International Exchange Students Dossier 2014-2015

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1. GENERAL INFORMATION

1.1 CONTACT INFORMATION

INSTITUTIONAL LEVEL

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

GESTIÓ ACADÈMICA IN THE FACULTY OF TRANSLATION AND INTERPRETING – EXCHANGE PROGRAMS

Full name:	Facultat de Traducció i d'Interpretació (FTI)
Address:	International Exchange Office Edifici K Plaça del Coneixement E- 08193 Bellaterra (Cerdanyola del Vallès) 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

1.2 EXCHANGE PROGRAMME ACADEMIC COORDINATORS

ERASMUS

Name	Students from:	Contact information
Roland Pearson	United Kingdom, Iceland, Turkey and Portugal	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	Ireland, Netherlands, Lithuania, Poland, Romania, Finland and Sweden.	Geoff.Belligoi@uab.cat Office: K-1005 Tel: 93 581 3363
Miquel Edo	Italy	Miquel.Edo@uab.cat Office: K-1006 Tel: 93 581 3364
Joaquim Sala	France and Belgium	Joaquim.Sala@uab.cat Office: K-2007 Tel: 93 581 2465

SICUE

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), Australia, Lebanon and Tunisia	Jacqueline.Minett@uab.cat Office: K-0027 Tel: 93 581 3368

Mihwa Jo	Korea	Mihwa.Jo@uab.cat Office: K-1013 Tel: 93 581 3375

Minoru Shiraishi	Japan	Minoru.Shiraishi@uab.cat Office: K-1009 Tel: 93 581 2467
Minkang Zhou	China and Taiwan	Minkang.Zhou@uab.cat Office: K-1042 Tel: 93 581 2616
Regina Saraiva	Brazil	Regina.Saraiva@uab.cat Office: K-2009 Tel: 93 581 1248
Elena Estremera	Russia	Elena.Estremera@uab.cat Office: K-1012 Tel: 93 581 2468

1.3 ACADEMIC CALENDAR 2014-2015

1st Semester (Autumn-Winter)
Classes begin for all students on September 15th 2014
Christmas holidays: December 20th 2014 - January 6th 2015 (inclusive).
The semester ends January 30th 2015 (including final exams and revision)

2nd Semester (Spring-Summer)
Classes begin for all students on February 9th 2015.
Easter holidays: March 28th - April 6th 2015 (inclusive).
The second semester ends July 3rd 2015 (including final exams and revision).

1.4 PUBLIC AND LOCAL HOLIDAYS 2014-2015

September 11th:	National Day of Catalonia
September 24th:	La Mercè (Fests of Barcelona)
November 1st:	All Saints
December 6th:	Constitution Day
December 8th:	Immaculate Conception
April 3rd:	Good Friday
April 6th:	Easter
April 23rd:	FTI Holiday
May 1st:	Labour Day
June 1st	Whitsun
June 24th:	St. John's Day

1.5 LOCATION OF UAB CAMPUS

1.5.1 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 closed 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.

1.5.2 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 Arenal. 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 such as Provença, Gràcia, Muntaner, Sarrià and Sant Cugat del Vallès (see web page below for additional stations served by the S55* service).

During peak hours the 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 40-50 minutes. For further information about timetables see www.sarbus.cat

1.6 UAB CAMPUS MAP

For a more detailed map see:

http://www.uab.es/mapes/

2. BEFORE YOUR ARRIVAL

2.1 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 2014:
    - Erasmus: **from 1st May to 15th June 2014**
    - Programa Propi: **from 1st March to 15th May 2014**
- Students beginning February 2015: **from 1st November to 10th December 2014**.

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.

2.2 LEARNING AGREEMENT

Once you receive your acceptance letter, you will be required to fill your provisional learning agreement.

To fill this document, you can check pages 16-19 of this dossier in order to understand our study plans.

This is a provisional document, final subjects selection will be done once you arrive at UAB when you will be able to check the timetables, the level of the courses, the availability…

2.3 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/

- Tauler d'anuncis
  http://taulers.uab.cat/tau-habit/#Top
- Programa viure i conviure
  http://www.fundaciocatalunya-lapedrera.com/ca/content/viure-i-conviure-0

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**

3. ONCE YOU ARRIVE AT UAB

3.1 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 to Friday: 9:30 a 15:00h

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/traducciointerpretacio. This includes:

    a. Your academic coordinator (this depends on your home university, country – see also pp. 5-6).
    b. Class timetables.
    c. Information about subjects and special groups for international students.
    d. Faculty regulations for enrolment.

