International Exchange Students Dossier 2011-2012

Version 22/09/2011

CONTENTS

CONTENTS 1
CONTACT INFORMATION 2
EXCHANGE PROGRAMME ACADEMIC COORDINATORS 3
ACADEMIC CALENDAR 2011-2012 5
APPLICATION PROCEDURE FOR EXCHANGE STUDENTS 6
ARRIVAL AT THE UAB AND FIRST STEPS 7
LOCATION 7
GETTING TO THE UAB CAMPUS 7
UAB CAMPUS MAP 8
FIRST STEPS 9
HOW GESTIÓ ACADÈMICA WORKS 10
ACADEMIC INFORMATION 13
UNDERGRADUATE CLASSES 13
UNDERGRADUATE (GRAU) DEGREE IN TRANSLATION AND INTERPRETING 14
UNDERGRADUATE DEGREE IN ASIAN STUDIES 15
(GRAU EN ESTUDIS D'ÀSIA ORIENTAL) 15
EVALUATION / FINAL MARKS 16
LIST OF SUBJECTS AND TIMETABLES 17
COURSE DESCRIPTIONS 22
STUDENT DEGREE PROGRAMME AND COURSE GUIDE – "GUIA DE L'ESTUDIANT" 23
STUDYING FOR ONLY ONE SEMESTER 24
ENROLMENT 25
EXTENDING STUDY ABROAD PERIOD 27
ACCESS TO UAB EMAIL /VIRTUAL CAMPUS: YOUR STUDENT PASSWORD 28
TEACHING STAFF OFFICE HOURS 30
ACCESS TO COMPUTER ROOMS/SERVICES 30
CATALAN COURSES 31
OTHER FACILITIES 31
ACCOMMODATION 33

CONTACT INFORMATION

INSTITUTIONAL LEVEL

Full institutional name:	Universitat Autònoma de Barcelona
ERASMUS Code:	E BARCELO 02
Address:	Oficina de Relacions Internacionals E- 08193 - Bellaterra (Barcelona) SPAIN
Director of student mobility:	Margarita Espinosa
Tel.:	+ 34 93 581 3736
Fax.:	+ 34 93 581 4357
E-mail:	erasmus@uab.cat

FACULTY (TRANSLATION AND INTERPRETING) STUDENT EXCHANGE OFFICE

Full name:	Facultat de Traducció i d'Interpretació (FTI)
Address:	International Exchange Office Edifici K E- 08193 - Bellaterra (Barcelona) SPAIN
Administrative officer incoming exchange students	Meritxell Font
Tel.:	+34 93 581 24 63
Fax.:	+34 93 581 10 37
E-mail:	intercanvis.fti@uab.cat

EXCHANGE PROGRAMME ACADEMIC COORDINATORS

ERASMUS

Name	Students from:	Contact information
Roland Pearson	United Kingdom	Roland.Pearson@uab.cat Office: K-1006 Tel: 93 581 3364
Ramon Farrés	Austria, Germany and Switzerland	Ramon.Farres@uab.cat Office: K-1001 Tel: 93 581 3414
Geoffrey Belligoi	Eastern Europe: Czech Republic, Lithuania, Poland, and Romania. Greece, Ireland, The Netherlands Scandinavia: Finland and Sweden	Geoff.Belligoi@uab.cat Office: K-1005 Tel: 93 581 3363
Patricia López	Belgium and France	Patricia.Lopez@uab.cat Office: K-2017 Tel: 93 581 1323
Regina Saraiva	Portugal	Regina.Saraiva@uab.cat Office: K-2009 Tel: 93 581 1248
Miquel Edo	Italy	Miquel.Edo@uab.cat Office: K-1006 Tel: 93 581 3364

SICUE-SÈNECA

Name	Students from:	Contact information
Roland Pearson	Spain	Roland.Pearson@uab.cat Office: K-1006 Tel: 93 581 3364

PROGRAMA PROPI

Name	Students from:	Contact information
Jacqueline Minett	United States, South America (except Brazil) and Australia	Jacqueline.Minett@uab.cat Office: K-1010 Tel: 93 581 3368
Mihwa Jo	Korea	Mihwa.Jo@uab.cat Office: K-1013 Tel: 93 581 3375
Shigeko Suzuki	Japan	Shigeko.Suzuki@uab.cat Office: K-1013 Tel: 93 581 3375
Helena Casas	China and Taiwan	Helena.Casas@uab.cat Office: K-2001 Tel: 93 581 3382
Anna Gil Bardají	Lebanon and Morocco	Anna.Gil.Bardaji@uab.cat Office: K-1022 Tel: 93 581 3372
Mònica Fernández	Brazil	Monica.Fernandez@uab.cat Office: K-1023 Tel: 93 581 3371
Maia Sharvazhidze	Russia	Office: K-1012 Tel: 93 581 2468

ACADEMIC CALENDAR 2011-2012

1st Semester (Autumn-Winter)

Classes begin as follows:
- 1st year students: September 21st 2011.
- 2nd and 3rd-year students - September 19th 2011.
- 4th year students - September 26th 2011.

Christmas holidays: December 24th 2011 - January 8th 2012 (inclusive).
The semester ends February 3rd 2012 (including final exams and revision)

2nd Semester (Spring-Summer)

Classes begin for all students on February 13th. Easter holidays: March 31st - April 9th 2012 (inclusive).
The second semester ends July 6th 2012 (including final exams and revision).

PUBLIC AND LOCAL HOLIDAYS 2011-2012

October 12:	Hispanic Day
November 1:	All Saints
December 6:	Constitution Day
December 8:	Immaculate Conception
December 25 & 26:	Christmas Day
January 1:	New Year's Day
January 6:	Epiphany
April 6:	Good Friday
April 9:	Easter
April 23:	FTI Holiday
May 1:	Labour Day
May 28:	Whitsun
June 24:	St. John's Day

APPLICATION PROCEDURE FOR EXCHANGE STUDENTS

This is an on-line procedure and the corresponding application form can be accessed at https://sia.uab.cat during the following dates:

- Students beginning September 2011: **May 1st-June 15th, 2011**.
- Students beginning February 2012. **November 1st-December 10th, 2011**.

PLEASE NOTE:

- Application forms can only be accessed during the dates given above. Applications by exchange students for admission to the UAB will only be accepted during these dates.

- On-line application forms are processed in strict accordance with the information given by sending institutions. This means that the only applications that will be considered are those for applicants who have been formally nominated by our partner universities and institutions.

Once all the application forms have been checked against the information sent by our partner universities, students will receive an e-mail confirming admission as an exchange student and information about their future stay at the UAB.

ARRIVAL AT THE UAB AND FIRST STEPS

LOCATION

The main Universitat Autònoma de Barcelona (UAB) campus is located in Bellaterra (Cerdanyola del Vallès municipal area), 20 km inland from the capital Barcelona between Sant Cugat del Vallès and Sabadell. The campus is also close to 3 major towns in the surrounding area: 3 km from Cerdanyola del Vallès, 4 km from Sabadell and 5 km from Sant Cugat. Frequent public transport services run between the campus and Barcelona / surrounding towns. See below for details.

GETTING TO THE UAB CAMPUS

TRAIN SERVICES

RENFE – R7 line (Spanish national rail service)

This service runs from the city of Barcelona to the UAB, stopping at Barcelona-Sant Andreu. Trains run every 30 minutes and the journey takes approximately 30 minutes. There is a free shuttle bus service from the station, Cerdanyola Universitat, which stops at various campus locations. For further information about timetables see www.gencat.cat > Rodalies de Catalunya.
This service also links Cerdanyola del Vallès to the campus.

FERROCARRILS DE LA GENERALITAT S2 line and S55* line (Catalan local rail service)

The S2 line links the campus to Barcelona, Sabadell and Sant Cugat del Vallès, and trains run approximately every 15-20 minutes in both directions. Journey time ranges from approximately 35 minutes (from Barcelona) to approximately 10-15 minutes (from Sabadell or Sant Cugat del Vallès). There is an additional service, S55*, which runs during peak hours between Barcelona and the UAB campus. These services leave from Barcelona Plaça Catalunya and city stations include Provença, Gràcia, Muntaner and Sarrià (see web page below for additional stations served by the S55* service).

