The Illinois Architecture Study Abroad Program at Barcelona-El Vallès

IASAP•BV 2015-2016 Handbook 2
A Message from the Illinois School of Architecture’s International Programs Committee

Congratulations upon your acceptance into the Illinois Architecture Study Abroad Program in Barcelona-El Vallès (IASAP•BV)!

This program provides the extraordinary opportunity of living and studying one full year in a historically and architecturally rich overseas environment while simultaneously offering a curricular structure that is fully equivalent – in content and academic rigor – to the courses offered on the Illinois campus.

The program’s goal is to provide students with a multicultural and cross-national approach, fostering integration in a different academic and cultural setting that enriches their education and professional development. At the same time, the experience of living abroad for an entire year provides opportunities for personal growth, learning from direct interaction with different peoples, environments and cultures.

Your acceptance to participate in this program is an achievement in itself; it reflects your commitment to take part in an extraordinary personal and educational experience and to represent the Illinois School of Architecture and the University of Illinois at Urbana-Champaign at our partner institution in Barcelona-El Vallès. We are persuaded that your motivation, commitment and academic rigor in pursuing your architectural studies through participation in the IASAP•BV will honor and continue to expand the great tradition and international reputation that the School’s Study Abroad Program has developed over the last forty-five years.

Being properly and consciously prepared to participate in this program is the first step toward a successful experience. This IASAP•BV 2015-2016 Handbook 2 provides essential information that must be meticulously read and understood in a timely manner. A supplemental booklet IASAP•BV 2015-2016 Handbook 3 with more practical information necessary in the months before departure will be distributed in March/April, 2015. Should you have questions as you read the handbooks, please contact Rhonda Frank in the Architecture Undergraduate Office.

I wish you the best with this wonderful opportunity,

Dr. Vidar Lerum, Associate Professor
Chair, International Programs
Illinois School of Architecture
vidar@illinois.edu
This Handbook provides very important information for all students who have been accepted to participate in the IASAP•BV during the 2015-2016 academic year. It contains information on the following subjects:

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Meetings

Participating students are required to attend all meetings scheduled for the Spring 2015 Semester. Absence without prior approval will be cause for removal from the program.

Student meetings will be held Wednesdays at 5:30 pm in 134 Temple Buell Hall (unless otherwise notified) according to the following Schedule of Meetings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting Title</th>
<th>Support Information</th>
</tr>
</thead>
</table>
| Wednesday, Feb. 4, 2015* | Required UIUC Study Abroad Forms  
(www.studyabroad.illinois.edu)  
Passport Photos  
Housing/Roommate Form  
Financial Guarantee Form  
FBI/Police check | Required UIUC Study Abroad Forms  
(www.studyabroad.illinois.edu)  
Passport Photos  
Housing/Roommate Form  
Financial Guarantee Form  
FBI/Police check |
| Wednesday, Feb. 18, 2015 | Spanish Visa Requirements  
Visa Form  
Housing Form | Spanish Visa Requirements  
Visa Form  
Housing Form |
| Wednesday, March 11, 2015 | Course Registration  
Health & Safety  
Election of Student Representatives | Course Registration  
Health & Safety  
Election of Student Representatives |
| Wednesday, April 8, 2015 | Airline Ticket Forms | Airline Ticket Forms |
| Special Event  
Saturday, April 11, 2015 | IASAP•BV Presentation – Mom’s Day Weekend  
9:00 am Plym Auditorium | IASAP•BV Presentation – Mom’s Day Weekend  
9:00 am Plym Auditorium |
Program Fee and Schedule of Payments

The Program Fee to participate in the IASAP•BV in 2015-2016 is $15,000. This fee is in addition to regular tuition and fees required to be enrolled at the University of Illinois at Urbana-Champaign. The program fee includes housing at the double occupancy rate, round-trip airfare to Barcelona, mandatory insurance for studying overseas, and many other expenses incurred on behalf of participating students. For single-occupancy (one student per unit) an additional fee of approximately $3,600 will be charged. Utilities (water and electricity, including electrical heating) are not included in the housing fee, and are the responsibility of the student. Each unit has its own utility meters, and tenants are billed every two months.

A damage deposit fee equivalent to one month of rent must be paid to UNIHABITAT Habitatge (the company that administers the Student Residence) by each student upon arrival (estimate approximately 400€ four-hundred euros, or approximately $480 depending on exchange rate fluctuation). This fee, not included in the Program Fee, will be fully or partially returned after a unit inspection at the end of the lease-period. If damages or losses exceed this amount, students will be required to pay the difference.

