

PRE-ARRIVAL | INFORMATION

Practical information about studying in Spain and life on the Les Roches campus in Marbella.



WELCOME | TO LES ROCHEs

Dear student,

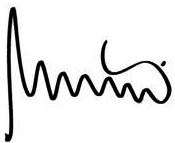
Congratulations on your acceptance to Les Roches International School of Hotel Management in Marbella, Spain.

We are delighted that you are preparing to join us here in Marbella. No doubt you have hundreds of questions about what you need to prepare and what life will be like on campus and in Spain, after all, it is a new way of life! To help you on your way, we have put together this Pre-Arrival guide with helpful information we think might be useful for your planning and hopefully will answer all your questions.

Our Enrollment Department is also at your service for any other questions you might have, please do not hesitate in contacting them, they will be delighted to help out!

I would also strongly recommend that you join our Facebook group for new students (sign up details in this guide). This is a great way of networking with some of your future classmates and even making friends before your arrive! It will give you an excellent insight into what it is like to be part of one of the best schools in the world.

On behalf of all the Les Roches Marbella team, we wish you the best of luck with you preparations and look forward to welcoming you soon on campus!



J. Emmanuel Soler

Director of Student Services

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ARRIVAL | & CHECK-IN



1. ARRIVAL AND TRANSPORT INFORMATION

In this section you will find information which helps you to plan your arrival to Spain and Marbella. If you arrive before the official arrival days, you may need to stay in a hotel and plan your route to the Les Roches campus. Here we provide all the information needed to make your first days in Spain as pleasant as possible. Please refer to the 'to do' documents to find out when your official arrival dates are and the actions you need to take.

A. EARLY ARRIVALS

Students arriving earlier than the first official arrival date may arrange accommodation at any one of the following Les Roches preferred hotels at their own expense. Please be aware that the campus will not be able to accommodate students arriving earlier than the official arrival dates.

Marbella

Melia Banús
Calle Mario Vargas Llosa S/N, 29660 Puerto Banús, Marbella
Tel: +34 952 81 05 00 / www.melia.com / melia.marbella.banus@melia.com

Hotel NH Marbella
Avenida Conde de Rudi, s/n (Marbella)
Tel: +34 952 76 32 00 / nhmarbella@nh-hotels.com

*Ask for the Les Roches Marbella corporate rate when reserving your accommodation.

B. ARRIVAL ON OFFICIAL DAYS - BETWEEN 09:30 - 18:00

Transfer Assistance from Málaga International Airport (this service is organized for new students only)

Upon arrival to Málaga International Airport, please proceed to the baggage claim area to retrieve your luggage. Continue through customs and exit into the arrival area where you will find your transfer service to Les Roches Marbella, according to the information offered in our attached Arrival Confirmation Form.

All students MUST complete the ARRIVAL INFORMATION FORM and return it back to the Enrollment Department by e-mail to arrivals@lesroches.es on the indicated deadline date.

Airport Shuttle Service - those students who require an Airport Shuttle Service from Malaga Airport, MUST complete the flight details section on the Arrival Information Form and return it back to the Enrollment Department by email to arrivals@lesroches.es on the indicated deadline date. The transfer service is only available on the official registration dates.

Please find a copy of the Arrival Information Form enclosed with this booklet or please contact arrivals@lesroches.es for a copy to be sent to you.

Lost Luggage

Should you lose your luggage, you should report this to the authorities within the airport immediately as per their standard procedure. You must provide them with the name, phone number and address of the school campus where you will be, so that they can deliver the luggage directly to you once it has been retrieved.

Local Currency

The local currency in Spain is the Euro (EUR / €). We recommend that you arrive with at least 100€ in cash to cover any immediate purchases that you would like to make before arriving to the School. There are cash machines at the airport as well as a Money Exchange Desk.

Phone Cards, Local SIM Cards ("pay-as-you-go")

After your arrival to Marbella, there will be local shops in the area where you can purchase calling phone cards and local SIM cards (pay-as-you-go), if needed. It is a good idea to call you parents / sponsors once you arrive to let them know that you have arrived safely.

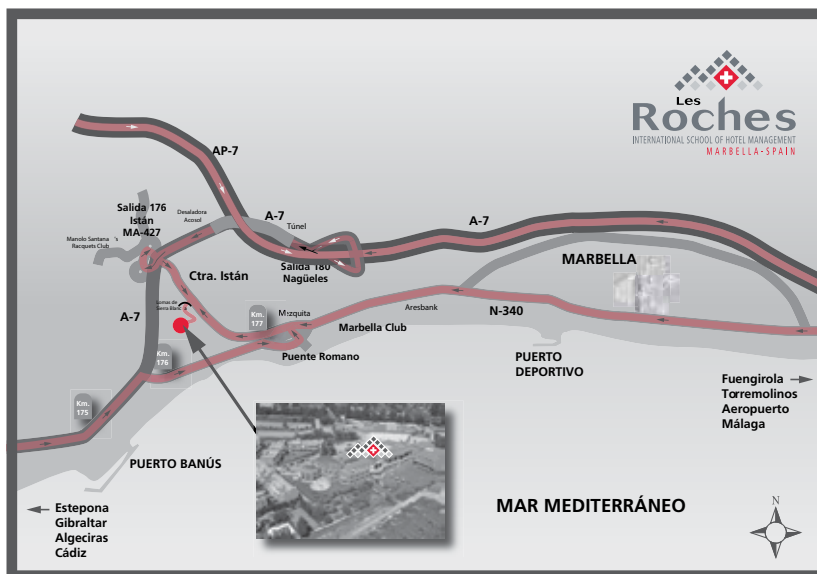
Travelling Companions

If you arrive with persons who will accompany you to the campus, please be aware that the transfer service offered by the School is reserved exclusively for our students and their personal luggage.