3.2 ARRIVAL CERTIFICATE

Your arrival certificate needs to be signed by your Faculty academic coordinator (see pp. 5-6). 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.

3.3 HOW GESTIÓ ACADÈMICA WORKS

You have to register yourself to make an appointment using the following link:

http://cita.uab.cat/traduccio-interpretacio/gestio-academica/ga/index.php

www.uab.cat/traducciointerpretacio > Cita previa

You have to follow the following steps:

- First, you must choose a reason to come to the Gestió Acadèmica (for example, enrolment/change of enrolment, exchanges…). You can choose a reason in the pull-down menu or, if you choose "Altres (especificar el tema)" you can write it.
- After choosing a reason, you have to choose date and hour to make your appointment.
- Right after, you have to introduce your Name and Surname, DNI/Passaport and email address.
- And finally, you have to record your appointment pressing "SAVE REQUEST".
- When your appointment is registered, it'll appear a page with all the information and the number of your appointment. This number will appear on TV when you came to Gestió Acadèmica.
  You can print that page, but you will receive a receipt in your email.
- If you want to cancel an appointment, you have to press the link in your email, and introduce your email address.
  You also will receive a receipt of the cancelation in your email.

3.4 HOW TO CHOOSE THE COURSES YOU WILL ATTEND WHILE YOU ARE IN UAB?

3.4.1 UNDERGRADUATE PROGRAMMES OFFERED BY OUR FACULTY

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

- **Grau de Traducció i Interpretació.** International students can choose subjects listed for the first, second, third year and fourth year.

- **Grau d'Estudis d'Àsia Oriental.** International students can choose subjects listed for the first, second, third year and fourth 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.
- M.A. and PhD. degree programme classes cannot be taken by incoming undergraduate exchange students.

3.4.2 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, 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, 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.

	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

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.

	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 want to enrol C1 and C2 subjects), you will need to provide proof with all the documents you need to enrol in our faculty (a document written by your home university in which it explains that you must do this subject in our faculty because it is in your study plan in your home university).

3.4.3 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*

3.4.4 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 at the end of March 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

