YOUR MANUAL OF INSTRUCTIONS
FOR A SAFE JOURNEY.

Please take a moment to learn the user’s manual of Elisava.

This guide will give you all the information you’ll need for your daily life at the university.

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1. Use me, don’t stack me. We are a team. This is the moment when you start your own adventure. We wrote this manual to be a helpful guide to allow you to have control and confidence when you arrive at Elisava. A travel guide, a manual is important for any trip. It can help you with details, to find surprises and to know how to get the most of your journey.

2. Every so often though we like to get really specific and deep dive into the complexities of the university. Make your mind ready to discover Elisava. And do not forget to come and ask whenever you need. Now is your moment. Sit back, relax and enjoy your time.
Javier Peña  
General and Scientific Director  

This guide is an introduction to our university, which starting now is also yours. Through creativity, initiative, critical thought and a transdisciplinary perspective, you’ll come to understand design and engineering as strategic elements for contributing value and relevance to the world we live in.

In a climate of constant change, characterised by rapid shifts in the relationships between society and its surroundings, at Elisava we uphold a staunch social, scientific and cultural commitment that questions knowledge in order to interpret and understand our present, while designing for the future we hope to see. Along the way, our most fundamental goal is to accompany and guide you in making your own ambitions and dreams a reality.

Albert Fuster  
Academic Director  

Elisava is a space dedicated to education and knowledge, a hub for connections to foster your creative and technical abilities, while promoting critical thought and a design vision with the potential to question the world around us and build possible futures. The people, spaces, and facilities and the university’s network of contacts will offer you an educational and life experience with the capacity to transform you, to make your goals a reality and feed your thirst for knowledge, helping you to take on the planet’s social, ethical and environmental challenges.

Santiago Albert  
Director of Master’s and Postgraduate Programmes and Continuing Education  

At Elisava you won’t just be completing a Master’s or a Postgraduate Degree. You’ll be sharing experiences with people from more than 80 different nationalities. You’ll have a wealth of opportunities, like cross-disciplinary workshops – which will also connect you with students from other programmes, lectures by leading figures in the world of design and engineering, and technical capsules in a variety of fields to broaden your knowledge.

And you’ll become part of a powerful network of designers, engineers, architects, illustrators, communicators, etc. from all over the world who share a common goal: expanding their personal and professional capabilities. Take advantage of all these relationships, your connections with the directors of the Master’s and Postgraduate programmes and all the advantages of Elisava Alumni, the university’s alumni association, to which you will belong from get go. Plus, each year we organise collaborations with companies and social projects in which you will be able to participate. All this is Elisava. As well as all the experiences you’ll have during and after your programme. Make the most of it all!
Unleashing your potential – useful information

Read through this guide and keep it handy. It will be very useful! It’s a good introduction, and it will help you get situated with a broad overview of the university.

Elisava Life App: Connect with Elisava

Find out about everything that’s happening at Elisava through our app. You’ll be able to book academic rooms, check your daily academic schedule, participate in academic polls, buy Elisava’s merchandising, etc.

There are many groups for sharing inspiration, finding accommodation, sharing materials for projects, chatting or hanging out into the vibrant cultural life in Barcelona. Download it from the App Store or Google Play.

Scan the QR code and download ELISAVA LIFE.

Elisava access credentials
Set up your email account!

A few days before beginning classes and after registration, you’ll get an e-mail containing your username and password to access Elisava’s resources. You’ll also find a link to the Virtual Campus, where you’ll find all the instructions for setting up your Elisava email account and signing up for other services. The IT team is here to help you with any problems.

Virtual Campus

cv.elisava.net

The Virtual Campus contains all the information and resources for your courses: teaching plans, academic calendars, rules and regulations, schedules, your marks, etc. Connect to the Virtual Campus with your username and password.

Follow Elisava on social media!

Instagram & Twitter
@elisavabcn
Tiktok
@elisavabarcelona
Facebook
@elisavabarcelona
LinkedIn
linkedin.com/school/elisava

USEFUL INFORMATION
Wi-Fi Connection
You’ll have access to free Wi-Fi throughout the university. Sign in with your username and password. Check out the Virtual Campus for all the necessary configuration info, as well as the users’ manuals.