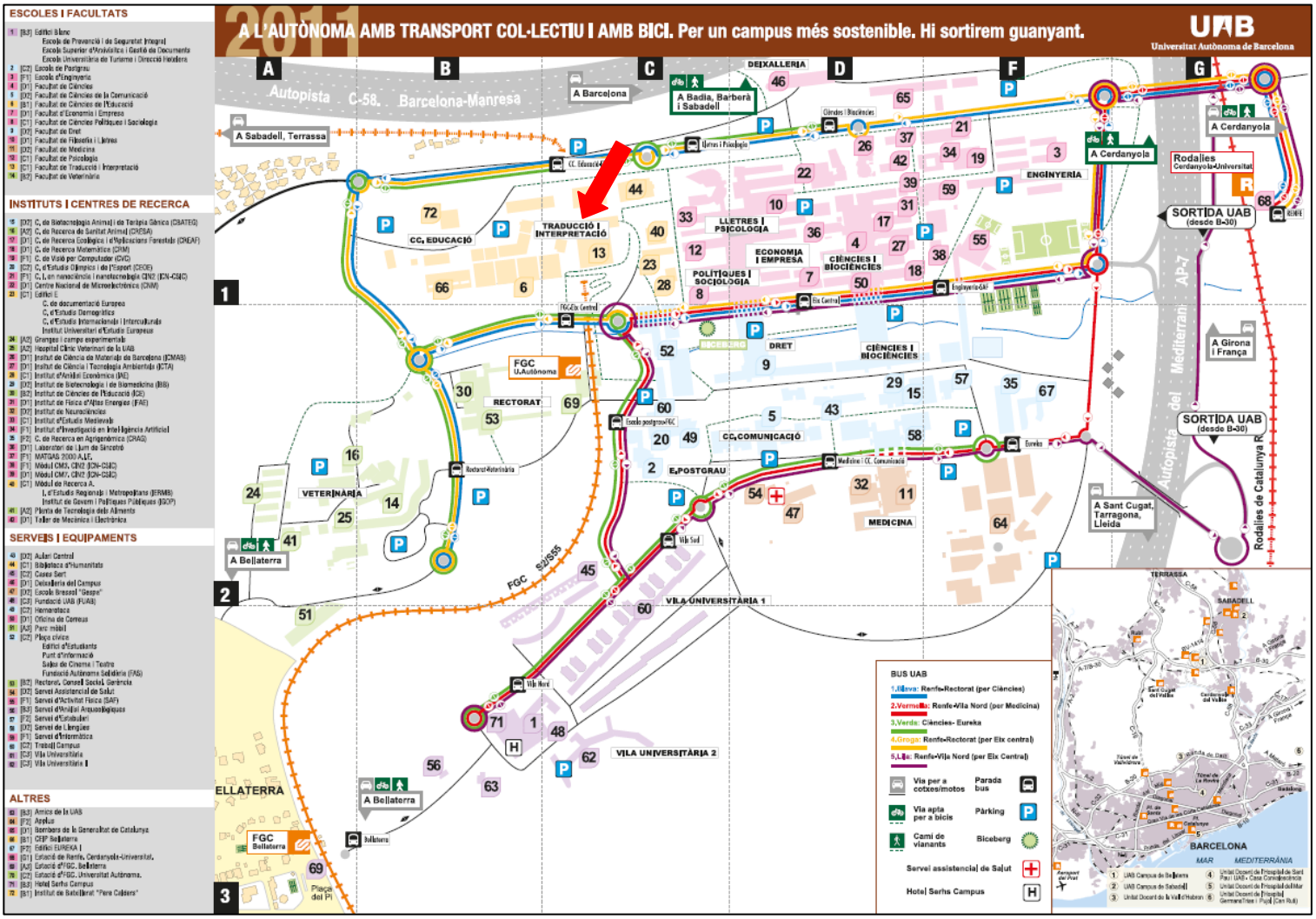
This service also stops at Sant Cugat del Vallès. This means that during peak hours these combined services (S2 and S55*) provide a service frequency of approximately 10-12 minutes. For further information about timetables see www.fgc.net

BUS SERVICES

Barcelona-Campus

The **SARBUS** company runs a service between Barcelona (Fabra i Puig) and Cerdanyola. This campus bus-link runs every 30 minutes between 7:00 and 21:30 – journey time approximately 20-30 minutes. For further information about timetables see www.sarbus.cat

UAB CAMPUS MAP



For a more detailed map see:

http://www.uab.cat/servlet/Satellite/planols-1255415638584.html

FIRST STEPS

1. Go to the **International Welcome Point (IWP)** in the Plaça Cívica to register your arrival at UAB and collect your international student card. At the IWP you will find the following services:
    a. International UAB student card – this identifies you as a UAB student.
    b. Information about the UAB.
    c. Information about accommodation.
    d. Practical information about life in Barcelona and its surrounding area (transport, student discounts etc.).
    e. Help solving your problems during your stay with us.
    f. Visas.

    International Welcome Point (IWP) contact details:
    Campus de Bellaterra-Plaça Cívica
    Tel. + 34 93 581 22 10
    Fax + 34 93 586 80 25
    E-mail: international.welcome.point@uab.cat

    Office hours:
    Monday; Tuesday, Thursday, Friday: 9:30-19:00.
    Wednesday: 9:30-15:00.
    July & August, from Monday to Friday: 9.30-15:00.

2. Go to the Facultat de Traducció i d'Interpretació.
    All the information you need to enrol in our Faculty is posted on the notice board outside Gestió Acadèmica and on our website www.uab.cat/traduccionterpretacio). This includes:
    a. Your academic coordinator (this depends on your home university, country – see also pp. 4-5).
    b. Class timetables.
    c. Information about subjects and special groups for international students.
    d. Faculty regulations for enrolment.

3. Your arrival certificate needs to be signed by your Faculty academic coordinator (see pp. 4-5). See your academic coordinator during her/his office hours. Alternatively you can leave your arrival certificate at Gestió Acadèmica, who will pass it on to the corresponding coordinator.

HOW GESTIÓ ACADÈMICA WORKS

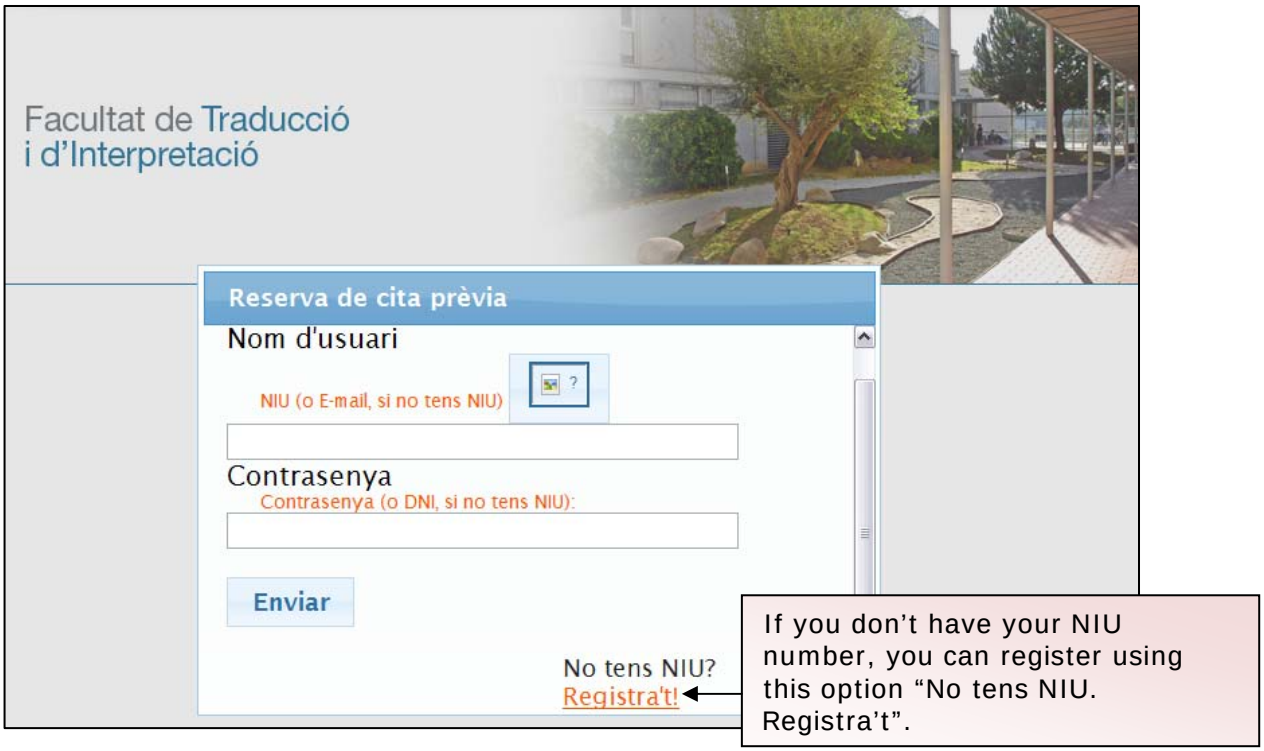
1. You have to register yourself to make an appointment.

   If you want to come the **same day** that you make your appointment, you must request it using the computer in the hall opposite Gestió Acadèmica.

   If you want to come on a **different** day from the one when you make your appointment, you can request the appointment via the faculty's website:

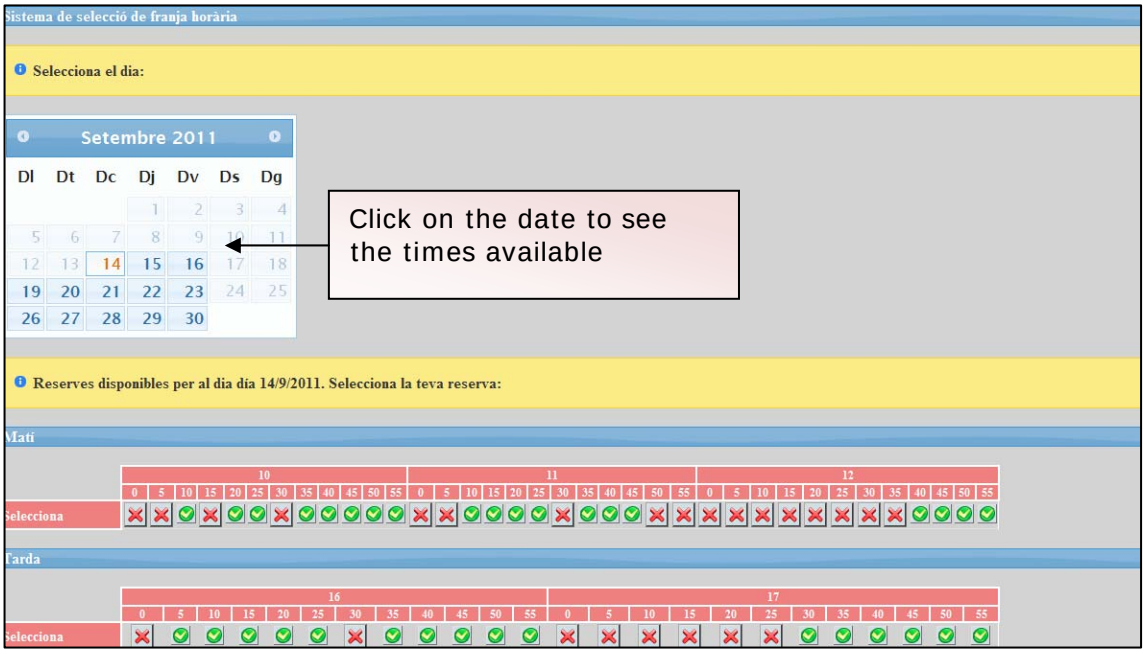
   www.uab.cat/traduccionterpretacio > Gestió Acadèmica i SLIPI > Per demanar cita cliqueu aquí. Cita prèvia

2. To make your appointment, you must fill in your NIU and your password ("contrasenya").
   If you don't yet have a NIU, click on "No tens NIU. Registra't" and then enter your name, ID number and an e-mail address.