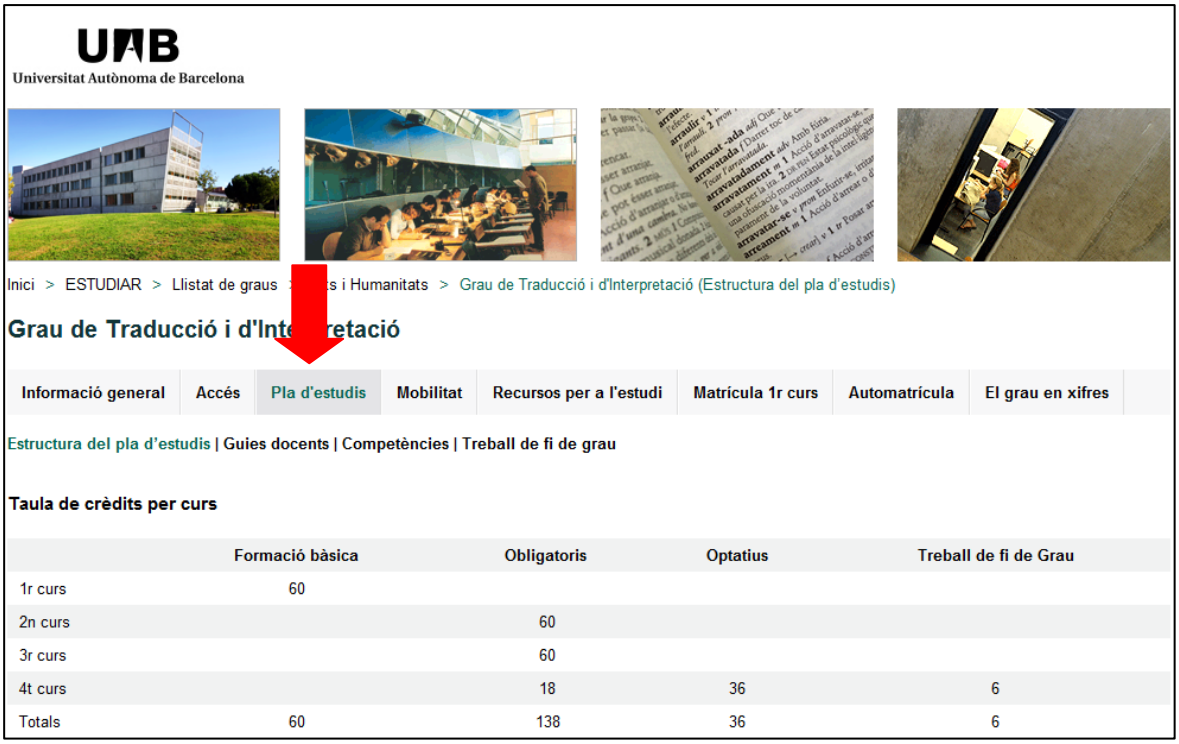
3.4.5 LISTS OF SUBJECTS

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

1- Select "**Els Estudis**".

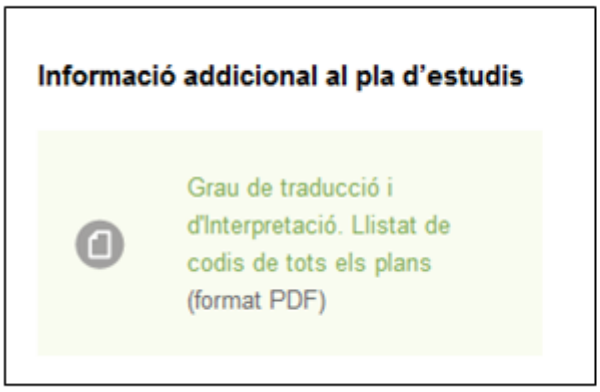
2- Select the degree in which you are interested: Traducció i Interpretació and/or Estudis d'Àsia Oriental" (you must not select "Traducció i Intepretació (Llicenciatura de 1r i 2n cicles)" or "Traducció i Interpretació.Francès + Filologia Francesa").

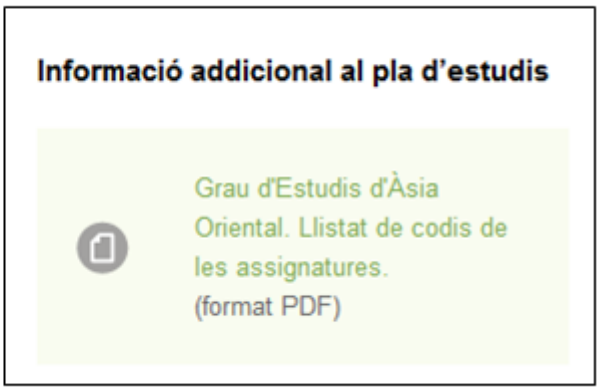
3- Select "Pla d'estudis".



	Formació bàsica	Obligatoris	Optatius	Treball de fi de Grau
1r curs	60			
2n curs		60		
3r curs		60		
4t curs		18	36	6
Totals	60	138	36	6

4- Click on " Grau de Traducció I Interpretació. Llistat de codis de tots els plans" or "Grau d'Estudis en Àsia Oriental. Llistat de codis de tots els plans".