Get your student ID card
Once you download Elisava Life app, you’ll be able to get your digital university ID in the personal area of the application. Remember that your ID will get you discounts at many of Barcelona’s museums and shops!

Make the most of our computing resources
Download the Microsoft Office package for free and work online with Office 365. You’ll also have access to 1TB of cloud storage (OneDrive) and Solidworks design software (use your Elisava username and password). Access Office 365 via office.com with your username and password.

Where & When to find us
La Rambla 30 - 32, 08002 Barcelona
Opening times
Monday — Friday
8.00 a.m. — 10 p.m.

Open Saturdays
At the end of each quarter, coinciding with exams and final presentations, we open our doors on two Saturdays so you can come and meet up with your classmates. You’ll have access to the library, students’ rooms, computer rooms, and the prototype workshop. Consult the academic calendar for the exact dates.

Out-of-class university life
Stay up to date and join the Community
Elisava Equality
igualtat@elisava.net
Elisava Equality is a commission with the aim of combating inequality associated with sex, gender, sexual identity or orientation, and violence against women. Rosario Hernández is the university’s Equality officer, responsible for ensuring compliance with the equality plan.

Feminist group Las Heréticas
@lashereticas
Las Heréticas is a meeting point for all those people in the community who are interested in feminist and gender struggle. They organize activities in an open and safe space to reflect on these topics and share experiences. If you want to join this group, just send them a DM on Instagram.

Choir
gospel@elisava.net
Cor 4 18 is a choral group open to the entire Elisava community. The choir is responsible for performing at Elisava’s graduation events, Christmas concerts and other events.

Elisava Nights
@elisavanights
Elisava Nights is a group of students who organise parties, gatherings and other events at Elisava. If you’d like to participate, send them a DM on Instagram.

AHA Radio
@aha.radio
An initiative launched by students: Elisava’s online radio is the speaker for the university community. Podcasts can be listened to on the website aharadio.elisava.net, Mixcloud, Spotify and iVoox. If you want to join AHA Radio or suggest a new radio show you can contact them by DM on Instagram or by e-mail aharadio@elisava.net.

Instagram Accounts
@elisavamemes
@memelisava
You’ll find the best Elisava memes on these Instagram accounts, they are super funny although they are a bit outdated. These profiles are looking for new content to be posted, so if you are willing to join these Instagram accounts or set up a new organisation, group, committee, project, etc. all new initiatives are welcome. Write us to elisava@elisava.net!

What’s going on?

Exhibitions
Don’t miss the exhibitions in the Àgora, the Atri (1st floor), and other spaces at the university.

Lectures
Talks with inspiring international professionals of design, engineering, arts, communication, architecture... in the Auditorium Aleix Carrió.

Workshops & Innovation Labs
Collaborate on projects with companies, institutions, NGOs, etc. You can join these transversal projects with students from other courses. You’ll be more than welcome to participate in the yearly Open Calls.
Administration
4th floor
Monday to Friday 10 a.m. – 1 p.m.
Monday, Tuesday and Thursday
4 p.m. – 7 p.m.
✉ administracio@elisava.net
At the Administration offices, we’ll help you manage tuition payments, invoices, certificates, diplomas, etc.

Academic Management
1st floor
Monday to Friday 8 a.m. – 6 p.m
✉ uga@elisava.net
+ We’ll help you with all the red tape during your studies at Elisava and beyond.
+ Enrolment and Records (Undergraduate degrees and Elisava programmes).
+ Applications (recognition of credits, postponement requests, diploma requests, records transfers, etc.).
+ Scholarships and exchanges.
+ Collaboration agreements and internship contracts with companies, institutions and NGOs.

Undergraduate Student Coordination
4th floor
Anna Baldrich
✉ abaldrich@elisava.net
Esther Brosa
✉ ebrosa@elisava.net
Lourdes Sáez
✉ lsaez@elisava.net
Rosario Hernández
✉ mherandezg@elisava.net
Attention undergraduate students! Remember these names: Anna, Esther, Rosario and Lourdes. They are the coordinators who will be in contact with you during your stay at Elisava.