Schedule of Payments

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Amount</th>
<th>Deadline for Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (non-refundable)</td>
<td>$25.00</td>
<td>due at application</td>
</tr>
<tr>
<td>Program Fee: Deposit; non-refundable</td>
<td>$500.00</td>
<td>March 2015</td>
</tr>
<tr>
<td>Program Fee: Payment 1*</td>
<td>$3,500.00</td>
<td>April 2015</td>
</tr>
<tr>
<td>(airfare not refundable once purchased)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(no refund if withdrawing after July 1/15)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Fee: Final Payment</td>
<td>$11,000.00</td>
<td>August 2015</td>
</tr>
</tbody>
</table>

* IMPORTANT NOTE: The Program Fee paid through Payment 1 includes approximately $1,500 for airfare and $300 for the housing reservation; both are non-refundable after the School incurs these expenses. Also, if withdrawal from the program occurs after July 1, the total amount paid through Payment 1 ($3,500) will not be reimbursed because payment for the first semester of Student Housing will be committed by contract after that date.

Payments must be made through your Student Account. A $500 deposit is required when a student commits to the program. Without prior approved arrangement, failure to pay will be cause for removal of your name from the list of participants. Keep all receipts and other records of payment.
Spanish Visa Requirements

All students participating in the Illinois Architecture Study Abroad Program at Barcelona el Valles (IASAP-BV) must complete all the requirements for a long-stay student visa to study in Spain. The meetings held Spring semester to prepare for the Barcelona program focus on assisting the students through this process, in addition to other preparations. (Citizens of European Community countries are exempt from these requirements; this is the only exception.)

An original and one copy of each of the following forms must be submitted to be considered for a visa. It is essential that these documents are completed in a timely manner. Please turn in all forms to Rhonda Frank (rfrank@illinois.edu) in Room 117 ARCH.

Further information can be found at the Spanish Consulate website: http://www.exteriores.gob.es/Consulados/CHICAGO/en/Pages/inicio.aspx

Required Documents:

1. Completed Application form.

2. Two ID photos: passport size (2"x2"), white background. Front facing, neutral expression, no hair, glasses, hats or other objects partially or fully covering your face. Do not write on the front or back of the photos. (These must be actual photos; scanned prints will not be accepted.)

3. A valid passport with an expiration date three months after your return to the United States. If your passport expires before your re-entry date, please renew your passport. Instructions to apply for a passport are available at www.uspassporthelpguide.com.


5. Proof of State Residency. Submit one of these three documents:
   • US Driver’s license
   • US State ID card
   • Voter Registration card
   • Current Student ID card

6. Letter of Acceptance into the program (provided by the School of Architecture). This letter must contain the following: name, address, telephone and email of the School; full payment of tuition; duration of the program, subjects of study and hours of study per week (no less than 20 hours). The name on your acceptance letter must be the same as the name on your passport.

7. Planned Round-trip Itinerary
8. **FBI or State Police Criminal Background Check** (issued in the last 6 months). Required of all students over 18 years old.

   a. **If you have lived only in the United States of America for the last five years:**

      FBI Criminal Background check (issued in the last 6 months) legalized with the “Apostille of the Hague Convention” by the U.S. Department of State.


   ▶ Or

   A State Police background check from each state you have lived in during the last five years, legalized with the “Apostille of the Hague Convention” by the corresponding Secretary of the State.

      **A LOCAL POLICE BACKGROUND CHECK WILL NOT BE ACCEPTED.**

   b. **If in the last five years you have resided in a non-European Union country other than the United States of America,** you must have a criminal background check from all non EU countries where you have lived, legalized by the Spanish Consulate or Embassy in the respective countries. This document is in addition to the United States criminal background check.

      **A LOCAL POLICE BACKGROUND CHECK WILL NOT BE ACCEPTED.**

9. **Evidence of Funds.** A notarized statement from your parents/guardians accepting full responsibility for any expenses, including emergencies, while you are living in Spain.

10. **Proof of International Health Insurance** with international coverage for the intended period of stay in Spain at a minimum of 30,000 Euros (or its equivalent in US dollars) and necessarily including Repatriation Coverage. A copy of the CISI card and the insurance contract complete this requirement.

