

INFORMATION ABOUT PRE-ENROLMENT AND ENROLMENT FOR INCOMING EXCHANGE STUDENTS 2017/2018

PRE-ENROLMENT

From **3rd to 22nd July 2017** you need to enter the pre-enrolment application in order to select the subjects that you wish to attend in the Faculty of the Translation and Interpreting. (Subjects at other faculties on the campus must be pre-enrolled in September).

[Access to the pre-enrolment application](#)

Please read the instructions for this application, which will guide you through the steps you need to follow in order to select your subjects.

[User guide](#)

Once you have accessed this application, you will be able to check the timetables and the syllabus of the subjects offered by the Faculty of Translation and Interpreting.

If you need help in selecting the subjects that you wish to take, you can ask for advice by e-mailing your academic coordinator. The coordinators' contact information is available at the end of this document.

Once you have completed your selection, Gestió Acadèmica will validate it. If we detect that you have pre-enrolled in a subject that does not fit your academic profile, we will inform you by e-mail.

Please note that, once you have selected your subjects, you will need to make an appointment to formalize your enrolment at Gestió Acadèmica of the Faculty of Translation and Interpreting. You can enrol in your chosen subjects from 5th to 8th September 2017.

Important information about the subjects:

- There are three groups of the subject "101283 Idioma catalán para traductores e intérpretes": 2- ANNUAL, 3- FIRST SEMESTER and 4- SECOND SEMESTER. You must pre-enrol in the group corresponding to your exchange period.
If you attend this subject the whole academic year, you will earn 9 ECTS. If you attend it just for one semester, you will earn 4,5 ECTS (in spite of the fact that in the pre-enrolment application appears 5 ECTS).
- Pre-enrol in the subject "101284 Idioma castellano para traductores e intérpretes" according to the following indications: Group 1 (if you want to attend this subject the whole academic year), Group 5 (if you want to attend it just the first semester) or Group 9 (if you want to attend it just the second semester). Once you have taken your placement test during the first week of the course, Gestió Acadèmica will assign you to the group determined by the professor.
If you attend this subject the whole academic year, you will earn 9 ECTS. If you attend it just for one semester, you will earn 4,5 ECTS (in spite of the fact that in the pre-enrolment application appears 5 ECTS).

- You may not pre-enrol in first-year C Language subjects (“Idioma C para traductores e intérpretes 1” and/or “Idioma C para traductores e intérpretes 2”).
- You may not pre-enrol in modules from the Master in Translation, Interpreting and Intercultural Studies unless you have obtained authorization from the Master’s coordinator.
- A level of B2 Spanish according to the European Framework is required to follow subjects taught at this faculty.

For the following subjects, a level of C1 in both Spanish and the B language (English, French and German) is necessary:

- Theory of translation and interpreting
- Direct translation subjects
- Inverse translation subjects
- Consecutive Interpretation subjects
- Preparatory Techniques for Bilateral Interpretation subjects
- Bilateral interpreting practice subjects

ENROLMENT

Once you arrive at the UAB, you must go to the International Welcome Point in order to register your arrival at the UAB.

Please bear in mind that before your enrolment at our faculty you must be registered as international students at the UAB [International Welcome Point](#). **You can register from August 30th, allowing at least 90 minutes before your appointment at our faculty.** The IWP will be open at the following times:

- August 30th - September 1st, from 9.30 a.m. to 3 p.m.
- September 4th - September 8th, from 8.30 a.m. to 5.30 p.m.

Please note that you are required to attend the meeting on **4th September 2017 from 10:00 to 13:00 in Room 004 of the Faculty.**

Enrolment will be at Gestió Acadèmica from **5th to 8th September 2017**, according to the appointment you made when pre-registering for the subjects.

Documents you will need to bring for enrolment:

- Form generated by the pre-enrolment application.
- Original and copy of your Passport or ID card.
- Passport-sized photo.
- Copy of your health insurance (it must cover the whole period during which you will be in the UAB as an Exchange student). SICUE students do not have to hand in the copy of their health insurance.

- If you wish to attend the subjects “Idioma C per a traductors intèrprets 1 and /or 2” (first year courses), you will be required to provide a document issued by your home university stating that you need to attend these subjects because they are in your home university’s study plan.