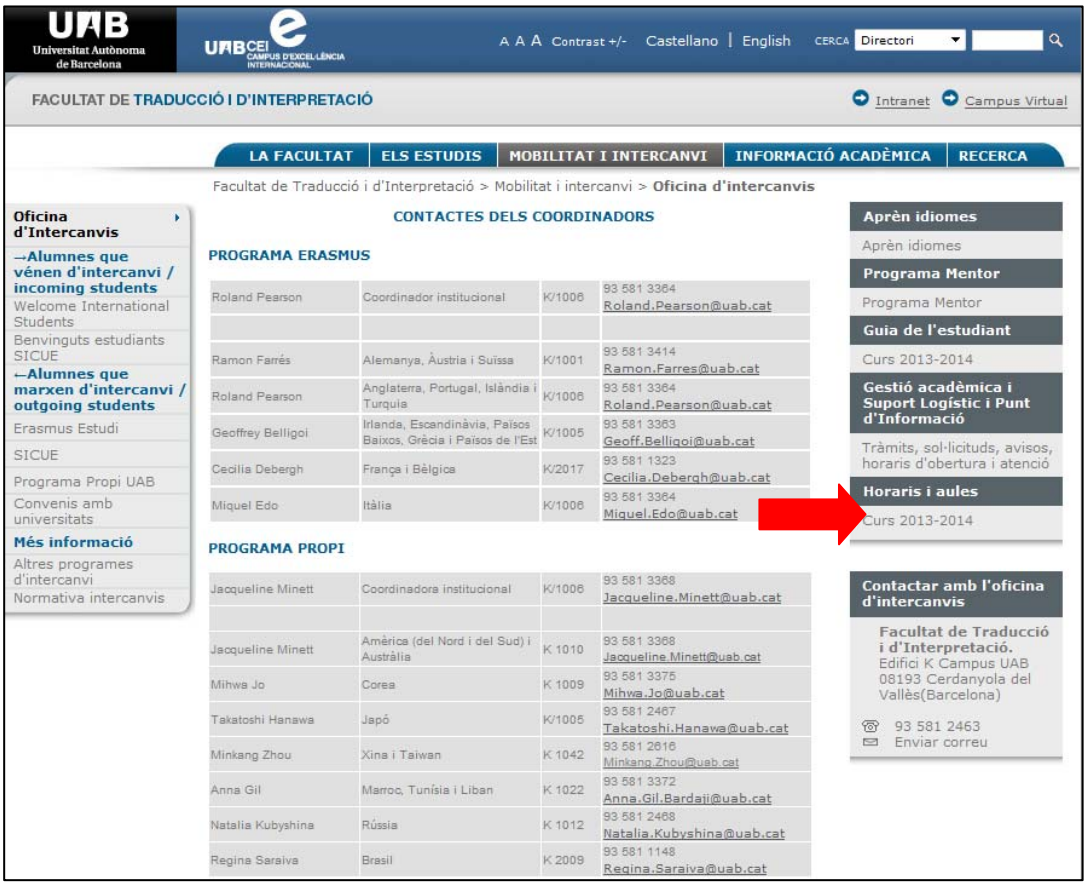


3.4.6 LIST OF TIMETABLES

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

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

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



3. Select the degree programme:

See pages 16-19 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:

HORARIS GRAU DE TRADUCCIÓ I INTERPRETACIÓ

2013-2014 2n SEMESTRE

(Consulteu periòdicament la web per canvis)

Codi	Assignatura	Grup	Tipus	Crèdits	Curs	Semestre	Horaris	Aula	Professor	Observacions	Canvi
	Primer curs										
101281	Llengua catalana per a traductors i intèrprets 1	1	FB	9	1	A	Dl i Dc 9h30-11h	14	J.Solà		
101281	Llengua catalana per a traductors i intèrprets 1	2	FB	9	1	A	Dl i Dc 9h30-11h	15	I.Badia		
101281	Llengua catalana per a traductors i intèrprets 1	3	FB	9	1	A	Dl i Dc 9h30-11h	1	J.Martí / F.J.Gómez		
101281	Llengua catalana per a traductors i intèrprets 1	4	FB	9	1	A	Dl i Dc 13h30-15h	1	J.Martí		
101281	Llengua catalana per a traductors i intèrprets 1	5	FB	9	1	A	Dl i Dc 13h30-15h	14	F.J.Gómez		
101281	Llengua catalana per a traductors i intèrprets 1	6	FB	9	1	A	Dl i Dc 13h30-15h	15	A.Branchadell		
101282	LLengua castellana per a traductors i Intèrprets 1	1	FB	9	1	A	Dl i Dc 14h30-16h	16	C. Julià		
101282	LLengua castellana per a traductors i Intèrprets 1	2	FB	9	1	A	Dl i Dc 14h30-16h	17	A. Ríos		
101282	LLengua castellana per a traductors i Intèrprets 1	3	FB	9	1	A	Dl i Dc 14h30-16h	18	M. Ohannesian		
101282	LLengua castellana per a traductors i Intèrprets 1	4	FB	9	1	A	Dl i Dc 9h30-11h	16	L. Pascual		
101282	LLengua castellana per a traductors i Intèrprets 1	5	FB	9	1	A	Dl i Dc 9h30-11h	17	C. Ortíz		

Codi: Course code
Nom Assignatura: Course title

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.