C. NOT INFORMED ARRIVALS OR LATE ARRIVALS

- BY CAR

From Marbella town: please take the motorway N340, in the direction of Puerto Banús. After 3 km. approximately, you will find a Muslim mosque on your right hand side. Just after the mosque, take the road exit to the right, indicated "Istán". The exit Les Roches Marbella is about 1,5 km. from the main road, on your left hand side, you will pass through the arch "Sierra Blanca", at the entrance of "Las Lomas de Río Verde" urbanization. Once you pass the arch, take the first roundabout to your left. You will find us at the end of the road.



From Malaga Airport: The journey by car takes about 1 hour (around 70 km)

1. As you exit from Málaga Airport, take the ramp following direction Torremolinos / N-340 / Cádiz (white highway sign)
2. Take the E-15/A-7 towards Benalmádena/Algeciras
3. Continue on the E-15/A-7 - E-15/AP-7 towards Marbella / Algeciras for about 55 km (toll)
4. Take exit N° 181A – A7 toward San Pedro de Alcántara / Estepona / Algeciras
5. After the tunnel, take the exit number 176, indicated as "Istan-Ma-427".
6. At the first roundabout, take the road to your right, and also to the right on the second roundabout.
7. After 1 km. you will find, on your right hand side, the arch "Sierra Blanca", at the entrance of "Las Lomas de Río Verde" urbanization.
8. Go under the arch and take the first roundabout to your left. You will find us at the end of the road.

Note: From Malaga center, take the E-15/A-7 towards Torremolinos / Algeciras / Cádiz and then follow on from step 2 of the above instructions.

- BY PLANE

The closest airport is located at the city of Málaga. From there, you can arrive either by taxi or bus to Marbella. Please follow the instructions below:

Taxi service from Malaga Airport directly to Les Roches Marbella. Duration: Approx. 45 minutes. Cost: Approx. 75 Euros (Monday to Friday, daytime) or Approx. 85 Euros (Weekdays after 22.00 hours, Bank Holidays, weekends). Note: They may charge you a small fee for your luggage.

Bus service from Malaga Airport directly to the Marbella Central Bus Station. Location: You can find the bus stop just outside of the Arrivals Hall. Duration: Approx. 45 - 50 minutes. Bus Cost: Approx. 7.00 -8.30 Euros. Once you arrive at Marbella Bus Station, take a taxi to Les Roches Marbella Campus. Timetables are available at the following link www.avanzabus.com

- BY TRAIN

From Madrid to Malaga by train: if your flight arrives in Madrid and you prefer to travel to Malaga city by train please find below a schedule of direct trains on the link: <http://www.renfe.es/horarios/english/index.html>

From Malaga train station to Marbella: Marbella is connected with Malaga city centre by bus. Malaga bus station is located just next to the Malaga Train Station "Maria Zambrano". If you choose this option, you will have to combine a bus from Malaga city to Marbella bus station and then take a taxi to the School. Please find below the bus schedule at the following link: www.avanzabus.com

2. CHECK-IN

On official arrival dates room keys are provided. The student has to sign a content and inventory form indicating the condition of the room with the Residence Director. Please be aware that fees must be settled in order to be able to officially check-in to the school. All luggage and private parcels should be sent to the campus directly. The address of the Les Roches campus is as follows:

Les Roches Marbella International School of Hotel Management

YOUR NAME (no nickname should be used)

Urb. Las Lomas de Río Verde
Carretera de Istán, Km.1
Marbella 29602 (Spain)

Please note that if you arrive on campus after the check-in hours, security will assign you your room key, but you will only be able to officially check-in the next morning.