Undergraduate Academic Direction
Albert Fuster
Academic Director
✉ afuster@elisava.net
Danae Esparza
Head of Undergraduate Degree in Design
✉ desparza@elisava.net
Oscar Tomico
Head of Undergraduate Degree in Industrial Design Engineering
✉ otomico@elisava.net
Masters Management
Student coordination
3rd floor
9 a.m. – 1 p.m. & 2 p.m. – 7.30 p.m
✉ ugpostgra@elisava.net

Thais Caballero
✉ thaisc@elisava.net

Sergi Maya
✉ smayam@elisava.net

Cristina Marfà
✉ cmarfa@elisava.net

Martí Ramírez
✉ mramirezm@elisava.net

Laura Quesada
✉ lquesada@elisava.net

If you are a master or postgraduate student, these are your contact people. They will help you manage schedules, classes and any other doubts related to your studies.

Students Psychologist
✉ psychologist@elisava.net

In case you need health support from a professional, you can contact this e-mail account anytime and arrange a meeting. Our team is more than willing to help you with any doubts or concern you may have.

IT Systems
1st floor
Monday to Friday, 8 a.m. – 10 p.m.
✉ sistemes@elisava.net

Contact IT if you have any technical questions or problems with Elisava’s computing services (e-mail, Virtual Campus, access to computers, Wi-Fi, etc.).

Study Abroad students, your contact is Cristina Marfà. She will help you manage schedules, classes and any other doubts you may have.

Students Welfare
2nd floor (next to room 208)
Monday to Thursday, 12 p.m. – 1 p.m. and 4 p.m. – 5 p.m.

Fernando Eiras
✉ studentswelfare@elisava.net

The Students Welfare office is here to help you with your non-academic questions. Before or during your stay at Elisava, we’ll give you the tools you need to make the most of your experience in Barcelona. We offer guidance and orientation and help you take care of issues like finding accommodation, renewing a visa, getting a NIE, etc.

Academic coordination, international exchanges
Paolo Sustersic
✉ psustersic@elisava.net

We promote international exchanges and manage mobility programs with more than 80 centres in Europe, America, Asia and Australia. We keep tabs on students, both incoming and outgoing, as well as on the mobility of the faculty.

Moreover, we are always open to looking into opportunities for new exchanges for undergraduate students. If you are interested in the Erasmus programs or an academic mobility agreement, don’t hesitate to contact us and drop in at the information sessions we organise at the beginning of each academic year!

Students Wellbeing
4th floor
Rosario Hernández
✉ mherandezg@elisava.net

If you are an undergraduate student, Rosario will be your contact for any questions or paperwork regarding personal wellbeing. You will also be assigned a professor who will act as your advisor-mentor and accompany you in your academic development.

International Mobility
International Exchanges
1st floor
Saturday, 10.30 a.m. – 6 p.m.
Fridays, 8 a.m. – 3 p.m.

International exchanges
Xavier Oliver
✉ exchange@elisava.net

If you are interested in the Erasmus programs or an academic mobility agreement, don’t hesitate to contact us and drop in at the information sessions we organise at the beginning of each academic year!

Elisava Alumni
3rd floor
Monday to Thursday, 10 a.m. – 6 p.m.
Friday, 10 a.m. – 3 p.m.

Alba Aragüés
✉ alumni@elisava.net

The Students Welfare office is here to help you with your non-academic questions. Before or during your stay at Elisava, we’ll give you the tools you need to make the most of your experience in Barcelona. We offer guidance and orientation and help you take care of issues like finding accommodation, renewing a visa, getting a NIE, etc.
Elisava Alumni is the association of Elisava’s former students, professors and staff. Their main objective is to create and nurture a community that becomes a space for the exchange of knowledge, relationships, opportunities, inspiration and advantages for all its members in the fields of design, engineering, entrepreneurship and innovation, both locally as international.

Stay tuned of the multiple events that they organize (networking sessions, meetings, talks, parties...). You can also take part of them!

Languages – CIC

idiomes@iccic.edu

If you want to study English, French or German, you’ll enjoy a 10% discount on courses at the CIC Language School (Via Augusta and Gràcia locations). Just show your student ID card when you sign up.