3. You have to click on "Reserva hora".

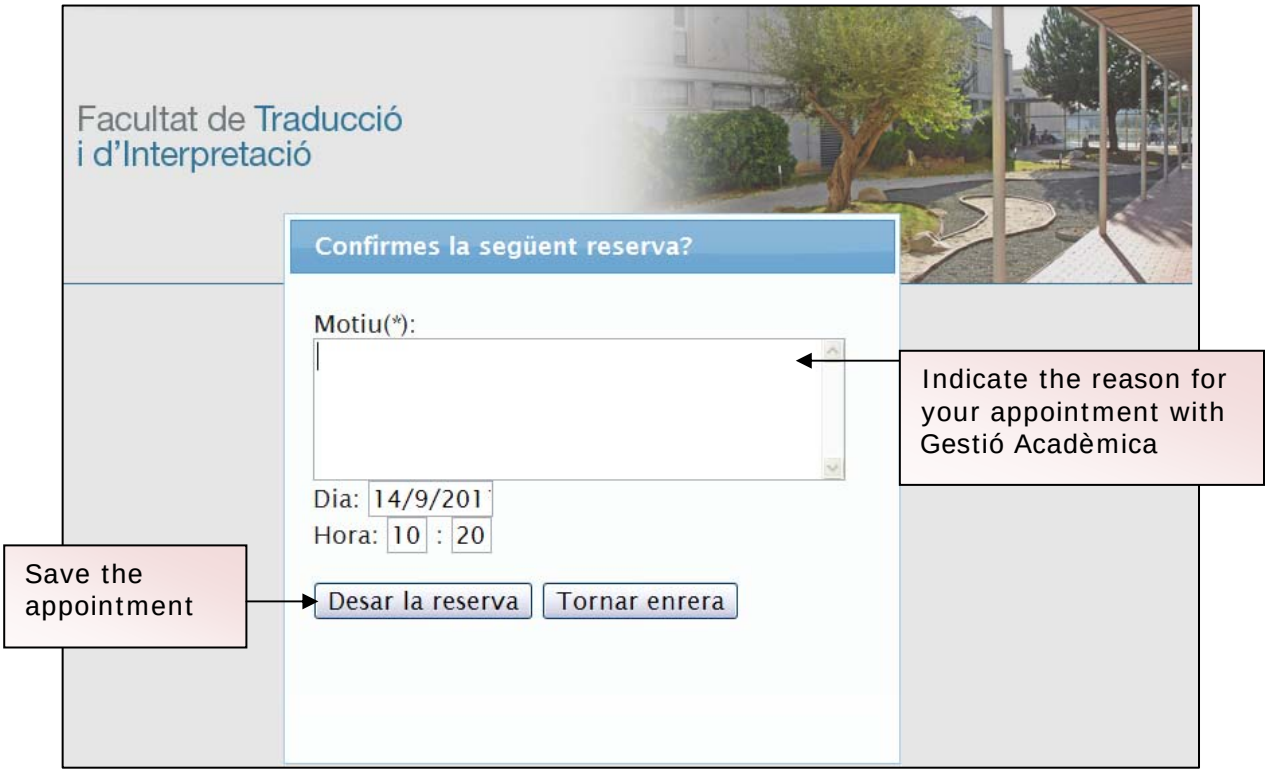
4. Next, select the day and the time and you will receive an e-mail confirming the appointment. This means that the appointment has been made correctly.



This means that the time slot is available

This means that the time slot is not available

5. Once you have selected the day and the time, you must indicate the reason ("motiu") for the appointment, and save.



ACADEMIC INFORMATION

UNDERGRADUATE CLASSES

As an exchange student you can choose classes from the following undergraduate degree programmes offered in our faculty:

- **Llicenciatura de Traducció i Interpretació.** This is the old Translation and Interpreting degree programme which is being progressively phased out. This means that only 4th-year subjects from this degree programme are available to exchange students.
- **Grau de Traducció i Interpretació.** This is the new Translation and Interpreting degree programme which is being progressively phased in to replace the former programme. This is in its third year, which means that international students can only choose subjects listed for the first, second and third year.
- **Llicenciatura d'Àsia Oriental.** This is the old Asian Studies degree programme which is being progressively phased out. International students can't enrol in subjects of this study plan.
- **Grau d'Estudis d'Àsia Oriental.** This is the new Asian Studies degree programme which is being progressively phased in to replace the former programme. This is in its third year, which means that international students can only choose subjects listed for the first, second and third year.

PLEASE NOTE

- Language classes are taught in the corresponding language.
- Other classes are given in either Spanish or Catalan depending on the mother tongue of the lecturer. Check subject course descriptions for details.
- It is very important to attend the first day of class (particularly for "Introducció a les tecnologies de la traducció i de la interpretació- 101483" and "Introducció a la realitat catalana per a estrangers- 29274).
- M.A. and PhD. degree programme classes cannot be taken by incoming undergraduate exchange students.

UNDERGRADUATE (GRAU) DEGREE IN TRANSLATION AND INTERPRETING

ABBREVIATIONS USED IN SUBJECT DESCRIPTIONS

A UAB students' first languages: Catalan/Spanish.

B First foreign language for UAB students. The minimum language level requirement for first year classes is *B1+* according to the Common European Framework (CEF) scale. B-language classes are offered in: English, French and German.

C Second foreign language for UAB students. First year classes start from zero/beginners level. C-language classes are offered in: Arabic, Chinese, English, French, German, Italian, Japanese, Russian and Portuguese.

T Translation class.

TB Direct Translation class from the B-language (English, French or German) into Catalan or Spanish.

TC Direct Translation class from the C-language (Arabic, Chinese, English, French, German, Italian, Japanese, Russian or Portuguese) into Catalan or Spanish.

TE Specialized Translation class.

TEB Specialized Translation class from the B-language (French, English, German) into Catalan or Spanish.

ST Translation Seminar –into Catalan or Spanish- (topics may vary from one year to another).

STEB Specialized Translation Seminar from the B-language (French, English, German) into Catalan or Spanish.

INVERSA Inverse Translation class, that is, from Catalan or Spanish into the B-language (English, French, German).

TIC Consecutive Interpretation Techniques (memorisation, analytical listening and note taking techniques).

TIS Simultaneous Interpretation Techniques.

PIC Consecutive Interpretation Practice.

PIS Simultaneous Interpretation Practice.

The undergraduate degrees offered at our Faculty (Translation and Interpreting / Asian Studies) are 4-year programmes comprising 8 semesters. Subjects taught during semesters 1-4 are mainly language and introductory translation classes. Subjects taught during semesters 5-8 are mainly specialized translation and interpreting classes.

Translation and Interpreting Classes

The translation and interpreting classes divide into two basic categories: introductory or specialised, and direct (B or C-language → to A-language) or inverse (A-language → B or C-language). "Inversa" classes allow exchange students to study direct translation (depending on the language combinations offered). If you are interested in any of the interpreting classes check with your academic coordinator, or the corresponding lecturer, for more details and whether any special Erasmus groups are being offered.

Language Classes

Language classes are grouped yearly into three progressive general competence levels: zero/beginner, intermediate and advanced. Approximate Common European Framework (*CEF*) equivalents are given in *italics* to guide you in your choice.

As explained in the previous table, first year, first semester B-language classes begin at a *B1+*. Those exchange students looking for a zero/beginner level class should review the C-language options. The following table gives a graphic overview of B and C language classes (levels and corresponding semester). For further information on these classes contact your academic coordinator or the corresponding lecturer.

Guide to Language Levels in the Grau Degree Programme

	1ST year		2rd year	
	Intermediate (*CEF B1-B2+*)		Advanced (*CEF C1+*)	
	1st Sem.	2nd Sem.	1st Sem.	2nd Sem.
B	Idioma B per traductors i intèrprets 1	Idioma per a traductors i intèrprets 2	Idioma per a traductors i intèrprets 3	Idioma per a traductors i intèrprets 4

	1st year		2nd year		3rd year	
	Beginner (*CEF A1-B1*)		Intermediate (*CEF B1-B2+*)		Advanced (*CEF C1+*)	
	1st Sem.	2nd Sem.	1st Sem.	2nd Sem.	1st Sem.	2nd Sem.
C	Idioma C per a traductors i intèrprets 1	Idioma C per a traductors i intèrprets 2	Idioma i Traducció C1	Idioma i Traducció C2	Idioma i Traducció C3	Idioma i Traducció C4

NOTE. There are limited places available for exchange students in C-language subjects. Whether you can register for these will depend on availability at the time of enrolment. Priority is given to exchange students who are required to study this language as part of their undergraduate degree in their home university. If this is your case, you will need to provide proof (an email / letter from your home university coordinator) and see your UAB academic coordinator (pp. 4-5) for authorisation.

UNDERGRADUATE DEGREE IN ASIAN STUDIES (GRAU EN ESTUDIS D'ÀSIA ORIENTAL)

The 4-year **East Asian Studies** (EHEA Degree) is divided into 8 semesters.

	1ST Semester	2nd Semester
1st year	1	2
2nd year	3	4
3rd year	5	6
4th year	7	8

The subjects offered in this degree programme are divided into three main areas:

1. Humanities (History, Geography, Philosophy, Literature, Linguistic, Art)
2. Social Sciences (Economics, Politics, Sociology, Anthropology, International Relations)
3. Language (Chinese, Japanese, Korean)

These subjects are taught in Catalan, Spanish, English, Chinese or Japanese, depending on the lecturer and/or the language level required. The following table gives the corresponding CEF levels for Chinese, Japanese and Korean language classes.