3. CHECK-OUT

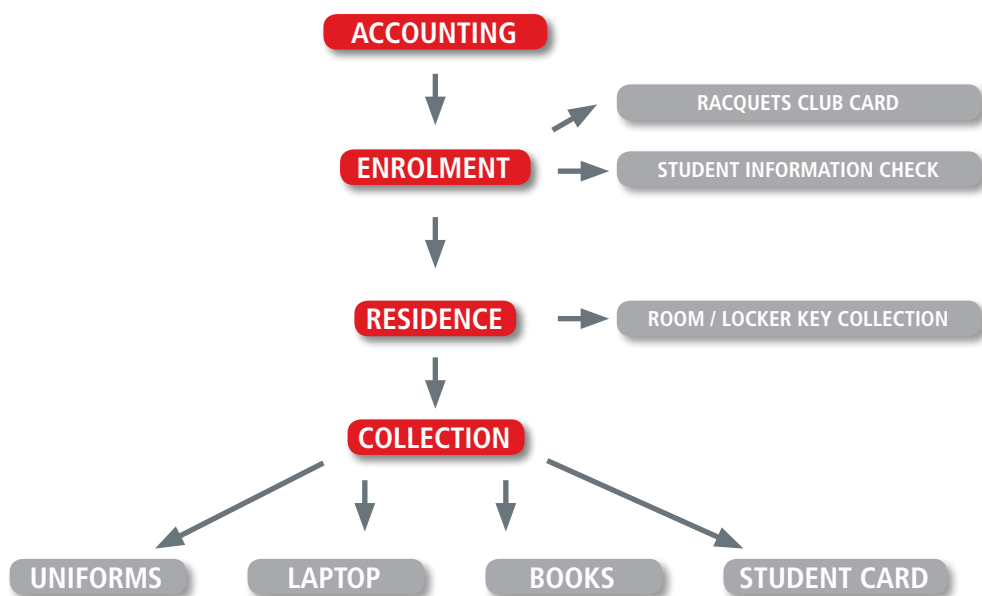
At the end of each semester each student must have their room checked with the Residence Director. The room has to be in proper condition and must be completely emptied of personal belongings. Further details about check-out procedure will be given during the semester.

4. REGISTRATION

Provisional accommodation will be available until the registration process will be completed. Upon arrival, you will visit the different departments of the School (Accounting, Enrollment and Residence). The Registration process starts at 9:30 hours and it will last until 18:00 hours and will take the following format:

CLEARANCE FORM & WELCOME PROGRAM
To be collected at Reception on your arrival
With the CLEARANCE FORM visit the corresponding departments
following the sequence below:

To settle Payments: The corresponding area will be duly filled in and signed. Copy of the invoice duly signed by the Dept. will be delivered to the student



Your personal appearance and uniform on the first day of classes needs to meet the Standards of Excellence. Please make arrangements to ensure you are ready to look professional your first school day.

5. INDUCTION SESSIONS

The induction sessions for HOI and transfer students (direct entry) to HOII / HOIII students take place after registration days. These sessions are mandatory for all new students to Les Roches and inform students about many important topics including:

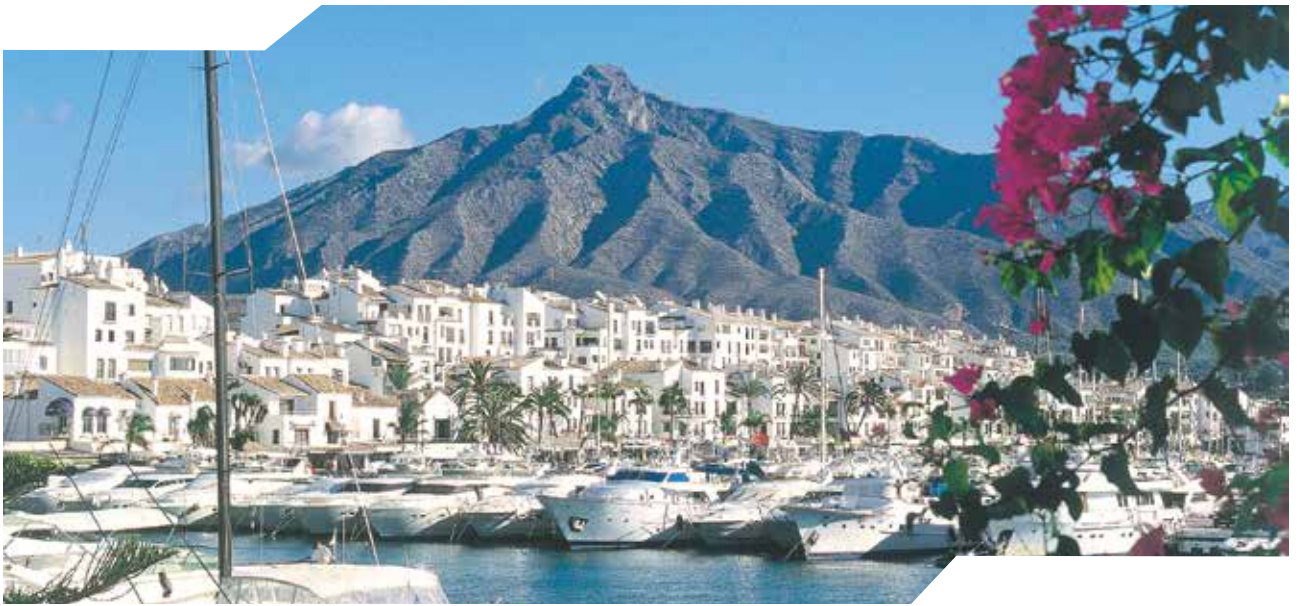
- Scheduling
- Academic Regulations
- Standards of Excellence
- English Placement testing (all students need to undertake this to confirm appropriate level of Les Roches studies)
- Preparation for all classes in the first weeks
- Campus tour and use of facilities
- Team building activities
- Introduction to faculty
- Welcome by Course Manager, Academic Director and Director of Student Services.
- Welcome Dinner

The sessions are designed to help students settle into the school very quickly, familiarize themselves with the surroundings and make new friends.

