

INTERNATIONAL EXCHANGE STUDENTS DOSSIER 2017-2018



FACULTAD DE TRADUCCIÓN E INTERPRETACIÓN
UNIVERSIDAD AUTÓNOMA DE BARCELONA

CONTENTS

1. GENERAL INFORMATION UAB / FACULTY OF TRANSLATION AND INTERPRETING	3
1.1 CONTACTS.....	3
1.2 COORDINATORS OF THE FACULTY OF TRANSLATIONS AND INTERPRETING.....	3
1.3 CALENDAR	4
2. BEFORE YOUR ARRIVAL AT UAB	5
2.1 APPLICATION PROCEDURE FOR EXCHANGE STUDENTS	5
2.2 REGISTRATION OF SUBJECTS	5
2.3 SPECIFICITIES FOR SOME SUBJECTS.....	6
3. ONCE YOU ARRIVE AT UAB	7
3.1 REGISTRATION IN THE INTERNATIONAL WELCOME POINT (IWP).....	7
3.2 RESIDENCE LEGALIZATION PROCESS FOR EXCHANGE STUDENTS.....	7
3.3 REGISTRATION IN THE FACULTY OF TRANSLATION AND INTERPRETING.....	7
3.4 ARRIVAL STATEMENT	8
3.5 CHANGES TO THE ORIGINAL ENROLMENT (MODIFICACIÓN DE MATRÍCULA).....	8
3.6 ACCES TO THE E-MAIL OF THE UAB/VIRTUAL CAMPUS	8
3.7 LEARNING AGREEMENT.....	8
3.8 EXTENDING THE STUDY ABROAD PERIOD	8
4. ONCE YOU FINISH YOUR STAY AT THE UAB.....	10
4.1 ATTENDANCE STATEMENT	10
4.2 TRANSCRIPT OF RECORDS	10

1. GENERAL INFORMATION UAB / FACULTY OF TRANSLATION AND INTERPRETING

1.1 CONTACTS

Universitat Autònoma de Barcelona - E BARCELO02		Faculty of Translation and Interpreting	
International Relations Office Edifici Biblioteca de Comunicació i Hemeroteca General / Plaça Cívica E-08193 Bellaterra (Cerdanyola del Vallès) Barcelona Spain		Secretariat (Gestió Acadèmica) Edifici K Plaça del Coneixement E-08193 Bellaterra (Cerdanyola del Vallès) Barcelona Spain	
Contact people	Irene Villalta (Erasmus y UAB Exchange Programme) / Anna Carbonell (SICUE)	Contact people	Rosa María Marín / Meritxell Font
Telf:	+ 34 93 581 8498	Telf:	+ 34 93 581 24 63
E-mail:	erasmus@uab.cat internacional.propi@uab.cat sicue@uab.cat	E-mail:	Intercanvis.fti@uab.cat

1.2 COORDINATORS OF THE FACULTY OF TRANSLATIONS AND INTERPRETING

Exchange Programme	Name	Students procedence	Contact information
Erasmus +	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	Ireland, Iceland, Finland, Netherlands, Poland, Lithuania, Czech Republic, Rumania and Turkey	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 y Belgium	Joaquim.Sala@uab.cat Office: K-2007 / Tel: 93 581 2465
	Jofre Pons i Casanovas	Portugal	Jofre.Pons@uab.cat Office: MRA-017 /Tel: 93 586 8902
UAB Exchange Programme	Roland Pearson	Canada and United States of America	Roland.Pearson@uab.cat Office: K-1006 / Tel: 93 581 3364
	Lourdes Aguilar	Mexico, Colombia and Chile	Lourdes.Aguilar@uab.cat Office: K-2022 / Tel: 93 581 3399
	Australia and Singapore	Geoff Belligoi	Geoff.Belligoi@uab.cat Office: K-1005 / Tel: 93 581 3363
	Mihwa Jo	Korea	Mihwa.Jo@uab.cat Office: K-1013 / Tel: 93 581 3375
	Makiko Fukuda	Japan	Makiko.Fukuda@uab.cat Office: K-1013 / Tel: 93 581 3375
	Minkang Zhou	China y Taiwan	Minkang.Zhou@uab.cat Office: K-1007 / Tel: 93 581 3365
	Jofre Pons i Casanovas	Brazil	Jofre.Pons@uab.cat Office: MRA-017 /Tel: 93 586 8902

	Elena Estremera	Russia	Elena.Estremera@uab.cat Office: K-1007 / Tel: 93 581 3365
	Anna Gil Bardají	Lebanon and Tunisia	Anna.Gil.Bardaji@uab.cat Office: K-1022 / Tel: 93 581 3372
SICUE	Roland Pearson	Spain	Roland.Pearson@uab.cat Office: K-1006 / Tel: 93 581 3364

1.3 CALENDAR

First term (autumn-winter)

Arrival expected date: 1st September 2017.

Welcome meeting: 4th September 2017.

Enrolment period: from 5th to 8th September 2017.

Classes begin for all students on 18th September 2017.