Year	Language Subject	Chinese	Japanese	Korean
1st	Idioma I (6 hours/week)	*A1*	*A1*	*A1*
	Idioma II (6 hours/week)	*A1*	*A1*	*A1*
2nd	Idioma III (6 hours/week)	*A2*	*A2*	*A2*
	Idioma IV (6 hours/week)	*A2*	*A2*	*A2*
3rd	Idioma V (3.5 hours/week)	*B1*	*B1*	---
	Idioma VIa (3.5 hours/week)	*B1*	*B1*	---
	Idioma VIb (3.5 hours/week) (Classic Chinese)	*B1*	*B1*	---
4th	Idioma VII (3.5 hours/week)	*B1*	*B1*	---
	Idioma VIII (3.5 hours/week)	*B2*	*B2*	---
	Text and context I (3.5 hours/week	*B1*	*B1*	*A1*
	Text and context II (3.5 hours/week)	*B2*	*B2*	*A1*

EVALUATION / FINAL MARKS

When classes begin, each teacher will provide students with a programme detailing learning objectives / outcomes, learning tasks, bibliography and evaluation criteria – these programmes are also available from the Faculty web page. Students who are not formally registered will not be assessed.

When the course has finished and student final marks recorded by the lecturer, the Faculty Administrative Office (Gestió Acadèmica) will send these directly to the student's home university. These are sent mid-April for students attending only 1st-semester classes, and from July 20th onwards for students studying the entire academic year or only the 2nd semester.

GRADING SYSTEM

The UAB uses a 0-10 grade scale (10 being the highest mark). The following table gives equivalents for partner universities using a letter grade system:

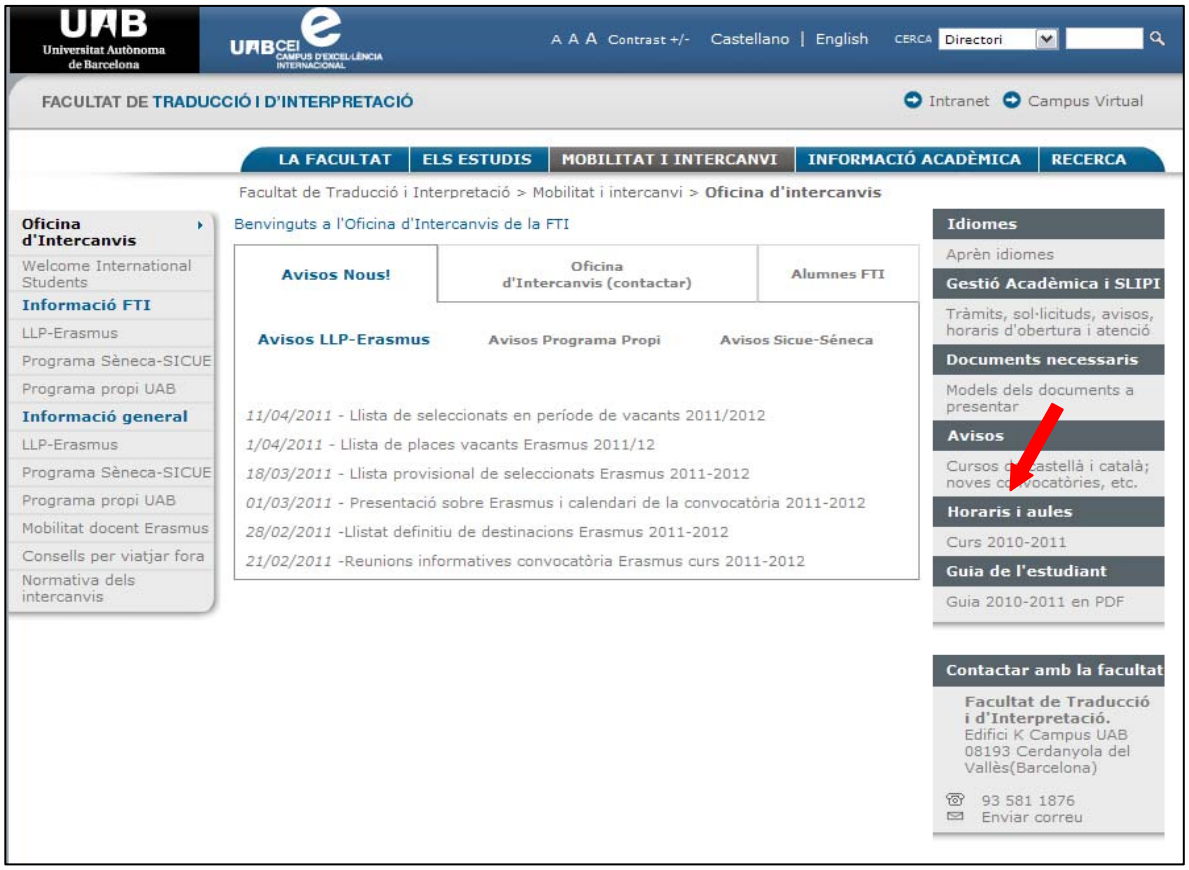
Grade	UAB	Approx. Letter Grade
Matrícula d'Honor/Matrícula de honor	10	A+
Excel·lent/Sobresaliente	9-9.5	A-, B+
Notable	7-8.9	B, B-, C+
Aprovat/Aprobado	5-6.9	C-, D
Suspens/Suspenso	0-4.9	F

LIST OF SUBJECTS AND TIMETABLES

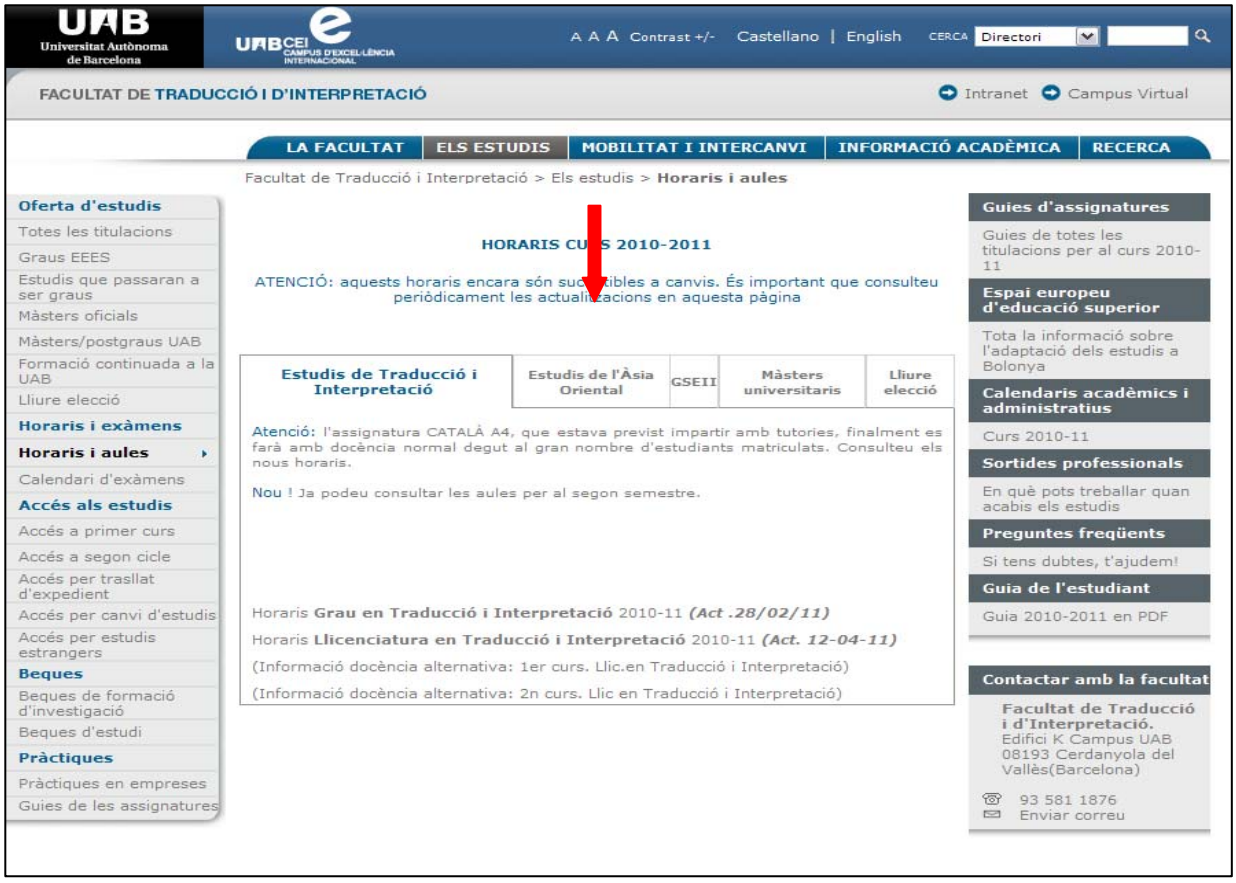
For details regarding subjects and timetables see www.uab.cat/traduccointerpretacio:

1- Select "**Mobilitat i Intercanvi**" (exchange students and programmes)

2- Select "**Horaris i aules**" (timetables and classroom assignments)