11. **Medical Certificate.** A physician’s recent statement (not older than 3 months) on the doctor’s or medical center’s letterhead, signed by an M.D. with the following wording *verbatim*:

    “The applicant has been examined and found in good physical and mental health to travel to study abroad and is free of contagious diseases susceptible of quarantine and drug addiction or any other illnesses which could lead to Public Health repercussions according to the International Health Regulation 2005.”

    Applicant must be identified by his/her Passport’s First and Last Name on the Medical Certificate.

12. **Visa Fee.** Must be paid by a money order made payable to the “Consulate of Spain.” Current cost of fee: $160. Visa fees are not refundable.
Obtaining a visa for a European country involves a two-step procedure. The visa you receive from the Spanish Consulate in the United States will provide you entrance into Spain with a 90-day stay. Once in Spain, the IASAP-BV’s administrative staff will work with you to obtain the legal documentation authorizing you to sojourn in Spain for longer than 180 days. Please note that additional documents, photos, and fees may be required.

Academic Structure and Course Registration

Participants register for courses both in the Fall and Spring semesters as they do on campus. Students will receive email notices regarding registration dates for each semester.

The academic year is organized as follows:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Spring Semester</th>
<th>Course Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Design</td>
<td>475</td>
<td>6</td>
<td>Architectural Design</td>
<td>476</td>
<td>6</td>
</tr>
<tr>
<td>Structures-Steel/Timber</td>
<td>451</td>
<td>4</td>
<td>Structures-Concrete</td>
<td>452</td>
<td>4</td>
</tr>
<tr>
<td>Architectural History</td>
<td>409</td>
<td>3</td>
<td>Overseas Arch Studies</td>
<td>468</td>
<td>3</td>
</tr>
<tr>
<td>Overseas Arch Studies</td>
<td>468</td>
<td>3</td>
<td>To Be Determined</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td></td>
<td>16</td>
<td>Total Credit Hours</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

The course descriptions reprinted below are also available at [http://catalog.illinois.edu](http://catalog.illinois.edu).
ARCH 409  Special Topics in Spanish Arch  credit: 3 Hours.
Explores aspects of the architecture and urban design of Spain from antiquity until the present. 3 undergraduate hours. 3 graduate hours. May be repeated to a maximum of 6 hours. Prerequisite: ARCH 210.

ARCH 451  Theory & Design Steel & Timber  credit: 4 Hours.
Analysis and design of steel and timber structures for buildings. Steel columns, beams, trusses, connections, roof and floor framing systems; timber beams, columns, roof and floor framing systems. 4 undergraduate hours. 4 graduate hours. Prerequisite: ARCH 352.

ARCH 452  Theory of Reinforced Concrete  credit: 4 Hours.
Concrete materials; behavior of reinforced concrete construction; behavior and design of structural elements, one-way slabs, beams, and girders; columns; ACI code requirements; and introduction to continuity in reinforced concrete structures. Course Information: 4 undergraduate hours. 4 graduate hours. Prerequisite: ARCH 352.

ARCH 468  Overseas Architectural Studies  credit: 3 Hours.
This course is designed to enrich the professional development of students in a study abroad location. Students participate in thematic workshops, seminars, lectures and field trips focused on understanding and analyzing architectural and urbanistic landmarks and settings on site through both directed and independent assignments. 3 undergraduate hours. No graduate credit. May be repeated in separate terms up to 6 hours. Prerequisite: Senior standing in the School of Architecture.

ARCH 475  Arch Design & Development  credit: 6 Hours.
Schematic design and development of a small-scale public building emphasizing the integration of the basic elements of building; materials, details, structure, technology, program, life safety, and universal design. 6 undergraduate hours. 6 graduate hours. Prerequisite: ARCH 374 or ARCH 472.

ARCH 476  Arch Design & Exploration  credit: 6 Hours.
Exploration of boundaries of architecture and the built environment. Focused exploration into specific design topics, such as issue-oriented building problems, urban design theory, intermediate building design and site planning theory, human-environment relationship theory, interdisciplinary design, and architectural design and presentation methods. 4 undergraduate hours. 4 graduate hours. Prerequisite: ARCH 475.