Public and local holidays

11st September: National Day of Catalonia

25th September: La Mercè (Fests of Barcelona)

12nd October: Columbus Day

1st November: All Saints

6th December: Constitution Day

8th December: Immaculate Conception

Christmas Holidays: From 23rd December 2017 to 7th January 2018 (inclusive).

The first semester ends on 2nd February 2018 (including final exams and revision).

Segundo semestre (primavera-verano)

Arrival expected date: 1st February 2018.

Welcome meeting: 5th February 2018.

Enrolment period (expected period): from 6th to 9th February 2018.

Classes begin for all students on 12nd February 2018.

Public and local holidays:

Easter holidays: From 24th March to 2nd April 2018 (inclusive).

23rd April:	FTI holiday
1 de mayo:	Labour Day
21 de mayo:	Whitsun
24 de junio:	St. John's Day

The second semester ends on 6th July 2018 (including final exams and revision).

2. BEFORE YOUR ARRIVAL AT UAB

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:

The periods are:

Exchange Programme	Periods
Erasmus	Whole academic course / First semester: from 1/04/2017 to 15/06/2017 Second semester: from 01/10/2017 to 10/12/2017
UAB Exchange Programme	Whole academic course / First semester: from 01/03/2017 to 15/05/2017 Second semester: from 01/10/2017 to 15/11/2017
SICUE	Whole academic year / First semester / Second semestre: from 01/03/2017 to 15/07/2017

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 REGISTRATION OF SUBJECTS

Please check the information about the registration of the subjects:

First semester: [Enrolment guidelines for incoming Exchange students 2017/2018](#)

Second semester: [Enrolment guidelines for incoming Exchange students SECOND SEMESTER 2017/2018](#)

2.3 SPECIFICITIES FOR SOME SUBJECTS

- 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 intèrprets 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. During the enrolment period, students who wish to take this subject must enrol it. During the first week of class, exchange students must first take a test to determine their Spanish level and the group in which they have to attend the lessons. Afterwards, once the lecturer has assigned a group, Gestió Acadèmica will change the group in the enrolment form of the student.
- 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.
- Students willing to enrol any of the subjects of language C of the first course (“Idioma C per a traductors i intèrprets 1 and/or 2”) must take into account that 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).
- Modules belonging to the Master of Traducció, Interpretació i Estudis Interculturals cannot be enrolled unless the student has the approval of the coordinator of the master.

3. ONCE YOU ARRIVE AT UAB

3.1 REGISTRATION IN THE INTERNATIONAL WELCOME POINT (IWP)

Once you have arrived at the UAB, you have to 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

Please bear in mind that before your enrolment in our faculty it is necessary to be registered as international students in our International Welcome Point.

3.2 RESIDENCE LEGALIZATION PROCESS FOR EXCHANGE STUDENTS

- European students: you must process your NIE if your stay in the UAB is longer than three months. In order to process your NIE, you must go to the police offices with the arrival certificate issued by the International Welcome Point or with the copy of your enrolment (once you have registered in the Gestió Acadèmica).
- Non-european students: you must go to the International Welcome Point where you will find the assistance of the staff to do this process.

3.3 REGISTRATION IN THE FACULTY OF TRANSLATION AND INTERPRETING

Please check the information for the registration of subjects:

First semester: [Enrolment guidelines for incoming Exchange students 2017/2018](#)

Second semester: [Enrolment guidelines for incoming Exchange students SECOND SEMESTER 2017/2018](#)

3.4 ARRIVAL STATEMENT

Your arrival certificate needs to be signed by your Faculty academic coordinator (see page 3). 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.

3.5 CHANGES TO THE ORIGINAL ENROLMENT (MODIFICACIÓN DE MATRÍCULA)

Please check the information for the registration of subjects:

First semester: [Enrolment guidelines for incoming Exchange students 2017/2018](#)

Second semester: [Enrolment guidelines for incoming Exchange students SECOND SEMESTER 2017/2018](#)

3.6 ACCES TO THE E-MAIL OF THE UAB/VIRTUAL CAMPUS

The access to the Virtual Campus and to your e-mail account of the UAB is on the website of the UAB: www.uab.cat > Estudiants > Intranet i campus virtual

In order to connect, you have to introduce your NIU and your password (the same you introduced when you registered for the first time in the UAB). If you have forgotten your password, you can generate it again in the following website: sia.uab.cat > Gestió de paraules de pas.

3.7 LEARNING AGREEMENT

Academic coordinators check and sign student's learning agreements. Therefore, you must ask your academic coordinator to sign it. Afterwards, you have to make an appointment to come to the Gestió Acadèmica in order to get the document stamped.

3.8 EXTENDING THE 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 the following) with a confirmation e-mail from their home university to the Faculty Gestió Acadèmica before December 1st 2017. 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 for SICUE, Erasmus and UAB Exchange 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.....

4. ONCE YOU FINISH YOUR STAY AT THE 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+
Aprobat/Aprobado	5-6.9	C-, D
Suspens/Suspenso	0-4.9	F
No avaluable / No evaluable	0	F