Tipus: Subject class (**Bàsica:** basic, **Obligatòria:** compulsory or **Optativa:** optional).

Crèdits: number of credits given (the credits given in the " Grau en Traducció i Interpretació" and "Grau en Estudis d'Àsia Oriental" are ECTS).

Curs: Year (**Primer:** First; **Segon:** Second; **Tercer:** Third; **Quart:** Fourth)

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.

Horaris: Timetable

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

Aula: Classroom in which the subject is taught.

Professor: Lecturer

3.4.7 SPECIFIC COURSES FOR EXCHANGE STUDENTS

Make note of classes designed specifically for exchange students which are classified as "Intercanvis". You can check them in the list of timetables of the Degree of Translation and Interpreting and/or the Degree in East Asian Studies that are published on our website:

www.uab.cat/traducciointerpretacio > Mobilitat i intercanvi > Horaris i aules

3.4.8 COURSE DESCRIPTIONS

For details regarding a particular class, go to the following website:
www.uab.cat/traducciointerpretacio > 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:

3.4.9 STUDYING FOR ONLY ONE SEMESTER

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

- **Yearly (Anual) classes**. Exchange students that will stay in the UAB only in the first semester or only in the second semester CAN NOT register annual subjects (except for the subjects "101283 Idioma Català per a traductors i intèrprets 1" and "101284 Idioma Castellà per a traductors i interprets 1" that have groups for just one semester which will be awarded each with 4,5 ECTS).

- **Spanish language classes for exchange students**. 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. **It is very important to ensure that you quote the correct group number when you register**.

- **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.

3.5 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 period of enrolment for 2014-2015:

- **22nd, 23rd, 25th and 26th September 2014.**

Note. The registration period for the spring term has yet to be determined. This will be at the beginning of March 2015 - 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. 5-6), 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

- 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 ("modificación de matrícula")

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. 5-6) for authorisation, and then hand in the signed form to Gestió Acadèmica for processing.

The period for change of registration is **1st-10th October, 2014** (after this deadline, students could not request any change in their enrolment).

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/traducciointepretacio:

Beginning of the course
15th September 2014

Enrolment period
Official enrolment period
First period: 22nd, 23rd, 25th and 26th September 2014
Course modification or cancellation period: 1st – 10th October 2014

3.6 EXTENDING STUDY ABROAD PERIOD

Any exchange student wishing to apply for an extension to their stay at the UAB should submit the corresponding form (that is on page 28 of this dossier) with a confirmation e-mail from their home university to the Faculty Gestió Acadèmica before December 1st 2014. Therefore, you must first inform your home university coordinator first and then 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 – SICUE and Erasmus; Jacqueline Minett – Global Mobility Programme), which will be based on the individual merits of each request.

The form for the extending study abroad period is in the next page:

Universitat Autònoma de Barcelona

ÀREA DE RELACIONS INTERNACIONALS
Campus de Bellaterra, Edifici N
08193 BELLATERRA (Spain)
Tel. 34 93 581 37 36
Fax. 34 93 581 43 57
E-mail: erasmus@uab.cat
http://www.uab.cat/

DOCUMENT DE PERLLONGAMENT D'ESTADA PER A ESTUDIANTS INTERNACIONALS

APPLICATION FOR EXTENSION OF STAY FOR INCOMING STUDENTS

L'estudiant / *The student*……

provinent de la Universitat de / ***from the University of***

……..

admès durant el primer semestre del curs 20____ /____ a la facultat / escola de /

admitted during the first term of the academic year 20_____/_____ at the faculty / School of

……..

sol·licita perllongar a la UAB la seva estada durant el segon semestre del mateix curs acadèmic / *applies for being authorized to extend his/her stay at the UAB during the spring term of the same academic year*

Signatura de l'estudiant /
Student's signature……..……

Bellaterra (Cerdanyola del Vallès) (data/*date*).....