Please note that on Induction day students are not required to wear the full uniform, but smart dress is required (white shirt and black/grey trousers/skirt). Male students are to be cleanly shaven (no facial hair or beards) and hair duly cut.

Students can be accompanied by the parents/tutors during the Registration Process. However, parents/tutors are not permitted during the Induction Sessions.

The mandatory sessions for BBA (Completion) and PGD students take place over the days following registration and are based on the distribution of program information.



1. SPAIN – COUNTRY OVERVIEW



Spain, the second largest country in Europe, is a country that possesses a magnificent mix of art, culture and architecture. Their beautiful cities show an extreme diversity of culture, language, climate and customs. Madrid, Barcelona, Valencia, Granada, Seville and Malaga, are some of the most popular cities, boasting some of the world's finest museums, monuments, majestic castles and palaces.

In the Southern extreme of the country, facing Africa is located one of its most popular and known regions: Andalusia. Within this area and located in the heart of the Costa del Sol, Marbella is one of the world's leading tourist destinations. Its Mediterranean gastronomy, cosmopolitan environment, mild weather, glamour and safety make it a truly unique location to study.

2. MARBELLA CITY OVERVIEW

Marbella has the largest concentration of four and five star hotels on the Costa del Sol as well as the largest concentration of golf courses in Europe. Its enviable mild microclimate allows for year round tourism.

Marbella offers its residents and visitors a perfect blend between nature, adventure, sports, culture and leisure. As well as endless amenities and attractions, the Andalusian region is full of tradition, historical monuments and culture spanning the ages. Surrounded by the sun, sea, beaches and mountains, students will enjoy the superb environment around Marbella and the region of Andalusia. Students will be spoilt for choice for what to do in their free time. Spend the afternoon shopping in the luxury brand boutiques of Puerto Banús or a day's sightseeing tour to see the wonders of the Alhambra in Granada or the Gibralfaro in Malaga. For the more adventurous types, students can enjoy skiing in Sierra Nevada (one of Spain's top ski resorts) or try out kite or windsurfing at the famous beaches in Tarifa (home to the annual surfing championships) or even enjoy the natural park Sierra de las Nieves, located in the hills behind Marbella, offering an unusually rich variety of indigenous flora and fauna, as well as activities which reach from mountain climbing to horse-riding.

Marbella is just forty-five minutes from Malaga's international Airport and fifty-five minutes from Malaga's train station. In less than an hour's flight you can be in Madrid or Barcelona and if you are interested in traveling abroad, in less than two hours flying time you can be almost anywhere in eastern Europe. Also, in only forty-five minutes by ferry you can be in Tangier, giving you access to the rest of Morocco.

Where else could you enjoy skiing in Sierra Nevada in the morning and sunbathing in the afternoon as you watch the sunset over the Mediterranean?

3. LANGUAGES

The four national languages of Spain are Spanish, Catalan, Galician and Basque. However, only the Spanish is used widely in all Spain.

4. TIME ZONE

Spain operates on Central European Time (CET), which is GMT+1.

5. WEATHER

Located in the heart of the Costa del Sol, Marbella benefits from an exceptional Mediterranean climate, thanks to our privileged location. Winters are very mild, with temperatures that range between 10 and 25°C. Summers are hot, but softened by the sea breeze. The temperature will oscillate between 25 to 35°C.

6. CURRENCY

The monetary unit of Spain is the Euro (EUR), which is divided into 100 cents. While you are in Spain, currency can be easily converted at local banks, airports, railway stations and hotels.

7. POPULATION

47 million inhabitants.

8. GOVERNMENT

Spain is a constitutional monarchy, with a hereditary monarch and a bicameral parliament, the Cortes Generales. The executive branch consists of a Council of Ministers of Spain presided over by the Prime Minister, nominated and appointed by the monarch and confirmed by the Congress of Deputies following legislative elections.

9. RELIGION

Freedom of worship is practiced in Spain. Of the population, 73 percent adhere to Roman Catholicism, with the remaining belonging to other faiths.



1. DRESS CODE AND GENERAL APPEARANCE

Students must wear a professional dress (practical or academic) from 8.00 to 17.30 Monday to Friday in school buildings, during exams and on weekend duty.

The practical uniform is provided upon arrival at Les Roches.

Members of staff can deduct points if your appearance is not up to the expected managerial standards.