Housing

If you need a place to live in Barcelona, you can search our website for residence halls and student accommodation services, offering special conditions for Elisava students. You can also have a look at the group “Looking for accommodation” in the app Elisava Life.

Lost & Found

Reception (Ground floor)
Monday to Friday, 8 a.m.– 10 p.m.

The lost and found is located at Reception. If you’ve lost something, or if you find something that one of your fellow students has lost, they can help you out. Items will be stored for a maximum of 3 months.

Students E-mail

The school is yours, it is a very important part of your daily life, and at Elisava we want to know your opinion to make you feel at home. We want to know your suggestions for improvement and new ideas, or any questions you would like to share. Send us an e-mail to students@elisava.net!

The entire university is at your disposal in support of your learning experience. All spaces and classrooms are always open to students, unless they are already in use for a class or an event. Check Elisava Life app for available spaces.
natural interaction). It has three areas: the chroma space, the photography space and the editing space. You can use the lending services to borrow cameras, microphones, projectors, sensors, etc. The Mocap is set up for motion capture and processing, along with a recording booth. Remember to read the users’ manual ahead of time and make your booking via email!

**Graphic Workshop**
1st floor (room 111)
Monday to Friday, 9.30 a.m. – 1.30 p.m.
and 3.30 p.m. – 7.30 p.m.
Free access except when classes are being held

*Jhonson Quintero*
✉ tallergrafic@elisava.net

Graphic Workshop for printing techniques (by hand, mechanical or digital) and manipulation that are involved in the construction of prototypes and models of graphic elements. The space is outfitted with the necessary tools and machines for printing and binding, both by hand and digitally, and for cutting vectorised originals in adhesive vinyl.

**Science & Technology Lab**
1st floor (room 112)
9.30 a.m. – 2.30 p.m.
and 3 p.m. – 8 p.m.
Free access except when classes are being held

*Noel Díaz*
✉ taller@elisava.net

The Science and Technology Laboratory is a space dedicated to materials science. The laboratory is equipped with measuring tools to characterize the materials according to their physical properties. The main objective of the laboratory is to offer you the experience of being able to work in a professional laboratory with your own engineering tools.

**Electronics & Interaction Lab**
1st floor (room 113)
9.30 a.m. – 2.30 p.m.
and 3 p.m. – 8 p.m.

*Noel Díaz*
✉ taller@elisava.net

A space for hands-on work and experimentation in electronics and interactive technology. It is outfitted with the necessary equipment for the design and measurement of electronic circuits (power supplies, oscilloscopes, multimeters, protoboards, discrete components, etc.) and for the assembly of interactive prototypes, both in physical formats (Arduino kits, sensors, actuators, welding kits, etc.) and in virtual or augmented reality.

**Space lab**
1st floor (room 114)
Monday to Friday, 9.30 a.m. – 1.30 p.m.
Free access except when classes are being held

*Noel Díaz*
✉ taller@elisava.net

The Space lab is a place for working and sharing knowledge and experiences related to the world of model making and the use of materials centred on space design.

**Materials library contact**
*Joaquim Matutano*
✉ jmatutano@elisava.net

The Materials library is a place for working and sharing knowledge and experiences related to the world of model making and the use of materials centred on space design.
Biolab
1st floor
Book your spot in the Biolab Microsoft Teams
Juan Crespo
jcrespo@elisava.net
Lab with equipment such as microscope, stereoscope, hobs, petri dishes, precision scales, 3D printer for soft materials, pipettes, as well as a laminar flow hood for the handling of bio-hazardous agents safely and in conditions of sterility.

Terraces
These two spaces are favourite hangout spots for students. You’ll find them on the 1st floor next to the cafeteria and on the 3rd floor.

Àgora & Atri
These are the university's two main exhibition spaces. They are located on the 1st floor, between the Academic Management and the Marketing and Communications department.

Open Rooms
The laboratories, workshops and classrooms are open to all students. If they haven’t been booked for a class, consult the app and they are all yours!

Auditorium Aleix Carrió
1st floor
Located on the first floor, this is Elisava’s lecture hall. Here, you can attend lectures, masterclasses, workshops, etc.

Computers Room
2nd floor (room 202)
Monday to Friday, 8 a.m. – 10 p.m.
In addition to being able to use computers in any of the classrooms, you can do your work in this space outfitted with PCs (Windows 10) and specific software for design and engineering applications.