****

El coordinador/a d'intercanvis de la facultat /*The faculty exchange coordinator*

☐ **Aprova /** ***Approves***

☐ **Denega /** ***Denies***

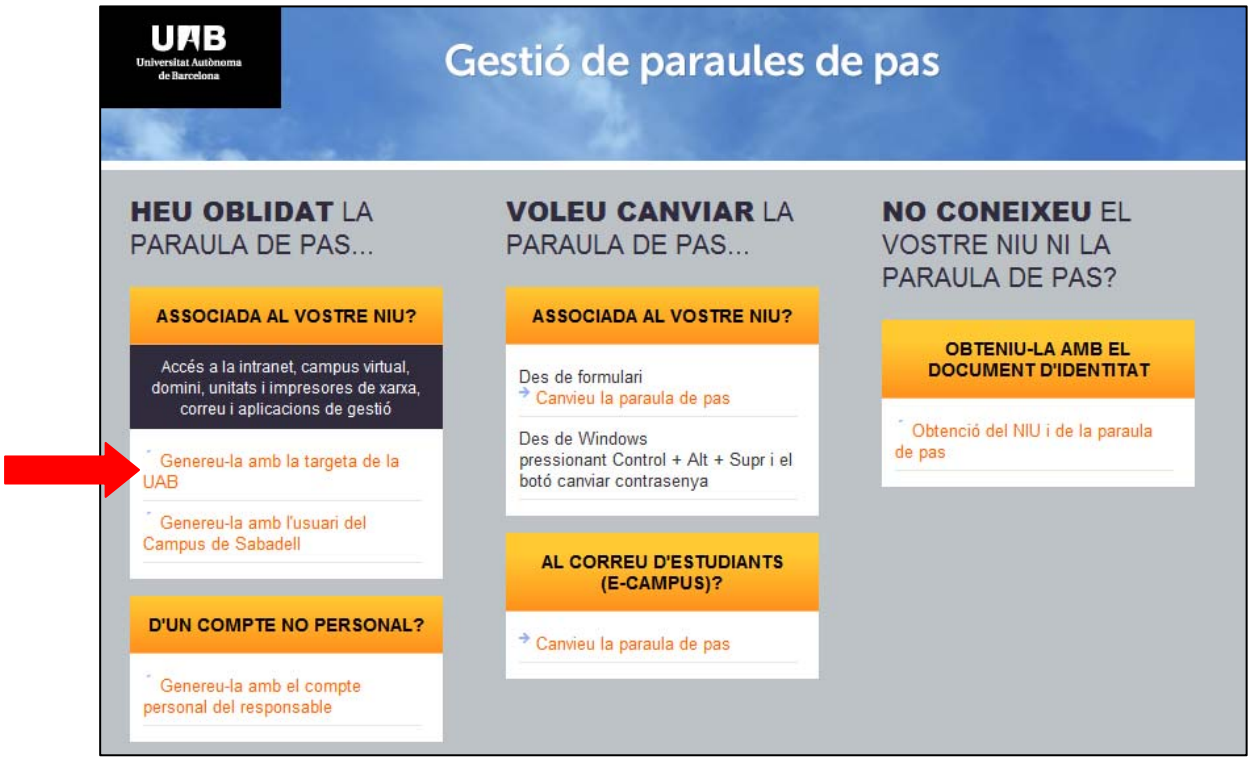
la sol·licitud de perllongament /*the extensión of the stay*

Signatura del coordinador/a……..Data…….