A. BUSINESS DRESS CODE

LADIES	GENTLEMEN
SUIT <ul style="list-style-type: none"> Business suit (dress, skirt or trousers and matching jacket) - NOT separates Black, grey, navy or dark brown - Pinstripe or plain. Suit trousers must be full length, classic in style & not skin tight. Skirt must be one credit card width above or below the knee. 	SUIT <ul style="list-style-type: none"> 2/3 piece business suit – NOT jacket and trousers. Black, grey, navy or dark brown - pinstripe or plain.
SHIRT OR BLOUSE <ul style="list-style-type: none"> White or pastel color, tucked in – NO dark colors allowed, NO t-shirts, Round neck tops are allowed. Plain V-neck sweaters are allowed under the jacket. 	SHIRT <ul style="list-style-type: none"> White or pastel color (can have pastel stripes or checks), must be tucked in - NO dark colors allowed. All buttons on shirt have to be closed
TIGHTS / SHOES <ul style="list-style-type: none"> Skin color, black or dark grey fine tights to match the suit color, all year round. Socks may be worn with trousers. Black polished court shoes, with a heel no more than 5 cm high. Brown shoes with dark brown suits. No ballerina pumps, moccasins or boots. 	TIE <ul style="list-style-type: none"> Darker color than the shirt. NO fancy motifs.
ACCESSORIES <ul style="list-style-type: none"> Only discreet silk type business scarves allowed. Name tag to be worn at all times. One badge/pin on lapel. No more than 5 pieces of unobtrusive jewelry (earrings, watch, necklace, ring) 	SOCKS / SHOES <ul style="list-style-type: none"> Dark socks to match the suit color Black shoes with black, grey or navy suits Brown shoes with brown suits.
	ACCESSORIES <ul style="list-style-type: none"> Belts must be worn with trousers with belt loops and should match the show color above Plain V-neck sweaters and waistcoats (navy blue, grey or black to compliment the suit) may be worn under the jacket. NO scarves, jumpers or patterned waistcoats. Name tag to be worn at all times. One badge/pin on lapel. White handkerchief may be worn in top jacket pocket. No more than 3 pieces of jewelry.



B. CASUAL DRESS CODE FOR ALL STUDENTS

LADIES	GENTLEMEN
Trousers, skirt, dress, casual shorts, jeans (not torn)	Trousers, casual shorts, jeans (not torn)
Clean T-shirt, blouse, sweater, sleeveless T-shirt and jacket	Clean T-shirt, shirt, sweater, jacket
Track suit	Track suit
Heeled shoes, flat shoes, sports shoes for interior use	Clean casual shoes, sports shoes for interior use only

All these items must be in good taste (hats and caps are not permitted, nor is wearing sunglasses inside buildings).

Personal hygiene is essential in service professions and it requires continuous attention. Hair must be well groomed. For males, hair no longer than the collar of the suit jacket or shaved head is accepted. During practical classes, beards are not allowed (except for religious reasons where a beard net must be worn in order to comply with hygiene regulations). In other periods, beards can only be accepted provided that they are regularly maintained in a conservative manner and have been grown outside of the semester.

Please note: Les Roches has a very strict general appearance and dress code. This reflects the very high standards in the hospitality industry and is an integral part of the education at Les Roches. For more information see the Standards of Excellence in the Academic Catalogue.

2. PROFESSIONAL ETIQUETTE

Our campus community consists of over 400 students per semester (50 nationalities). While the School has a policy of accepting cultural diversity and lives in accordance with their beliefs and cultural habits, we ask students to respect the diversity of cultures so that their views and personal presentation does not offend others.

Students may have to adapt themselves to the demands of a service industry where the impact of their views and personal presentation may be inappropriate if not moderated.

The school seeks to help the students to understand these needs. To lead a decent and proper community life but more particularly to develop qualities that are essential to Hospitality and Tourism professions, the Management puts a very strong emphasis on student's professional etiquette during their entire length of studies.

3. HEALTH

A. ILLNESS AND ACCIDENTS

Students can always ask for advice and assistance via our Student Services Department, Residence, Reception or security (available outside of normal working hours). If students suffer from a medical condition, any medical documentation must be sent with the medical certificate during the application process. Such information is kept confidential however it can be made available to the appropriate professionals, should the need arise.

Medical and accident insurance's are compulsory for students in Spain. Please see if your current health insurance will cover you in Spain or not.

The school's medical insurance, SANITAS MUNDI, is not included in the school fees and you can purchase it by marking the correspondent box in the Application Form or by sending an email to the Enrollment Department (admissions@lesroches.es) prior to arrival.

If you already have an insurance policy with any other private insurance with international coverage, you should enclose a copy of your card to the Enrollment Department before arrival.

Non EU students please note that for the renewal of your Student Residence Permit, the Spanish authorities will require a Private Health Insurance with a "Repatriation" clause included in the coverage. We strongly recommend all students to contact the Enrollment Department for further information.

4. CAMPUS WELL-BEING

In the interest of the health of all students, Les Roches is a non-smoking campus with only certain areas set aside for smokers. According to Spanish law (28/2005), from 1st January 2006, smoking is strictly prohibited within the School premises. Students wishing to smoke must go outside the School premises.

We have a strict no-drugs rule as well as alcohol in moderation philosophy with the aim to keep the students in physical and mental well-being and focused on their studies

5. PERSONAL INFORMATION

A. DIETARY RESTRICTIONS

If for medical or religious reasons students cannot eat certain foods, please inform the school during registration. To this effect students must bring an official certificate from their doctor or relevant person.

B. MONEY AND VALUABLES

The school accepts no liability for valuables left by the students in their bedrooms, public areas or in any storage places. We encourage students to put their valuables in the individual safety deposit boxes in their room. Students are strongly recommended not to keep large amounts of money in their bedrooms. Students living on the campus should keep their bags in a safe place outside class hours.