Enric Bricall Library
4th floor
Monday to Thursday, 9 a.m. – 8 p.m.
Friday, 9 a.m. – 7 p.m.
biblioteca@elisava.net
The library has two separate spaces: the entrance area, where newly acquired books and magazines are kept, and the reading room. Use your student ID to borrow books. You can borrow a maximum of 6 books or magazines for a period of 15 days. You’ll find international magazines like Frame, Viewpoint, Exit, Eye, Wallpaper, Kinfolk... and many more!
The library has a very interesting Reserve section, a special collection of books that represent the graphic avant-garde of the 20th century. Plus, you can consult more than 44,000 specialised electronic books on the Virtual Campus. Did you know that you can also return your books to the book return in the Students’ Room?

Reprography Service
Students’ Room and 202
Self-service document reproduction using rechargeable cards (printers, scanners and colour or b/w photocopies in A4 and A3). Buy your card in the vending machine at the Students’ Room.

Water Fountains
You’ll find drinking fountains on every floor in the university. Bring your water bottle!

Lockers and Projects Storage
Ground floor
Monday to Friday, 8 a.m. – 10 p.m.
You can leave your personal items in the lockers throughout the day. For your projects and models, request a space in the project storage room.
Bicycle Parking
Ground floor
Monday to Friday,
8 a.m. – 10 p.m.
We have an indoor parking
area for bicycles. You can
bring your bike and park
it throughout the day.
Bring your own bike lock.

Emergencies & First Aid
We have a small first aid
station and a defibrillator. If you
feel unwell or have any medical
problems, please notify the
Academic Management (1st
floor). If the emergency occurs
outside their opening hours,
go to Reception. They will help
you and can put you in contact
with professional medical
assistance, if necessary.

Materials
To make sure you have everything, here
is a list of stores where you can
buy all the materials you’ll need for your
projects at Elisava.
Binding & printing
- cambrasenquadernador.com (Discount 10% digital printing + 5% offset printing)
- comgrafic.com
- encuadernadorarapid.com (Discount 10%)
- encuadernando.com
- alfambra.cat
- artyplan.com
- paperam.net
- lautomatica.org
- niemon.es
- thefolioclub.com (Discount 20%)
- verdi9.com (Discount 10% on large-format printing over A3)
- bramona.com (Discount 10%, except sale items)
- barcinoweb.com
- novaerapublications.com
- rgbprint.net
- copiservei.com
- can-boada.com
- pressing.es
- agpograf.com

Textiles
- adelpilar.com
- retalesytelas.es (Discount 15%)
- jbpsamarretes.com (Discount 10%)
- lacasadelfltre.com
- nunoya.com
- ribescasals.com

Woods
- maderasalmer.com
- fustesfargas.com

Paper & supplies
- abacus.coop
- arthilgard.com
- barna-art.com
- bellesartsferran.com
- casapiera.com
- lacapell.com (Discount 15%)
- lorenteofimatica.com
- raima.cat (Discount 10%)

Laser cutting
- cortelaserbarcelona.com
- martillo.co
- maquetistes.com

Metal
- castellsvilaseca.com
- ferrobric.com
- ornamentalmac.com
- hiperaluminio.com

Plastic
- complasbcn.com (Discount 10%)
- plasticosferplast.com

Textiles
- adelpilar.com
- retalesytelas.es (Discount 15%)
- jbpsamarretes.com (Discount 10%)
- lacasadelfltre.com
- nunoya.com
- ribescasals.com

Woods
- maderasalmer.com
- fustesfargas.com

Paper & supplies
- abacus.coop
- arthilgard.com
- barna-art.com
- bellesartsferran.com
- casapiera.com
- lacapell.com (Discount 15%)
- lorenteofimatica.com
- raima.cat (Discount 10%)

Laser cutting
- cortelaserbarcelona.com
- martillo.co
- maquetistes.com

Metal
- castellsvilaseca.com
- ferrobric.com
- ornamentalmac.com
- hiperaluminio.com

Plastic
- complasbcn.com (Discount 10%)
- plasticosferplast.com
This is Elisava.