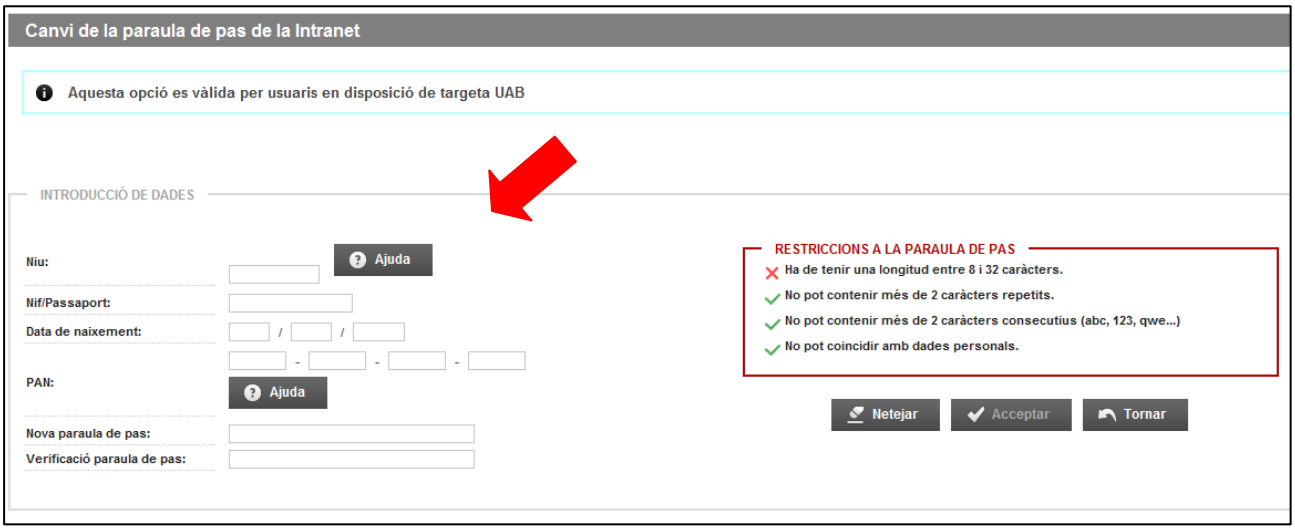
3.7 ACCESS TO UAB EMAIL /VIRTUAL CAMPUS: YOUR STUDENT PASSWORD

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 "Obteniu 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