We would like to remind you that, for security reasons, when you leave your room, you should close all windows and lock the door. You also have to take special care of your laptop and never leave it lying around unattended. We strongly recommend to lock your board in the room and to keep all your valuable items inside.

In case of theft or burglary of the students' personal furniture and belongings in and out of their permanent residence in Spain, students must inform the police and make a charge immediately. On the school premises, the insurance covers the student's personal belongings only if wardrobes, cloakrooms or studios are broken into with violence. The school declines all responsibility for any articles or money stolen.

All nonresident students are provided with a locker which will be allocated on arrival by the Residence Director.

C. STORAGE OF PERSONAL BELONGINGS

In order to facilitate cleaning, for esthetical reasons and not to encumber vital space, large personal belongings such as trunks, suitcases, must be deposited in the store rooms provided, never in the bedrooms. No suitcases/boxes are allowed in the room. Suitcases should be stored in the allocated Storeroom in the residential building. It is strictly forbidden to store your bicycle in your room.

At the end of the semester, you can leave your luggage for storage. Any luggage, which is not in a suitcase or in a special box, will be refused. The School declines all responsibility for any loss or damage to belongings left in the storeroom.

The storage of personal belongings must be done by the student himself. The School declines any responsibility for left items in their rooms after departure.

For each piece of luggage/box stored, you will be charged a fee of 10 Euros, for a six months period. The price for storing fridges will be of 50 Euros for semester, while TV set, music equipment will be of 30 Euros.

The school reserves the right to dispose of any unclaimed luggage in storage after the completion of the internship period and the start of the following academic semester. To collect luggage in storage, students are required to make an appointment before coming to school and to provide the corresponding receipt on collection. If the owner requests that someone else collect his belongings, a written authorization must be sent to the Residence Director.

D. PRIVATE MAIL AND PARCELS – POSTAL ADDRESS OF THE CAMPUS

All private parcels and letters for students should be addressed as follows:

SURNAME + First name (no nickname should be used)

Student number (provided upon arrival at Les Roches)

Les Roches International School of Hotel Management

Urb. Las Lomas de Río Verde
Carretera de Istán, Km.1
Marbella 29602 (Spain)

Tel (Campus Reception): (+34) 952 76 41 45 // (+34) 902 51 55 20

Fax (Campus Reception): (+34) 952 82 39 865

E. TELEPHONE CALLS

All rooms have been assigned a direct-in-dial telephone number. Callers may reach students living in the residence by dialing the following number:

(+34) 951 052 + room number (Example +34 951 052 +101, 102 ...)

The lines will be available everyday from 08h00 to 24h00. Calls later than 24.00 hours are not accepted in order to respect the sleeping hours of students. **Calls through Reception won't be transferred from 12:00 p.m. to 8:00 a.m.**

*Please note that students are not permitted to take phone calls when they are on duty or in the dining room.

F. MOBILE PHONES

Students may have a personal mobile phone as long as it is switched off while in classes, study areas and meal times in the campus restaurants.

Students have access to the different Spanish telephone companies. The students will be able to add credit to their mobile phones (Spanish telephone companies) at Reception. For security reasons, it is obligatory that students inform their mobile phone number to the School on arrival or during the semester, when buying a mobile phone, so that the School can reach the student whenever it may be needed.

G. STUDENT IDENTITY CARD

Upon arrival, students will receive a Student Identity Card from the Student Services Department. Please carry this card with you at all times, as you will need it.

Through the School's student card, students will also benefit from special agreements with sports centers (golf schools, etc...) and other establishments (local restaurants, hotels, shops...)

H. LAUNDRY

A free laundry service is available for practical uniforms. Laundry machines and dryers are available in common areas of student accommodation for personal clothing.

There is a Cleaning / Ironing storeroom located on the first floor of the Residence. The key is available in Reception for all students living in Campus. Students are allowed to use ironing and drying equipment 24 hours.

Ironing boards are available for your personal use on each floor but students are recommended to bring their own iron.

Bed linens are provided and laundered by the School. The School will provide two sets of towels per student at the start of the semester, which will be laundered by the students themselves. On completion of the semester, when checking-out the room, you will have to return both towels in good shape and condition. Any damaged or lost towel will be deducted from your deposit.

I. DRIVING

Students should drive carefully at all times, even on stretches of road they know well. All passengers must fasten their seat belts (front and rear seats) at all times, by law. Remember also that drinking and driving may lead to accidents and prosecution by the police. Spanish law is very strict concerning alcohol and speeding.

J. CAR / PARKING

Students can bring their own vehicles to Les Roches and must register their cars with the Residence Director on arrival. There is a fee for a parking space (please refer to our Fees, Terms and Conditions).

Please note that parking spaces are extremely limited and will be issued on a first paid, first served basis. Unfortunately, if all available parking is issued, it will not be possible for students to park their cars on campus.

K. ROOM REGULATIONS

Students are not allowed to cook in their rooms or have lighted candles. Failure to follow this rule will lead to points being deducted.