The program’s courses regularly meet once or twice per week on a schedule determined prior to the beginning of each semester. Depending on space availability and calendar compatibility, IASAP-BV’s students may also have the opportunity to take some courses offered in English by our host School, the ETSAV. Moreover, students may also take a language course (Spanish or Catalan) through the UPC’s outreach program for international programs. More information on the latter will provided to participants upon arrival to Sant Cugat in September.
Program Rules

All participants of the IASAP-BV must abide by and comply with the Program’s rules. The rules are simple common sense; they are based on the understanding that as a participant in one of the University’s overseas programs, you implicitly become an “ambassador” of the University of Illinois at Urbana-Champaign. Therefore, your academic and personal behavior must be exemplary at all times. The same rules that are applicable on campus are also applicable in the University’s overseas programs. As part of the requirements to participate, you will be asked to sign the University’s Study Abroad Behavioral Contract available on the Study Abroad website.

Withdrawal from the Program

Report immediately to Rhonda Frank, the Barcelona Secretary (rfrank@illinois.edu and 217-333-7720), if for any reason, you cannot carry through your commitment. We must have a written record of your withdrawal. If prior to July 1st and if an alternate is available for you, any uncommitted portion of payments you have made (except those fees marked “nonrefundable”) will be considered for a refund. After July 1st funds will have been irretrievably committed; any refund may only be partial and only upon review and approval by the International Programs Committee.

Dismissal

If a student's conduct while participating in the Program is deemed undesirable or prejudicial to the University Community's best interest, as described in Part 3 of the Code of Policies and Regulations Applying to All Students Handbook, the student will be required to return to campus for the continuation of his/her studies and for possible disciplinary action. In addition, any student who has been accepted for the Barcelona Program, but fails to meet the responsibilities of participation while in Europe, may be dropped from the Program.

Students involved in unlawful acts deemed detrimental to the welfare of the Program will be promptly dropped from the Program and the University so notified (i.e., participation in the political affairs of a foreign nation, possession or distribution of narcotics, destruction of property, improper or disturbing behavior especially as a consequence of alcohol consumption, etc.).

Encumbrances

Academic and administrative offices may place encumbrances on your record for academic reasons, funds owed to the University, judicial reasons, and for failure to meet medical/immunization requirements. If you have an encumbrance(s) on your record, resolve it with the appropriate campus office as soon as possible. You will be informed of any encumbrance(s) when you register. Failure to resolve an encumbrance prior to 5:00 p.m. of the first day of instruction will result in cancellation of your course registration for the term.

Students who cause any damage to their housing or to the school are responsible and must pay for repairs or replacement. Individual students are financially responsible for
any bills incurred by them while in the Study Abroad Program. Students not paying immediately will be encumbered by the University.

Health Care and Health-Related Issues

At the Illinois School of Architecture in general and at the IASAP•BV in particular, the physical and mental wellbeing of students is a priority. The IASAP•BV’s staff has developed informal agreements with local health care providers to provide medical assistance to IASAP-BV participants as needed. In general, students should be able to handle minor health-related issues on their own, but the IASAP•BV’s staff will assist them as deemed necessary and appropriate. On the day of arrival to Barcelona students will also receive an “emergency card” with contact numbers in case of emergency.

Insurance

Students who participate in the Barcelona Program are required to be covered by specific insurance programs.

Cultural Insurance Services International (CISI)

Every student studying abroad through the University of Illinois is required to carry CISI insurance. It is a “world class coverage plan” administered by Cultural Insurance Services International, Stamford, CT through the Study Abroad Office at the UIUC. Students are covered for 6 to 10 months at a cost of $350 which is included in the Barcelona program fee. Students will receive an insurance coverage card, which should be carried by the student, and brochures on this coverage. More information on CISI insurance is available at: http://www.culturalinsurance.com.

UIUC Student Insurance

All University of Illinois Urbana-Champaign students are automatically enrolled in the student health insurance plan and assessed the fee every semester that they register for classes, unless they have previously applied for an exemption from the fee (details below). Students who are enrolled in the Barcelona Program will be assessed the student health insurance fee if they have not been previously exempted, and will be enrolled in the UIUC Student Health insurance as well as the required CISI insurance for the semesters during which they are registered. The details of this plan are available at the Student Health Insurance website (www.uhcsr.com/illinois). This is a worldwide plan, and may not be opted out of in favor of the CISI insurance. The only students who are eligible to opt out of the UIUC Student Insurance are those who have comparable outside coverage (e.g. through their parents, work, etc.) Exemptions last for the duration of the academic year, except in the case of students who first did an exemption prior to the Fall 13’ semester, whose exemptions are permanent. Any medical expenses uncovered by the CISI plan may be submitted to the UIUC student health insurance.
If you are not registering for the semester after studying abroad, and you wish to have Student Health Insurance coverage after your 6-10 month CISI coverage ends, you are eligible for a one-semester extension, to take effect after the last semester in which you had the UIUC Student Insurance. Students must complete the “Extension of Coverage for Continuing Students Only” form, available at www.uhcsr.com/illinois, during the enrollment change period at the beginning of the semester for which the extension is to be applied. The form is completed online and payment made directly to the Student Health Insurance Office. The insurance fee will not be billed to your account for a semester in which you are not registered unless you file this extension. For extension period deadlines for each semester, or more information about the extensions, you may contact the office: UIUC Student Health Insurance, 506 S. Wright St., Room 100 A, Urbana, IL 61801; 217-333-0165; insure@illinois.edu; fax: 217-244-9886.