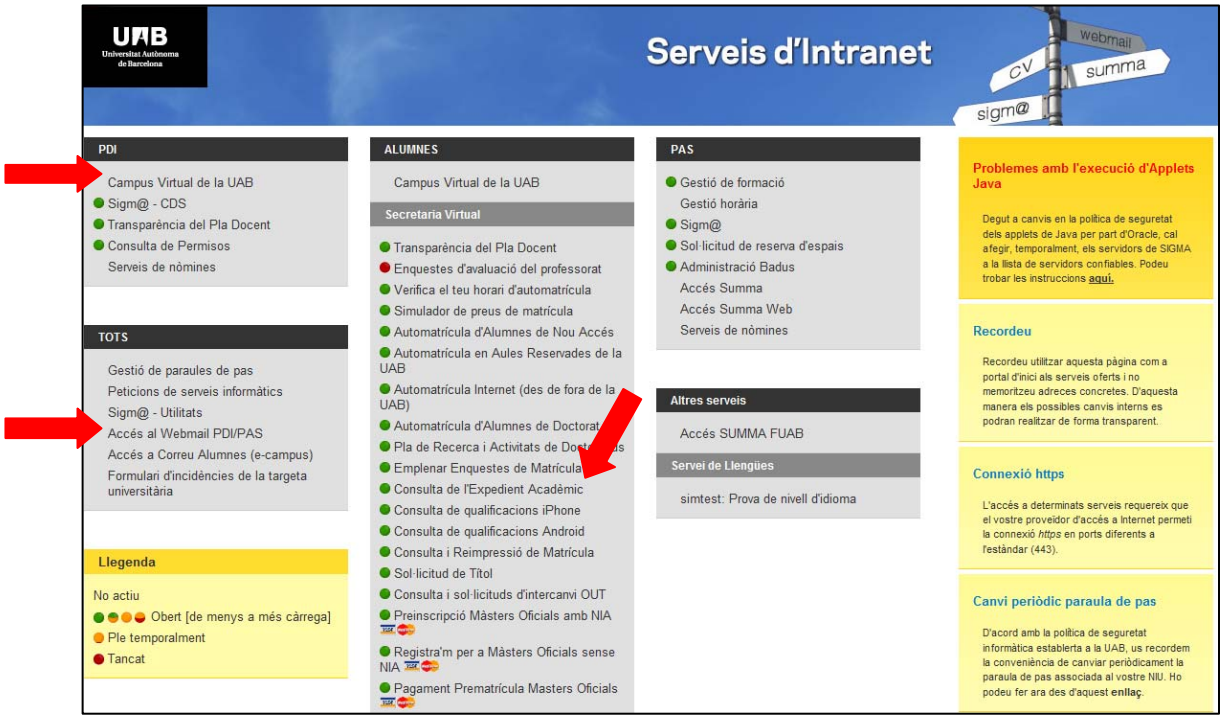
Data de naixement: Date of birth

PAN: Student ID card number

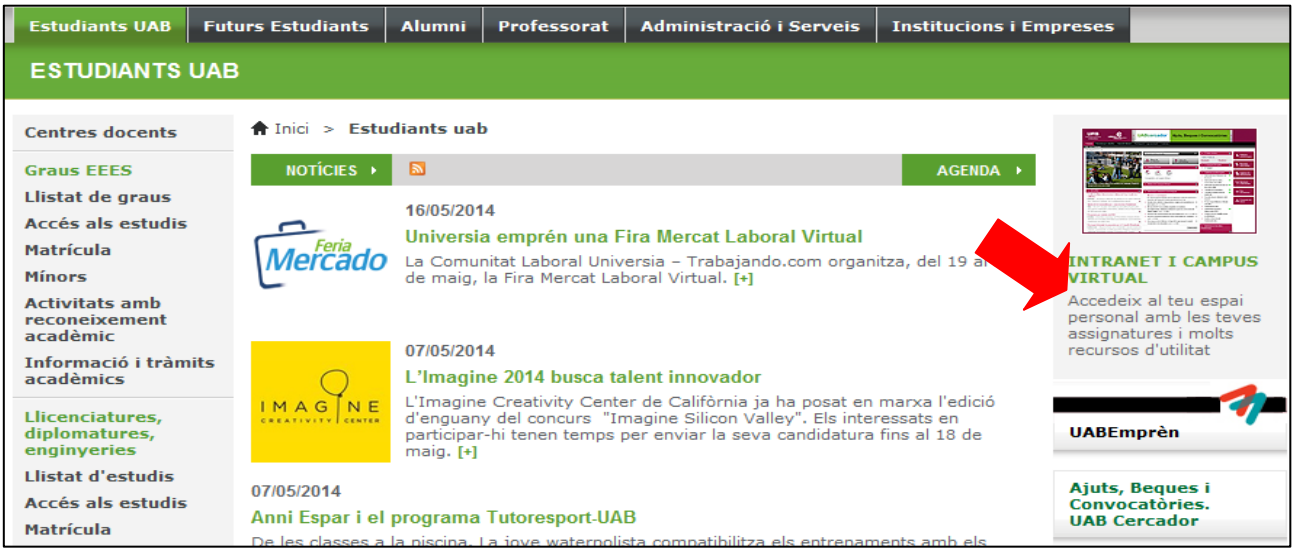
Nova paraula de pas: New password

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, check the subjects enrolled –"consulta de l'expedient academic"-, etc).



From here you can access the Campus Virtual and your UAB personal e-mail: www.uab.cat > Futurs estudiants > **Intranet i campus virtual**



3.8 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):

3.9 ACCESS TO COMPUTER ROOMS/SERVICES

The Faculty has seven classrooms with internet and also specialized software tailored to the courses taught in our degrees. In addition, the building has free access to the UAB's WIFI network.

Free use of classroom A: Only students have free access to the 25 computers of this classroom. Please note that computers should be booked in advance. The rest of multimedia classrooms are free once the scheduled classes finish.

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.

Access to all campus and faculty services are done with the NIU number (that is printed in the student card).

3.10 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

3.11 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.

Contact Information
www.uab.cat/saf
Telephone: +34 93 581 19 34
E-mail: saf.ususaris@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 9:00 to 13:00 and 15:00 to 19:00 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

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.

www.uab.cat/servlet/Satellite/placa-civica-1248213791063.html

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 or check their webpage: etc.uab.cat/index.php

4. ONCE YOU FINISH YOUR STAY AT UAB

4.1 ATTENDANCE STATEMENT

Once your stay at UAB is about to finish, you have to ask your coordinator to fill your attendance statement.

If you can't contact him/her, you can leave the document in Gestió Acadèmica who will pass it on to the corresponding coordinator.

UAB can sign this attendance statement the week before you leave (we can't sign it before that week).

4.2 TRANSCRIPT OF RECORDS

When the semester or 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 at the end of March 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