Also for the self students' safety and that of their fellow students, we request students not to use portable heaters, kettles, coffee machines, electric or otherwise devices, in the rooms, as well as not to use hair dryers in the bathrooms or showers.

No pets or animals are allowed on campus, nor do we tolerate weapons of any kind.

Please note that students who fail to follow the accommodation standards may be asked to leave campus accommodation. Please refer to the Standards of excellence in the Welcome Information Booklet for future details.

L. ELECTRICAL APPLIANCES

In Spain the electrical outlets require 220 volts. Students might need a transformer and /or adapter to use electrical appliances. Students can purchase them in any shop selling electric appliances.

When leaving the room, please make sure that all electric installations are switched off, including the lights. Saving energy contributes to saving the environment.

Students joining Les Roches International School of Hotel Management will need to have individual access to our intranet website, which hosts student information, including support and teaching documents and other learning resources. Students will also require access to the internet which is vital for access to online library resources, email and project research.

M. SECURITY

The school's Security patrols the school grounds from 24.00 until 8.00 hours. They are supported by a private security company. Both are there to ensure your safety.

N. POST BANK

It is advised that students should open a private account at the Local Bank or the Post Office.

O. SPORTS

The official School Sport Centre is the Manolo Santana Racquet's Club; just 15 minutes walk from the School. Les Roches Marbella students are members while studying on site at Les Roches Marbella. The Racquet's Club offers tennis, padel, tennis and padel school, bodyblitz, gym, swimming pool, yoga and pilates – all the activities needed to keep fit and healthy.

Students are encouraged to organize sporting and recreational activities in collaboration with the Students Services Department

6. FACEBOOK

We imagine that you are excited to find out more about Les Roches Marbella, Spain and the new friends you'll meet even before arriving on campus. With this in mind, we have created a Facebook closed group only for new students. We believe this is a fantastic way to meet some of your future classmates from all over the world and connect with us to ask us any questions you may have about your arrival and registration, what you need to bring with you, or regarding activities in the region. We will also be posting regular newsletters to keep you up to date with all the campus news and all the pre-arrival information that you need.

If you have applied to Les Roches Marbella you will receive an invitation to join the closed group by email (please note that you will receive the invitation to the email that you have provided in the application form).

Also, might be a good idea to add the new LinkedIn Uni page as well.

Once you receive the invitation just follow these simple steps:

1. Log in to Facebook (If you don't have a Facebook user account you will need to create one)
2. Go to the Facebook group for new students (Specific information and the link to access the group will be provided in the invitation email)
3. Click on "Join Group"
4. We will accept you in the group very soon*

***Please, note** that in order to accept you in the group you will need to be a Les Roches Marbella applied student. If your name on Facebook is different than the name on your application, please let us know so we can accept your request to join the closed group.

In the meanwhile, stay connected with Les Roches Marbella on the following social media sites!:

Facebook fan page: <https://www.facebook.com/lesrochesmarbellafanpage>

Twitter in English: https://twitter.com/lesroches_en

Twitter in Spanish: https://twitter.com/lesroches_es

Youtube: <http://www.youtube.com/LesRochesMarbCast>

Flickr: <http://www.flickr.com/photos/lesrochesmarbella/sets/>

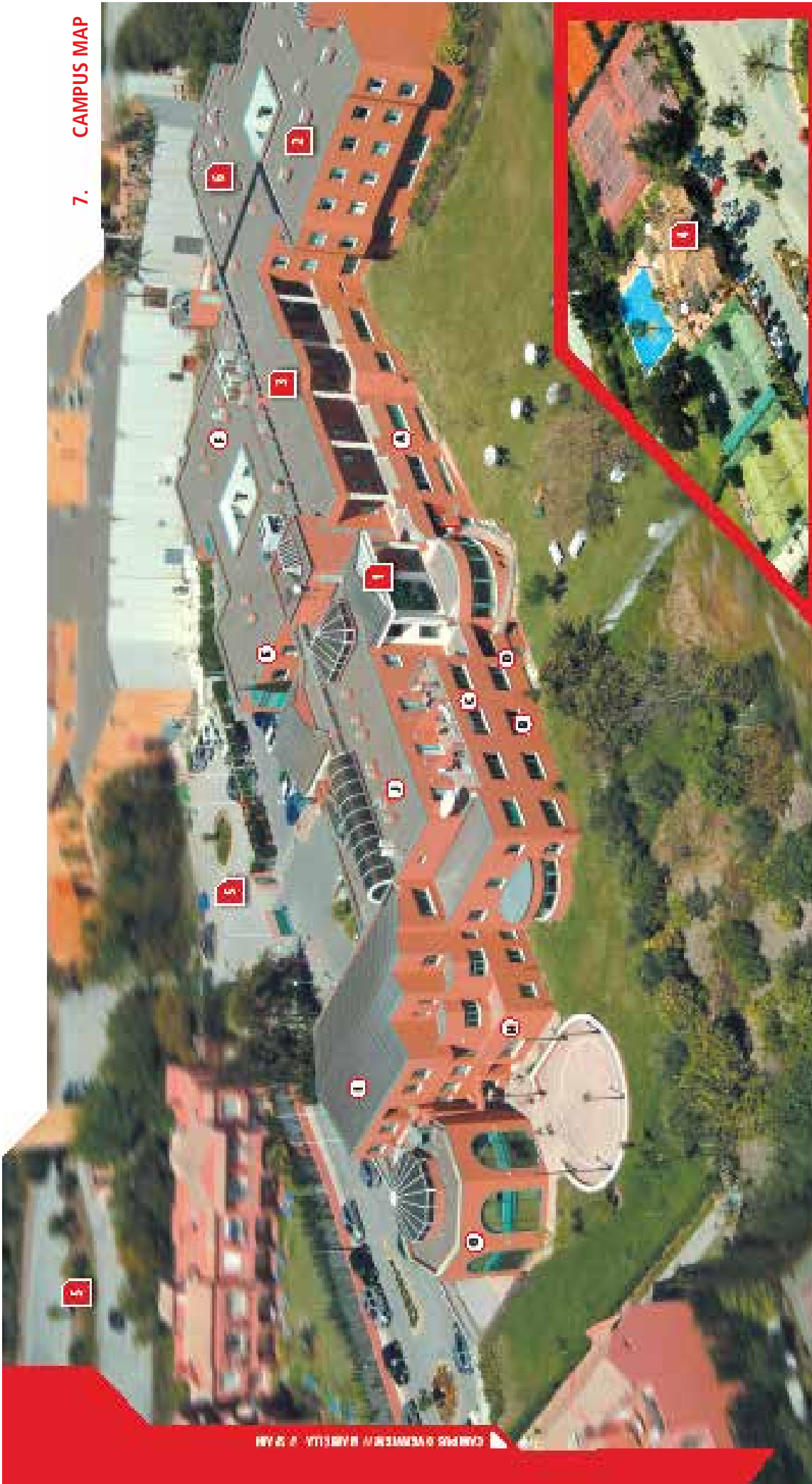
LinkedIn University Page: <https://www.linkedin.com/edu/school?id=154057>