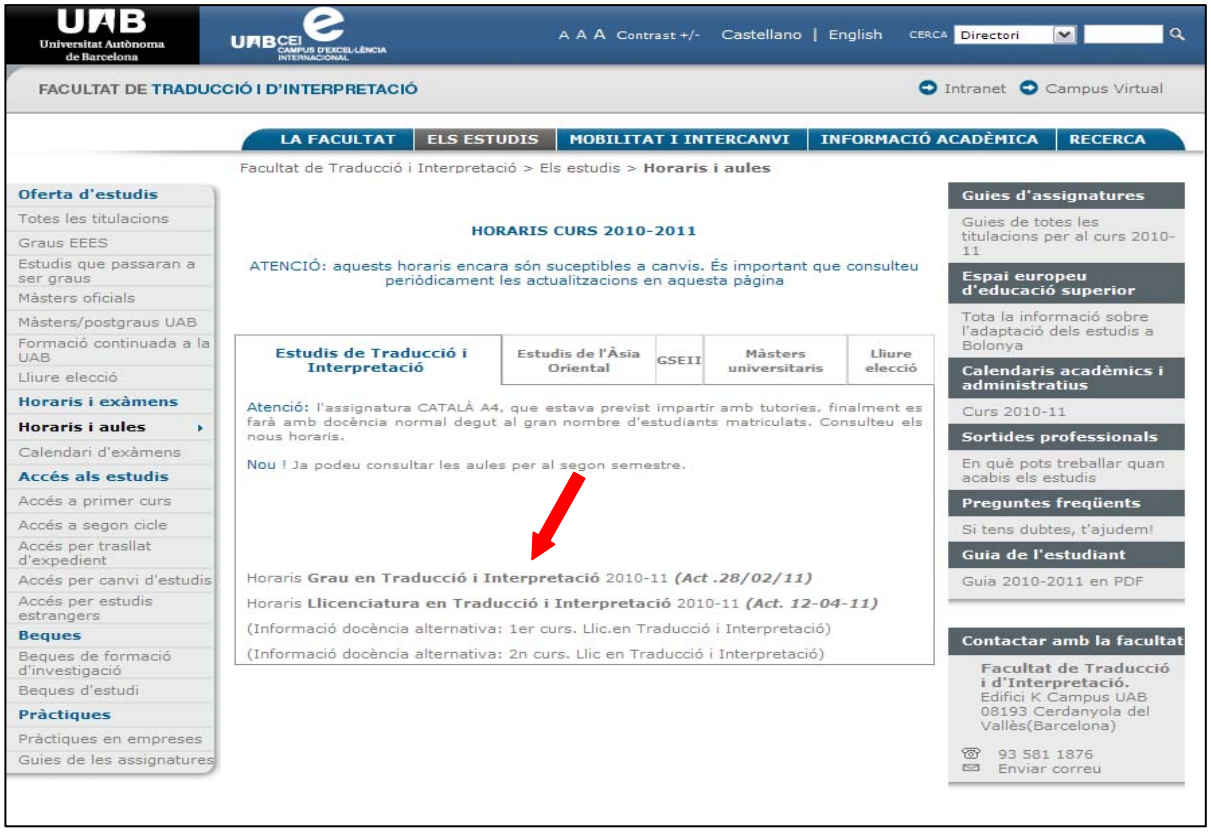


3- Select the degree programme:



See page. 13 for details about the different undergraduate degree programmes and if any restrictions apply.

4- Select the link to the timetable document:



The following example is taken from the Grau de Traducció i Interpretació:

GRAU EN TRADUCCIÓ I INTERPRETACIÓ
HORARIS 2010-2011

CODI	NOM ASSIGNATURA			AULA	ECTS
Grup	Professor	Semestre	Horari		
PRIMER CURS					
101281	LLENGUA CATALANA 1				9
1	Parera, R.	Anual	Dl i Dc 9:30-11:00	14	
2	Gómez, F. / González, C.	Anual	Dl i Dc 9:30-11:00	17	
3	Martí, J.	Anual	Dl i Dc 9:30-11:00	2	
4	Gómez, F. / Martí, J.	Anual	Dl i Dc 13:30-15:00	1	
5	Branchadell, A.	Anual	Dl i Dc 13:30-15:00	5	
6	Llobet, A. / Solà, J.	Anual	Dl 14:30-16:00 i Dv 13:00-14:30 (Repetidors)	15	
101283	IDIOMA CATALÀ 1				9
1	Badia, I.	Anual	Dl i Dc 13:30-15:00	3	
2	Olid, I. i Martí, N.	Anual	Dl i Dc 13:30-15:00	16	
3	Olid, I.	1	Dl i Dc 13:30-15:00	16	
4	Parera, R. (Alumnes nou vinguts al segon semestre)	2	Dl i Dc 13:30-15:00	8	
101282	LLENGUA CASTELLANA 1				9
1	Ríos, A.	Anual	Dl i Dc 14:00-15:30	17	
2	Rodriguez, Y. / Gallego, A. / Castro, I. / Marco, A.	Anual	Dl i Dc 14:00-15:30	18	
3	Ohanesian, M.	Anual	Dl i Dc 14:00-15:30	27	
4	Rodriguez, Y. / Gallego, A. / Castro, I. / Marco, A.	Anual	Dl i Dc 9:30-11:00	5	
5	Pascual, L.	Anual	Dl i Dc 9:30-11:00	18	
6	García Sanz, A.	Anual	Dl i Dc 9:30-11:00	15	
101284	IDIOMA CASTELLÀ 1 (Estudiants d'Intercanvis)				9
1	Pardina, I.	Anual	Dl i Dc 14:00-15:30	12	
2	Pardina, I.	Anual	Dl i Dc 15:30-17:00	5	
3	Schulte, K.	Anual	Dl i Dc 14:00-15:30	4	
4	Schulte, K.	Anual	Dl i Dc 15:30-17:00	4	
5	Pardina, I.	1	Dl i Dc 14:00-15:30	12	

Curs: Year (**Primer:** First; **Segon:** Second; **Tercer:** Third; **Quart:** Fourth)
Codi: Course code
Grup: Group number. Depending on student enrolment numbers, some classes are divided into different groups (1, 2, 3 etc.) running at the same time. Each group has a different instructor and assigned classroom. You should also look for groups classified "Intercanvis", as these specifically for exchange students.

PLEASE NOTE: YOU MUST ATTEND THE CLASS / GROUP STIPULATED ON YOUR ENROLMENT FORM.

Nom Assignatura: Course title
Semestre: Semester class is taught and duration.
- **1** Class offered the first semester.
- **2** Class offered the second semester
- **Anual** Two-semester class beginning in semester 1.

Horari: Timetable
- Dl (Dilluns) - Monday
- Dm (Dimarts) - Tuesday
- Dc (Dimecres) – Wednesday
- Dj (Dijous) – Thursday
- Dv (Divendres) – Friday

ECTS: ECTS credits. This system is only used for the new undergraduate degree programmes: Grau en Traducció i Interpretació and Grau en Estudis d'Àsia Oriental.
Professor: Lecturer

The old undergraduate degree programme timetable, "Llicenciatura de Traducció i Interpretació" has a similar format:

Pag. 1/10

LLICENCIATURA EN TRADUCCIÓ I INTERPRETACIÓ HORARIS 2010-2011

ATENCIÓ! Aneu comprovant els canvis periòdicament a internet

(ACTUALITZAT 12/04/2011)

CODI	NOM ASSIGNATURA				Crèdits	Proves de 2a conv.		
Grup	Professor	Semestre	Horari	Aula		Dia	Hora	Aula
PRIMER CURS								
22054	CATALÀ A1				6			
1	Llobet, A. / Solà, J.	1	Dl 14:30-16:00 i Dv 13:00-14:30	14		28/06/2011	12:30	
22055	CASTELLÀ A1				6			
1	Rodriguez, Y.	1	Dl i Dc 9:30-11:00 o bé Dl i Dc 14:00-15:30	5 / 18		29/06/2011	9:30	
22079	CATALÀ A2				6			
1	Llobet, A. / Solà, J.	2	Dl 14:30-16:00 i Dv 13:00-14:30	15		01/09/2011	9:30	
22080	CASTELLÀ A2				6			
1	Gallego, A. / Castro, I. / Marco, A.	2	Dl i Dc 9:30-11:00 o bé Dl i Dc 14:00-15:30	Matí: 5 / Tarda: 18		05/09/2011	9:30	
22059	ANGLÈS B1				6			
1	Rolph, D.	1	Dt i Dj 11:00-13:00	27		30/06/2011	9:30	
22060	FRANCÈS B1				6			
1	Benda, R.	1	Dt i Dj 11:00-13:00	5		30/06/2011	9:30	
22062	ALEMANY B1				6			
1	Doer, E. / Westermann	1	Dt i Dj 11:00-13:00	18		30/06/2011	9:30	
22063	ANGLÈS C1				10			
1	Orero, P. / Rolph, D.	1	Dl + Dc + Dv 11:00-13:00	23		27/06/2011	9:30	
22064	FRANCÈS C1				10			
1	Corral, A.	1	Dl + Dc + Dv 11:00-13:00	Dl + Dc 12 i Dv 17		27/06/2011	9:30	
22065	ALEMANY C1				10			
1	Ripoll, O.	1	Dl + Dc + Dv 11:00-13:00	5		27/06/2011	9:30	
22066	ITALIÀ C1				10			
1	Aguila, H.	1	Dl + Dc + Dv 11:00-13:00	Dl 2 i Dc + Dv 19		27/06/2011	9:30	
22067	PORTUGUÈS C1				10			

Curs: Year (**Primer:** First; **Segon:** Second; **Tercer:** Third; **Quart:** Fourth)
Codi: Course code.
Grup: Group number. Depending on student enrolment numbers, some classes are divided into different groups (1, 2, 3 etc.) running at the same time. Each group has a different instructor and assigned classroom. You should also pay attention to groups classified "Intercanvis", as these specifically for exchange students.

PLEASE NOTE: YOU MUST ATTEND THE CLASS/GROUP STIPULATED ON YOUR ENROLMENT FORM.

Nom Assignatura: Course title
Semestre: Term/semester class is taught and duration.

1 Class offered the first semester.
2 Class offered the second semester
Anual Two-semester class beginning in semester 1.

