), Illustration (in ECTS system) and Artistic Photography (in ECTS system).

The *EASDIB* has its origin in the *Escuela Gratuita de Dibujo*, whose ideas were taken from the Illustration period. It was founded by *the Sociedad Económica de Amigos del País* in 1779, and it is the second oldest school in Spain.

*The EASDIB* keeps a closer working relationships with other public and private institutions on the islands. It also promotes community active cooperation and develop Project-Based Learning engaged with the community and its social actors (Higher Education Institutions, Non-Profit Organizations, local firms, regional government). In 2007 *the E EASDIB* was rewarded for its exemplary trajectory with the Prize Marta Mata (to the quality of the educational institutions).

The *EASDIB* is open from 1st September to 31st July. The school is fully closed all the month of August. The academic activities start the last week of September and ends third week of June (but we recommend to stay until 30th June).

The first semester runs from the last week September until the second week of February, and the second semester runs from the second week of February until the last week of June, but Erasmus students are free to join our Higher Education Institution anytime during the month of September/October (for the first semester) and February/March (for the second semester).

For the students interested to study at our school, it is necessary to say, that all subjects are taught in Catalan or Spanish, and we do our best to help students as much as possible.

Professor Pilar Rovira, PhD, Erasmus+ Coordinator

Head of International Relations, Cooperation & Mobility Department

Escola d'Art i Superior de Disseny de les Illes Balears

## Some useful information once in Palma

**a) For the “*asignación de NIE y certificado*” (20 euros, more or less)**

<http://www.immigrabalears.com/extranjeria/HojasInformativas/345.pdf> (in Spanish)

<http://www.policia.es/documentacion/oficinas/baleares.html> (in Spanish)

You need to download the form (<http://extranjeros.empleo.gob.es/es/ModelosSolicitudes/> > “Modelos Generales”; “Model EX18” for Registration in the Central Register of Foreign), ask for an appointment (<http://www.mpt.gob.es> ; <http://www.minhap.es> ; <http://www.mpt.es> > servicios > extranjería > cita previa extranjería > acceder al procedimiento > elegir provincia desplegable > elegir tramite (certificado UE), and then go to the “Oficina de Extranjeros de Palma de Mallorca” at calle Ciudad de Queretaro S/N (07071, Palma); open from Monday to Friday, from 09.00 to 14.00 hours (<https://www.google.es/maps/place/Oficina+de+Extranjer%C3%ADa/@39.5636629,2.6624459,17z/data=!3m1!4b1!4m5!3m4!1s0x129793b6989d5dd5:0xf28ebcd0c360de4e!8m2!3d39.5636629!4d2.6646346>); in calle Joan Maragall -parada de Gesa- Bus no. 1, 15, 23, 29, 30, 31; in calle de Manuela Azaña Bus no. 6, 12, 18, 28, 29).

NIE document it's an option, just for ticket discounts to visit the main land by plane or boat & for bike service - <http://www.bicipalma.es/>).

**b) For the “*alta en el Padrón municipal*” (free cost)**

<https://agepob.palmademallorca.es/> (in Spanish) > click “Alta Padró Municipal d'Habitants de Palma” > choose any place

Documents to show when date (original and copy):

- ID document/passport.
- Rent contract (with your name).
- Invoice of the first month.
- NIE (optional, for ticket discounts to visit the main land by plane or boat & for bike service - <http://www.bicipalma.es/>).

They will bring you a document of “*empadronamiento*”.

Before leaving Palma, please think you have to go to the same place (you don't need any date) and ask for a “baja en el Padrón Municipal”.

**b) “*Targeta ciutadana*”** (free cost; grey & blue; for blue buses just in Palma)

<http://www.emtpalma.es/>

Once “*empadronado*”, ask the same person for the “*targeta ciutadana*” (transport municipal card).

Show the Certificate of attendance at the ESDIB (in Spanish), for the student discount.

You need to put up money to use it (I don't recommend to use machines on street).

Before leaving Palma, go to the Customer Service Office, at Josep Anselm Clavé 5 (07002, Palma), and ask for your money back (if any). This is very near Plaza España & Mercado del Olivar.

**d) “*Targeta intermodal – targeta jove*”** (red & yellow card, for red & yellow metro, train & buses out of Palma)

<http://www.tib.org/>

Go the “*Estación intermodal*”, that is, down stairs in Plaza España where the train & bus station is. Look for the TIB office and take a number.

Documents to show (original and copy):

- NIE (optional).
- ID document/passport.
- Certificate of “*empadronamiento*”.
- Certificate of attendance at the ESDIB.

Never put up money on this card. Just show it to the ticket office or the driver when you buy a ticket to get 50% discount (but only if you are under 26).

### Some useful information once at the school

#### **a) For computers & virtual school**

Please, send an e-mail to [informatic@escoladisseny.com](mailto:informatic@escoladisseny.com) with your name, ID card number (or passport or NIE), and sending university. The person in charge will send you back a user name, a password and the instructions of use.

#### **b) For the students' card**

Please, contact the Deputy of Studies for more information.