LinkedIn Business Page: <http://bit.ly/LRMLinkedInPage>

LinkedIn Group: <http://bit.ly/LRMLinkedInGroup>

Google+: <http://gplus.to/LesRochesMarbella>

7. CAMPUS MAP



CAMPUS & VENNEN // MARIELLA // 27 JAN

- 1 PUBLIC AREAS**
 - A. CLASSROOMS
 - B. RESTAURANT "LE MARQUE"
 - C. LOBBY, CAFE-BOTTS AND TERRACE
 - D. MICHON CENTER
 - E. LIBRARY
 - F. PUB ROOM BAR
 - G. STUDENT CLUB - DE DEURS RESTAURANT - COMMON AREA
 - H. ALMA MATER OUTLOOK
 - I. FAC BOTT AREA
 - J. BROADWAY BRICKS IN FRONT OFFICE PRACTICAL TRAINING
- 2 NEW RESIDENCE**
 - INDOOR
 - LAUNDRY ROOMS
 - PRINTING ROOMS
- 3 RESIDENCE**
 - RESIDENCE
 - LAUNDRY ROOMS
 - PRINTING ROOMS
- 4 BIANCHI SAINTMARY MACQUETS CLUB SPORTS CENTER (FOR LETTERS FROM CAMPUS)**
 - OUTDOOR SWIMMING POOL
 - TABLE TENNIS
 - PODOLICONS
 - CYCLAROUND
 - ATLANTIC
 - SALINA
- 5 STUDENT OUTDOOR TRAINING**
- 6 STUDENT COVERED GALLERY**

LAPTOP | REQUIREMENTS



Students joining Les Roches International School of Hotel Management will need to have individual access to our intranet website, which hosts student information, including support and teaching documents and other learning resources. Students will also require access to the internet which is vital for access to online library resources, email and project research.

Students bringing their own MUST ensure it meets Les Roches' requirements as outlined below:

1. Bringing Your Own Laptop

1. BRINGING YOUR OWN LAPTOP

A. SOFTWARE SPECIFICATIONS

- Windows XP/Vista/7 Operating system any version only in ENGLISH language using a native installation so virtual machines are not allowed (Only Genuine Software Licenses as accepted)
- Apple Mac machines can only be connected if they have a full Windows as required above using a boot camp installation and having minimum hardware specifications (see below)
- Microsoft Office only in ENGLISH language and according with specification required by Academics Department (Please, check it before arrive to school at <https://laptop.lesroches.es>)
- Anti-Virus software licensed and with updating support during studies.

B. TECHNICAL SPECIFICATIONS

- Intel Core 2 Processor (or equiv.)
- 4GB Ram
- 100GB hard disk space available
- Wireless adapter capable with abg standards (meaning that operates into bands 2.4 and 5 Ghz)

C. I.T. SUPPORT

The responsibility of hardware maintenance, purchase of all Software, upgrades and support rests with the student. Les Roches can provide students with a list of local suppliers who offer these services.

Students are also encouraged to save their files on CD/DVDs, external hard disks or USB keys, which need to be checked for viruses on a regular basis.

It is important to check the latest IT requirements on our website: <https://laptop.lesroches.es>



ADMISSIONS ADDRESS

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