

INFORMATION ABOUT PRE-ENROLMENT AND ENROLMENT FOR INCOMING EXCHANGE STUDENTS 2018/2019

PRE-ENROLMENT

From **2nd to 22nd July 2018** 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](#)

Before selecting the subjects you are interested in, some documents need to be uploaded:

- Passport or identification card
- Transcript of records of your current studies in your home university.
- It is optional (but highly recommended) to upload a certificate stating your level of Spanish and/or English (minimum B2 MCER) because these documents are compulsory in case you want to attend any subject belonging to the Faculty of Economics and Business.

Please check the accepted certificates in the user guide of the pre-enrolment application:

[User guide](#)

Once you have uploaded the documents required, Gestió Acadèmica will validate them and will give you access to select the subjects. Without the approval of the documents, you will not be able to select any subject.

The subject selection has two steps:

- First, you will need to make an appointment to formalize your enrolment at Gestió Acadèmica of the Faculty of Translation and Interpreting (the enrolment dates are the 7th, 10th, 12th, 13th and 14th September 2018).
- Second, you will be able to select the subjects that you wish to enrol in our faculty (in the application you will be able to check the timetables and the syllabus of the subjects offered by the Faculty of Translation and Interpreting by clicking on the code of each subject). PLEASE BEAR IN MIND THAT THE TIMETABLES MAY CHANGE. PLEASE CHECK THEM TO FIND THE UPDATED INFORMATION ON:

[Timetables](#)

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.

Important information about the subjects:

- There are three groups of the subject “101283 Idioma catalán para traductores e intérpretes”:
 - Group 2- ANNUAL (whole academic year)
 - Group 3- FIRST SEMESTER
 - Group 4- SECOND SEMESTER

You must pre-enrol in the group corresponding to your exchange period.

- There are four groups of the subject “101284 Idioma castellano para traductores e intérpretes” according to the following indications:
 - Groups 1 and 2- ANNUAL (whole academic year)
 - Group 3- FIRST SEMESTER
 - Group 4- SECOND SEMESTER

You must pre-enrol in the group corresponding to your exchange period.

During the first weeks of the semester, you will have to take a placement test in which you will have to prove that your Spanish level is, at least, B1 of MCER. If you don't prove this level, Gestió Acadèmica will delete this subject from your enrolment.

- 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”) except for Romanian, Modern Greek and Korean subjects.
- You may not pre-enrol in modules from the Master in Translation and Intercultural Studies unless you have obtained authorization from the Master's coordinator. In case you are interested in attending one or various modules from this master, you have to send an e-mail to intercanvis.fti@uab.cat in which you explain which is/are the module/s you are interested in. Once the coordinator has decided whether you can attend it/them or not, Gestió Acadèmica will inform you.
- 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
- In order to select the subjects that you are going to attend in the Faculty of Translation and Interpreting, it is highly important to read the contents of each subject (not only to know the issues that will be dealt in class but also to know which is the level of language required to follow each of them):

[Contents of the subjects](#)

www.uab.cat/traduccioninterpretacio > Estudiar Otras informaciones > Guías del curso actual

ENROLMENT

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

Please bear in mind that before your enrolment in our faculty it is necessary to be registered as an international student in the International Support Service (ISS). You can do it from August the 27th, at the very least 90 minutes before your appointment in our faculty. The ISS service hours are:

- From August the 27th to August the 31st, from 9.30 am to 3 pm.
- From September the 3rd to September the 14th, from 8.30 am to 4.30 pm
- From September the 15th to September the 28th, from 9.30 am to 4.30 pm

Please note that you are required to attend the meeting on **6th September 2018 at 15:00h in Room 004 of the Faculty.**

Enrolment will be at Gestió Acadèmica on **7th, 10th, 12th, 13th and 14th September 2018,** 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 in which you will be in the UAB as an Exchange student).
- If you wish to attend the subjects “Idioma C per a traductors intèrprets 1 and /or 2” (first-year courses) except for Romanian, Modern Greek and Korean, you will be required to provide a document issued by your home university stating that you need to attend these subjects because they are included in your home university’s study plan.

If you have been authorized to enrol in any module of the Master’s programme and you don’t want to enrol any subject belonging to the undergraduate programme, you must make an appointment to enrol at Gestió Acadèmica. Please use the following link to make the appointment:

[Make an appointment](#)

www.uab.cat/traduccioninterpretacio > 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 faculties: Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Arts and Humanities and Faculty of Psychology **from 18th to 23rd September 2018** 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 **25th September to 5th October 2018** (in order to add or delete subjects). You must make an appointment with Gestió Acadèmica in order to hand in the form:

[Make an appointment](#)

www.uab.cat/traduccioninterpretacio > 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 and, also, fill the form that you will find in the hall of the 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).

You can hand in a maximum of THREE change of enrolment forms.

CALENDAR	
Pre-enrolment	From 2 nd to 22 nd July 2018
Registration at the International Support Service	<ul style="list-style-type: none"> • From August the 27th to August the 31st, from 9.30 am to 3 pm. • From September the 3rd to September the 14th, from 8.30 am to 4.30 pm • From September the 15th to September the 28th, from 9.30 am to 4.30 pm
Meeting	6 th September 2018 at 15:00h in Room 004 of the Faculty
Enrolment	From 7 th , 10 th , 12 th , 13 th and 14 th September 2018
Pre-enrolment for subjects offered by other faculties	From 18 th to 23 rd September 2018
Period during which you can modify your enrolment	From 25 th September to 5 th October 2018

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 Farres	Austria, Germany, 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
	Jofre Pons	Portugal	Jofre.Pons@uab.cat
UAB Exchange Programme	Roland Pearson	Canada and United States of America	Roland.Pearson@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
	Mari Carmen Espin	China and Taiwan	Carmen.Espin@uab.cat
	Jofre Pons	Brazil	Jofre.Pons@uab.cat
	Inna Kozlova	Russia	Inna.Kozlova@uab.cat
	Anna Gil Bardají	Lebanon and Tunisia	Anna.Gil.Bardaji@uab.cat