Horari: Timetable

Dl (Dilluns) - Monday
Dm (Dimarts) - Tuesday
Dc (Dimecres) – Wednesday
Dj (Dijous) – Thursday
Dv (Divendres) – Friday

Credits: Note that the credits given for classes in the old degree programmes are given as UAB credits. See p. 21 for details on ECTS equivalents, or check with your academic coordinator if you still have any doubts.
Proves: Exam dates.

SPECIFIC CLASSES FOR EXCHANGE STUDENTS

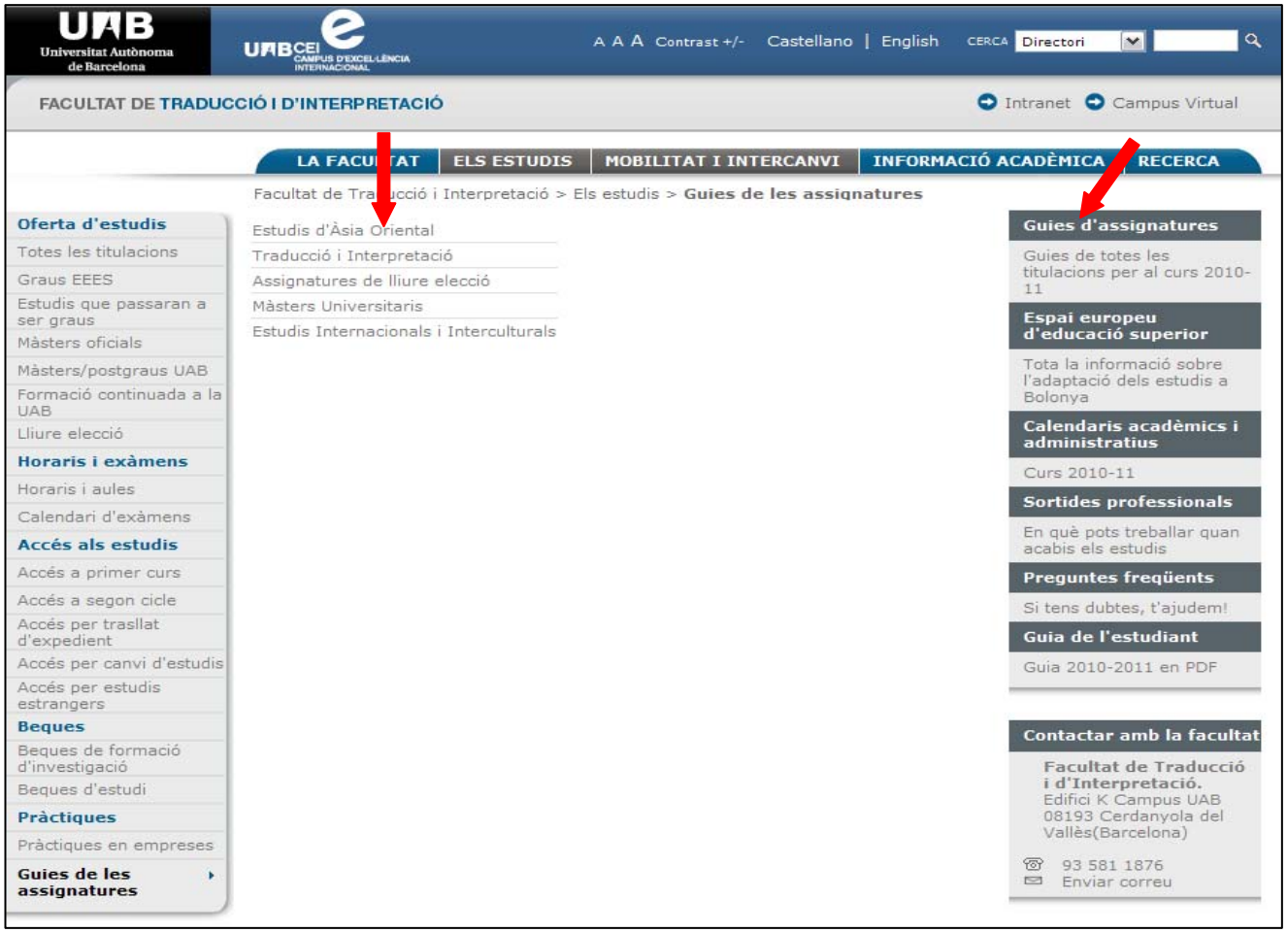
Make note of classes designed specifically for exchange students which are classified as "Intercanvis". The following are those offered each year, some are offered both semesters (1 + 2). Before registering, you should check the latest update for "Intercanvis" classes as new classes or groups may be added:

101283	Anual	Idioma Català A1	Catalan language
101284	Anual	Idioma Castellà A1	Spanish language
101483	1 + 2	Introducció a les Tecnologies de la Traducció	Introduction to technology and tools used in translation
22438	1	Cultura i Societat Castellanes	Spanish Culture and Society
29274	1 + 2	Introducció a la Realitat Catalana per a Estrangers	Introduction to Catalonia and Catalan Society for foreign students

COURSE DESCRIPTIONS

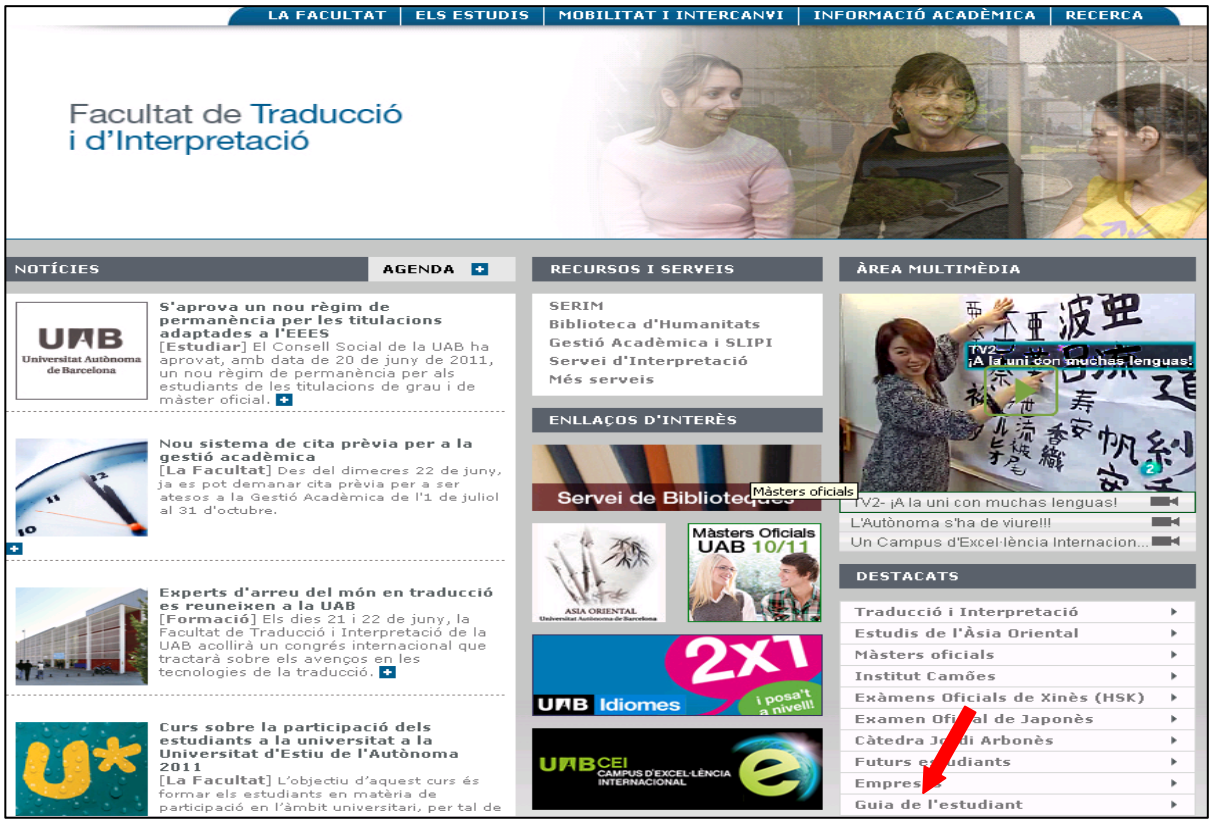
For details regarding a particular class, go to the following website: www.uab.cat/traduccionterpretacio > Els estudis > Guies d'assignatures >.

Select the degree programme in which you are interested: Àsia Oriental (Asian Studies) or Traducció i Interpretació (Translation and Interpreting). Then click on the link given for the subject:



STUDENT DEGREE PROGRAMME AND COURSE GUIDE – "GUIA DE L'ESTUDIANT"

The student degree programme and course guide ("La Guia de l'estudiant"), is a compact guide to all the undergraduate and postgraduate courses offered by the FTI. This can be accessed from the Faculty web page as shown below:



You must ensure you quote ECTS credits on your learning agreement, so **please note** the following:

- Credits for classes in the new undergraduate degree programmes (Grau de Traducció i Interpretació and the Grau d'Estudis d'Àsia Oriental) are given only as ECTS.

- Credits for classes in the old undergraduate degree programmes (Llicenciatura de Traducció i Interpretació and the Llicenciatura d'Àsia Oriental), are given as UAB credits. You can find the ECTS equivalent for some subjects in the "Guia de l'estudiant". As a rough guide, 1.5 UAB credits = 1 ECTS. If in doubt you should check with your assigned academic coordinator.

STUDYING FOR ONLY ONE SEMESTER

Exchange students only studying for one semester should make note of the following:

- **Yearly (Anual) classes**. You can enrol for classes which run both semesters (Anual) even though you are only studying for one semester. However, you must inform your lecturer when the class begins and also obtain a copy of the "Certificado de aprovechamiento". A copy of this certificate can be found at the end of this dossier, and also available from Gestió Acadèmica.

  At the end of the semester you must give this certificate to your lecturer so that s/he can enter your mark, sign it and return it to you.