If you have been authorized to enrol in any module of the Master’s programme, you must make an appointment to enrol at Gestió Acadèmica. Please use the following link to make the appointment:

<http://cita.uab.cat/traduccion-interpretacion/gestio-academica/ga/index.php>

www.uab.cat/traduccioninterpretacion > Cita previa

PRE-ENROLMENT FOR SUBJECTS OFFERED BY OTHER FACULTIES ON THE CAMPUS AND CHANGES TO YOUR ENROLMENT

If you are interested in attending a subject taught at another faculty, please note that:

- You are required to pre-enrol in subjects offered by the following: Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Philosophy and Letters, Faculty of Psychology, and the School of Engineering **from 13th to 19th September 2017** using the pre-enrolment application:

[Access to the pre-enrolment application](#)

If you wish to attend subjects offered by the Faculty of Economics and Business, you will have to upload a certificate stating your level of Spanish and English. *** In order to check the level required, please see the pre-enrolment application instructions:

[User guide](#)

Once you have made your selection, print the document generated by the application in order to show that you have been accepted in the subject.

If you are interested in attending subjects offered by any other faculty on the campus, you should ask them about the process you need to follow in order to enrol in any of their subjects. Please contact the faculty directly.

PERIOD TO CHANGE YOUR ENROLMENT: you can change your enrolment from **19th September to 3rd October 2017** (in order to add or delete subjects). You must make an appointment with Gestió Acadèmica in order to hand in the form:

<http://cita.uab.cat/traduccion-interpretacion/gestio-academica/ga/index.php>

www.uab.cat/traduccioninterpretacion > Cita previa

- If you have been accepted to enrol in a subject offered by another of the faculties that work with the pre-enrolment application, you should hand the document generated at Gestió Acadèmica.

- Other students must fill in a change of enrolment form stating the changes that you wish to make to your original enrolment. You will find these forms in the hall of the Gestió Acadèmica (take one and fill it in).

CALENDAR	
Pre-enrolment	From 3 rd to 22 nd July 2017
Registration at the International Welcome Point	<ul style="list-style-type: none"> • From August the 30th to September the 1st, from 9.30 am to 3 pm. • From September the 4th to September the 8th, from 8.30 am to 5.30 pm
Meeting	4 th September 2017 at 10:00h in Room 004 of the Faculty.
Enrolment	From 5 th to 8 th September 2017
Pre-enrolment for subjects offered by other faculties	From 13 th to 19 th September 2017
Period during which you can modify your enrolment	From 19 th September to 3 rd October 2017

LIST OF THE COORDINATORS OF THE FACULTY OF TRANSLATION AND INTERPRETING OF UAB

Exchange Programme	Name	Student's home country	Contact information
Erasmus +	Roland Pearson	UK	Roland.Pearson@uab.cat
	Ramon Farrés	Austria, Germany and Switzerland	Ramon.Farres@uab.cat
	Geoffrey Belligoi	Ireland, Iceland, Finland, Holland, Poland, Lithuania, Czech Republic, Romania and Turkey	Geoff.Belligoi@uab.cat
	Miquel Edo	Italy	Miquel.Edo@uab.cat
	Joaquim Sala	France and Belgium	Joaquim.Sala@uab.cat
	Helena María Tanqueiro	Portugal	Helena.Tanqueiro@uab.cat
UAB Exchange Programme	Roland Pearson	Canada and United States of America	Jacqueline.Minett@uab.cat
	Lourdes Aguilar	Mexico, Colombia and Chile	Lourdes.Aguilar@uab.cat
	Geoff Belligoi	Australia and Singapore	Geoff.Belligoi@uab.cat
	Mihwa Jo	Korea	Mihwa.Jo@uab.cat
	Makiko Fukuda	Japan	Makiko.Fukuda@uab.cat
	Minkang Zhou	China and Taiwan	Minkang.Zhou@uab.cat

	Helena María Tanqueiro	Brazil	Helena.Tanqueiro@uab.cat
	Elena Estremera	Russia	Elena.Estremera@uab.cat
	Anna Gil Bardají	Lebanon and Tunisia	Anna.Gil.Bardaji@uab.cat
SICUE	Roland Pearson	Spain	Roland.Pearson@uab.cat