Payments for Medical Bills
Two of the health care providers in the area have established agreements with CISI Insurance which set discounted rates for CISI’s insured students and a special procedure for filing their expenses/bills for medical attention. Please note, that the agreement is between CISI and these two health care organizations for the services covered by CISI. When going to the pharmacy, students will have to pay for prescribed medicines in cash and send a reimbursement claim to CISI.

When using other medical centers (either by personal choice or by need), all medical bills incurred will have to be paid for in cash upon service and a claim for reimbursement sent to CISI. CISI insurance claim forms along with original itemized bills are required to be submitted to their office in Connecticut. The same applies for students using a different insurance company.

If you have UIUC Student Health insurance, claim paperwork with itemized bills from the doctor’s office should be submitted to United Healthcare: Student Resources, P. O. Box 809025, Dallas, TX 75380 for reimbursement. UIUC Student Insurance requires that these bills be translated into English, and the prices converted to U.S. currency prior to submission. They must list diagnosis, procedures and charges for each treatment, date of service, patient name and medical facility contact information. If you have any questions about submitting a claim on your UIUC Student Health insurance, please contact the insurance office at (217) 333-0165 or insure@illinois.edu.

If the School, for some unforeseen reason, has to make a payment on your behalf, you will be billed and/or encumbered.

Personal Preparations for Living and Traveling

From now on, you should prepare for studying, living and traveling in Europe for one year. Learning—or refreshing and improving—your Spanish will significantly enhance your experience in Barcelona.
Information about banking and “personal funds management” will be provided in the IASAP•BV’s Handbook 3 that will be distributed in March/April. However, it is never too early to start consulting your bank for information regarding financial operations in Europe. The IASAP•BV has established an informal agreement with a local bank - Banco Sabadell Atlántic - to facilitate the opening of a local bank account for IASAP•BV’s participants. A local bank account is not required, but it may be useful; you can opt to open an account at Banco Sabadell Atlántico or another bank of your choice.

In addition to more developed information of personal finances and money management during the year abroad, the IASAP•BV’s Participants Handbook 3 will provide additional information on other aspects, notably those related to final preparations to participate in the program such as information about textbooks and supplies, recommendations for developing a list of clothing and accessories to take with you, personal equipment (computers, software, cameras, etc…), more information on healthcare related issues and suggestions to start getting prepared for your travels.

Until then, do not disregard any opportunity to prepare for a wonderful and unique educational and personal experience.
Contact Information

In Barcelona/Sant Cugat del Vallès

Program’s address in Sant Cugat
IASAP•BV
ETSAV
Carrer de Pere Serra 1-15
08173 Sant Cugat del Vallès
Barcelona, Spain

Program’s Office Telephone number¹
calling from Spain: 93 401 2519
calling from Europe: +34 93 401 2519
calling from the US: 011- 34 93 401 2519

IASAP•BV Program Director
Alejandro Lapunzina, Professor ISoA
alejlapu@illinois.edu

IASAP•BV Administrative Coordinator
Ms Magali Veronelli-Lapunzina
magali.vl@outlook.com

¹ this number will likely change in March 2015; contact the Illinois School of Architecture for updated number

In Urbana-Champaign - Illinois School of Architecture

Chair, International Programs Committee
Prof. Vidar Lerum; vidar@illinois.edu
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Administrator of Undergraduate Student Services
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Barcelona Secretary
Rhonda Frank; rfrank@illinois.edu
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Barcelona Accountant
Cheryl Heck; chaheck@illinois.edu
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UIUC Study Abroad Office Emergency Contact Number
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