  The credits listed on this certificate will be half the credits given for this subject.

- **Catalan language classes for exchange students**. If you are studying during the second semester only and wish to attend the Catalan language course, please ensure that you enrol in the group for international students attending just for the second term.

- **Spanish language classes for exchange students**. If you wish to attend the Spanish language course, please bear in mind that there is an obligatory level test at the beginning of the semester. Depending on your score, your lecturer will assign you to the group which best corresponds to your level. **It is very important to ensure that you quote the correct group number when you register**.

ENROLMENT

General Procedure

International exchange students enrol on specifically assigned dates. These are published by Gestió Acadèmica on the Faculty notice board outside Gestió Acadèmica and on the Faculty web page.

First semester enrolment for 2011-2012:

- **29th-30th September 2011, and**
- **October 3rd,4th, 5th 2011.**

Note. The registration period for the spring term has yet to be determined. This will be at the beginning of March 2012 – see notice board outside Gestió Acadèmica or our web page for updates.

Before registering for any course we strongly recommend that you talk to your academic coordinator and the lecturers whose classes you are interested in to check whether the course is appropriate (language level, any prerequisites etc.). Their input will save you a lot of time when trying to find the classes which best meet your needs.

To register, first complete the application form available the Logistic Support Office (Suport Logístic) in the Faculty building lobby. Complete this form and take it to your academic coordinator (see pp. 4-5), who will check and sign it. Then submit the completed and signed form to Gestió Acadèmica, along with photocopies of your passport, health insurance and a recent photograph. You will then be given an individual appointment so that you can formally register for classes.

Other considerations

Specific Courses for Exchange Students:

- **Idioma Castellà 1- 101284 (Spanish language 1)**. This course is specifically designed for students studying Spanish as a foreign language, and there are different groups / levels. Exchange students must first take a test to determine their Spanish level before they can register for this course - this is given during the first two weeks of the semester. The lecturer then assigns students to the appropriate group, which you must quote accurately when enrolling. See announcements on the Faculty notice board for details and updates.

- **Introducció a la realitat catalana per a estrangers -29274**. The main learning objective of this course is to introduce international students to Catalan culture: geography, history, social and political dynamics, principal public and private institutions, art, literature and popular Catalan traditions and culture in contrast to Spain and the European Union. This subject is offered both semesters and the language used in class is Spanish and English. Exams may be written in Catalan, English, French, German, Italian, Portuguese or Russian.

- **Introducció a les tecnologies de la traducció i la interpretació -101483**. This class begins September 21 and it is very important to attend the first day of class. Class attendance is an essential part of this course and when registering at the end of September-beginning of October, priority will be given to those students who have been attending since the beginning.

- Exchange students may register for subjects in other UAB faculties also, providing they take at least 50% of their classes in this Faculty.

Changes to original registration

There is a further registration period during which you can make changes to the classes you have already registered for. To do this, first obtain and complete the specific form for this purpose ("modificació de matrícula), available from Gestió Acadèmica. Take the completed form to your academic coordinator (see pp. 4-5) for authorisation, and then hand in the signed form to Gestió Acadèmica for processing.

The period for change of registration is **17th-21st October, 2011**.

The provisional registration dates for the first semester (autumn-winter) are given below, but you should confirm these against updated postings on the notice board outside Gestió Acadèmica or from our web page http://www.uab.cat/traduccionteretacio:

Designated Arrival Dates
(approx.) 15 September 2011

Enrolment period
Official enrolment period
First period: 29th and 30th September 2011 and 3rd, 4th, 5th and 6th October 2011
Course modification or cancellation period:
17th – 21st October 2011

EXTENDING STUDY ABROAD PERIOD

Any exchange student wishing to apply for an extension to their stay at the UAB, should submit the corresponding form the Faculty Gestió Acadèmica before December 1st 2011. You must first inform your home university coordinator and also Gestió Acadèmica - **intercanvis.fti@uab.cat**.

The UAB operates the following policy regarding requests by exchange students to extend their study period beyond that originally agreed by both institutions. To be considered there must be a currently unfilled place available according to the bilateral agreement with the exchange student's home university. If there is a place available, then the final decision is at the discretion of the corresponding academic Faculty Coordinator (currently, Roland Pearson – Sèneca and Erasmus; Jacqueline Minett – Global Mobility Programme), which will be based on the individual merits of each request.

ACCESS TO UAB EMAIL /VIRTUAL CAMPUS: YOUR STUDENT PASSWORD

Once you have your international UAB student's card, you need to generate your own individual username and password so that you can access the UAB e-mail and Virtual Campus services. It is important to obtain this as soon as possible. Firstly, the UAB e-mail is an essential channel of communication between lecturers and students. Secondly, course materials, assignments and other related notifications are posted regularly on the Virtual Campus.

To do this, first connect to the following website: http://sia.uab.es. Click on "**Gestió de paraules de PAS**" to see the following web page. Click on "Obteneu el vostre usuari i la vostra paraula de pas":

Fill out the form with your details

NIU: UAB ID number

NIF/Passaport: ID or Passport number

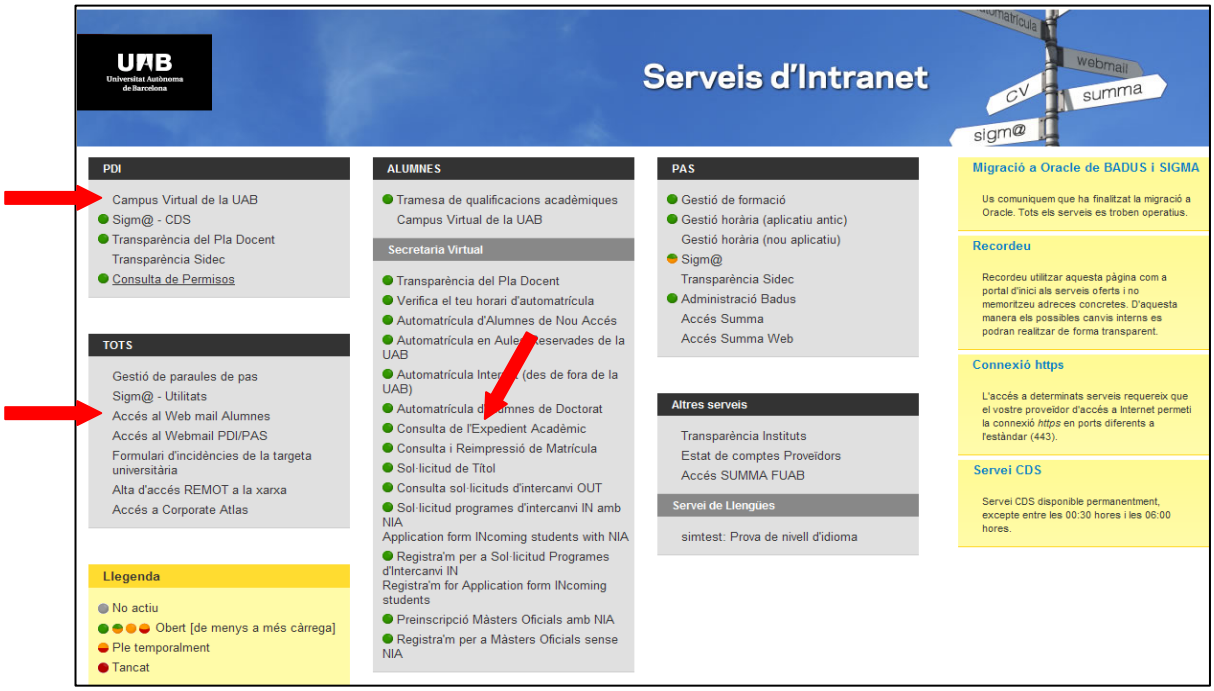
Data de naixement: Date of birth

PAN: Student ID card number

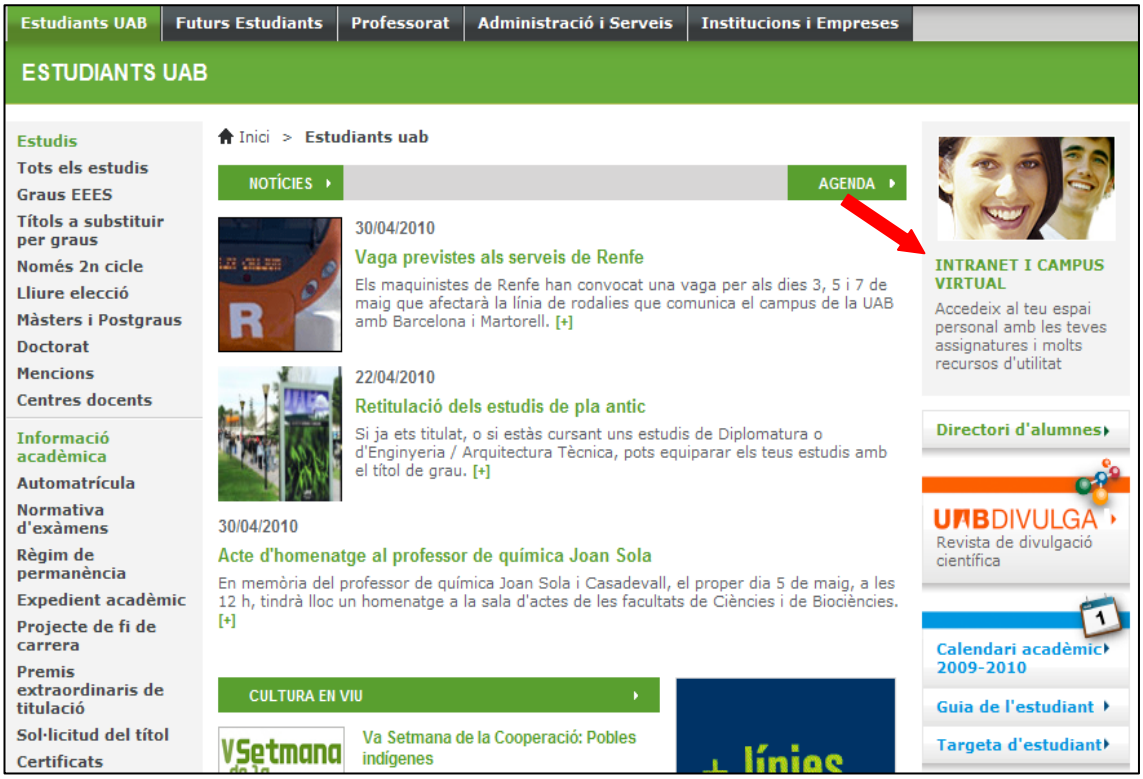
Nova paraula de pas: New password

Verificació paraula de pas: Enter password again .

Once you have your "Paraula de PAS" (password), you can then access the UAB intranet (personal e-mail, Virtual Campus, etc).

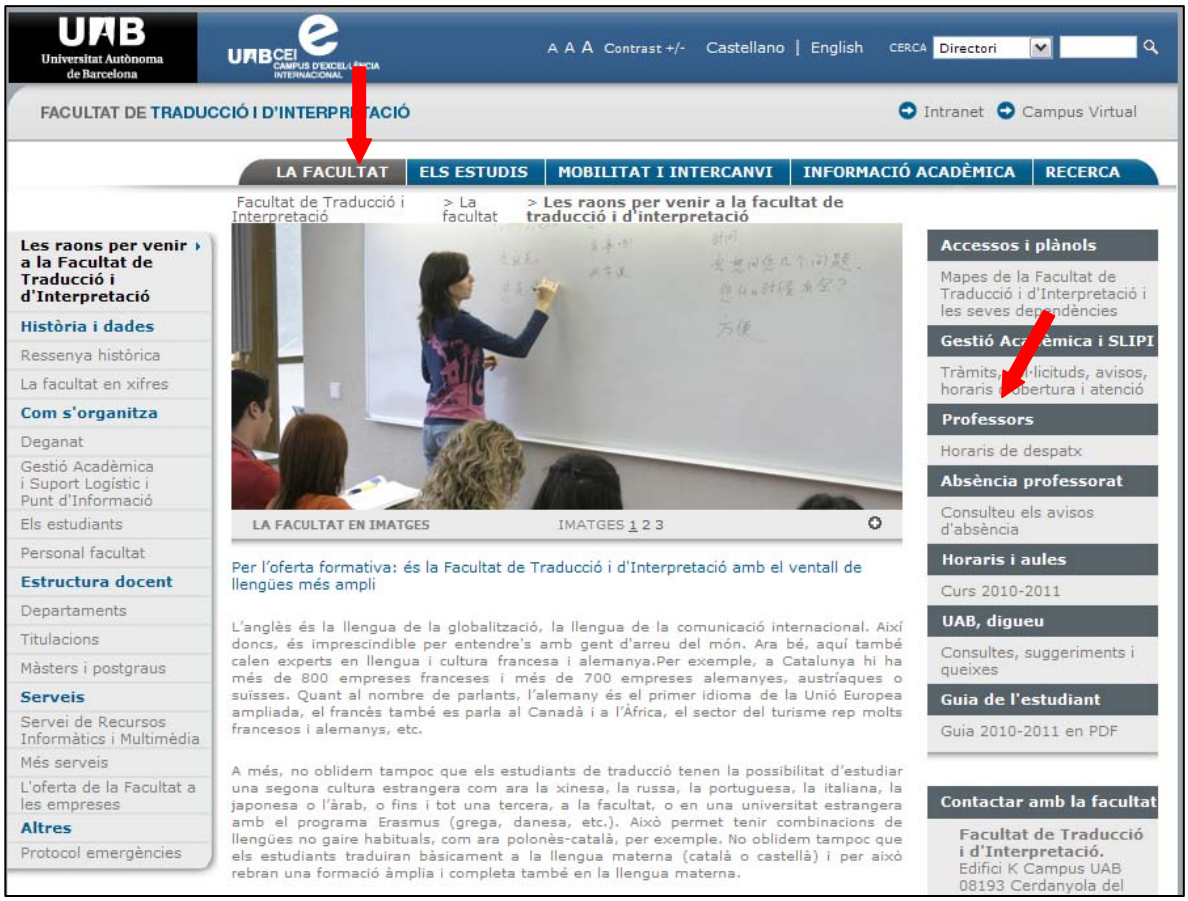


From here you can access the Campus Virtual and your UAB personal e-mail): www.uab.cat > Futurs estudiants



TEACHING STAFF OFFICE HOURS

All members of the teaching staff give office hours ("hores de despatx") for their students. You can find the list of teachers and office hours on the Faculty web page (note, these hours may change depending on the semester):



ACCESS TO COMPUTER ROOMS / SERVICES

Internet: Free access to computers and Internet is provided. This includes a computer room (aula A) and a Wi-Fi network for the Faculty building for those using laptops.

Aula A: this room is for students only, but please note that computers should be booked in advance. To use computers, students require a code number – this code is provided by the SERIM (Faculty Computer Technical Service) located on the first floor of the Faculty building. You need to show your student ID card.

Printing: To print documents you will need a copy-card. This is available from the Copy-service located inside the Facultat de Ciències de l'Educació.

Scanning service and CD copies: SERIM provides scanning and CD copying services.

CATALAN COURSES

CATALAN COURSES IN SERVEI DE LLENGÜES

You can find the Catalan courses for exchange students offered at the website of Servei de Llengües:

Website: www.uab.cat/servei-llengues/
E-mail: s.llengues@uab.cat
Tel: + 34 93 581 13 52

ONLINE COURSES (BEFORE COMING TO THE UAB)

Learn Catalan on-line with **Speakc@t**, a free personalised course that will enable you to learn basic Catalan grammar and vocabulary, help you to understand the language and encourage you to speak to us in Catalan.

Various web resources are available to help you learn about the Catalan language and culture at www.intercat.gencat.net

OTHER FACILITIES

LIBRARIES

Your UAB student's card allows you to borrow books etc from the university libraries. The Humanities Library (opposite the Faculty, to the right) contains a wide section of books and audio-visual material closely related to translation studies as well as magazines, newspapers and audio-visual materials in different languages.
www.bib.uab.cat

SERVEI D'ACTIVITAT FÍSICA (SAF)

SAF (next to the Sciences Faculty) organizes introductory courses to different sports, competitions and other activities. You can pay as you go or buy a user's card (TU) to access their facilities (indoor pool, courts, etc.). The TU gives you free access to all SAF facilities during the academic year, including July and September.

Contact Information
www.uab.cat/saf
Telephone: +34 93 581 3233
Fax: +34 93 581 2476
E-mail: saf@uab.cat

SERVEI DE LLENGÜES (Modern Language Institute)

Next to the Faculty of Medicine. This Service offers Catalan and Spanish courses, among others. Catalan courses are free and there is a 50% discount for Spanish courses. ECTS are given for these courses.

Contact information
www.uab.es/servei-llengues/
Tel.: +34 93 581 13 25
s.llengues@uab.cat

SERVEI ASSISTENCIAL DE SALUT (Health Care Service)

This Healthcare Service is provided for the entire campus community. Opening hours are 9:15-13:00 and 15:00-20:00, from Monday to Friday. This service is located next to the Facultat de Ciències de la Comunicació.

Contact Information
Tel.: +34 93 581 19 00 or +34 93 581 18 00
E-mail: servei.salut@uab.cat

PLAÇA CÍVICA

www.placacivica.com

In Plaça Cívica you will find shops (hairdresser's, optician's, chemist's, bookshop, travel agency, etc.), cash-point, a bar-restaurant, cinema and also most of the students' organizations offices.

MENTOR PROGRAMME

UAB offers a Mentor Programme. If you have just arrived here and feel a little lost or you want first-hand information, the Mentor Programme can be a useful first step. Students from our Faculty will give you first-hand information and help about Catalan student life. For more information, please send an email to: mentor.estudiants@uab.cat

ACCOMMODATION

There are many ways to find accommodation near the University. Barcelona, Bellaterra and Cerdanyola del Vallès are the cities where most of our students choose to rent a room in a shared apartment. You can also check the following websites for other possibilities for off-campus accommodation:

- Barcelona centre universitari
  http://www.bcu.cesca.es/
- Barcelona student's housing service
  http://www.bcn-housing-students.com/
- Borsa d'habitatge
  http://www.bcn-housing-students.com/
- Tauler d'anuncis
  http://taulers.uab.cat/tau-habit/#Top
- Programa viure i conviure
  http://obrasocial.caixacatalunya.cat/osocial/

An alternative is on-campus accommodation at the Universitat Autònoma de Barcelona, in the Vila Universitària, which guarantees accommodation to its students. To solve any problem relating to accommodation, please first contact the Vila Universitària offices (in front of the Hotel Campus).

Vila Universitària
UAB CAMPUS
www.vilauniversitaria.com

Contact Information:
Vila Universitària
(www.vilauniversitaria.com)
Tel: 93.580.30.95
Fax: 93.580.91.86

Emergency phone numbers:

Security Campus UAB	**93 581 25 25**
Police, Firemen, Ambulance	**112**
Local Police:	**092** (if using your mobile phone, dial: 93. 291. 59. 02)

CERTIFICADO DE APROVECHAMIENTO

_____ profesor/a de la Facultat de Traducció i Interpretació de la Universitat Autònoma de Barcelona,

HAGO CONSTAR

Que el alumno/a _____ ha asistido con regularidad a las clases de la asignatura _____, de_____ créditos, de _____ a _____ y ha obtenido la calificación de _____ (nota_____/10).

Y para que así conste y sirva de justificación a los efectos oportunos, firmo el presente documento, a petición de la persona interesada.

Bellaterra (Cerdanyola del Vallès), de _____ de _____