

# INFORMATION ABOUT PRE-ENROLMENT AND ENROLMENT FOR INCOMING EXCHANGE STUDENTS 2017/2018 (SECOND SEMESTER)

## PRE-ENROLMENT

From **18<sup>th</sup> December 2017 to 14<sup>th</sup> January 2018** you need to enter the pre-enrolment application in order to start the process of selection of 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 February).

[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.
  - A certificate stating your level of Spanish and/or English (minimum B2 MCER).
- Please check the accepted certificates in the user guide of the pre-enrolment application:

[User guide](#)

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

Please bear in mind that Gestió Acadèmica will be closed from 22<sup>nd</sup> December 2017 to 7<sup>th</sup> January 2018. In case you upload the documents from 18<sup>th</sup> to 21<sup>st</sup> December 2017, you will have access to select the subjects during the holidays and until 14th January 2018. In case you upload the documents during the holidays, Gestió Acadèmica will give you access to select the subjects from 8th January 2018 on.

Once you have access to select the subjects in the pre-enrolment 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 6<sup>th</sup> to 9<sup>th</sup> February 2018.

Important information about the subjects:

- If you are interested in attending the subject “101283 Idioma catalán para traductores e intérpretes 1”, you have to pre-enrol in group 4 (second semester). As you will 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).
- If you are interested in attending the subject “101284 Idioma castellano para traductores e intérpretes 1”, you have to pre-enrol in Group 9 (second semester). Once you have taken your placement test during the first two weeks of the course, Gestió Acadèmica will assign you to the group determined by the professor. As you will 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 subject (“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. 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](mailto: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 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):

<http://www.uab.cat/web/estudiar/altres/guies-del-curs-actual-1345715668981.html>

[www.uab.cat/traduccioninterpretacio](http://www.uab.cat/traduccioninterpretacio) > Estudiar > Altres > Guies del curs actual

## ENROLMENT

Once you arrive at the UAB, you must go to the International Welcome Point in order to register your arrival at the UAB. You can register from February 5<sup>th</sup>, allowing at least 90 minutes before your appointment at our faculty. The IWP will be open from 8:30 to 17:00h from February 5<sup>th</sup> to 9<sup>th</sup> 2018. From February 12<sup>th</sup> 2018 onwards the IWP will be open from 9:30-15:00h (Thursdays from 09:30 to 16:30h).

Please note that you are required to attend the meeting on **5<sup>th</sup> February 2018 from 10:15 to 12:00 in Room 004 of the Faculty.**

Enrolment will be at Gestió Acadèmica from **6<sup>th</sup> to 9<sup>th</sup> February 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 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 subject "Idioma C per a traductors i intèrprets 2" (first year course), you will be required to provide a document issued by your home university stating that you need to attend this subject because it is 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-interpretacio/gestio-academica/ga/index.ph>

[www.uab.cat/traduccioninterpretacio](http://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 or some subjects 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 Philosophy and Letters and Faculty of Psychology **from 12<sup>th</sup> to 16<sup>th</sup> February 2018** using the pre-enrolment application:

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

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** (in order to add or delete subjects previously enrolled):

- **From 14<sup>th</sup> to 23<sup>rd</sup> February 2018:** only if the changes affect subjects belonging to the Faculty of Translation and Interpreting.
- **From 19<sup>th</sup> to 23<sup>rd</sup> February 2018:** if the changes affect subjects either belonging to the Faculty of Translation and Interpreting or belonging to any other faculty of the campus.
  - If you have been accepted to enrol in a subject or some subjects offered by any of the faculties that work with the pre-enrolment application, you should hand in a change of enrolment form with the document generated by the pre-enrolment application at Gestió Acadèmica.
  - Other students should 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).

In every case, you may make an appointment with Gestió Acadèmica in order to hand in the form:

<http://cita.uab.cat/traduccion-interpretacio/gestio-academica/ga/index.ph>

[www.uab.cat/traduccioninterpretacio](http://www.uab.cat/traduccioninterpretacio) > Cita previa

CALENDAR	
<b>Pre-enrolment</b>	From 18 <sup>th</sup> December 2017 to 14 <sup>th</sup> January 2018
<b>Registration at the International Welcome Point</b>	<ul style="list-style-type: none"> <li>• From 5<sup>th</sup> to 9<sup>th</sup> February 2018: from 8:30 to 17:00h.</li> <li>• From February 12<sup>th</sup> 2018 onwards: from 9:30-15:00h (Thursdays from 09:30 to 16:30h).</li> </ul>
<b>Meeting</b>	5 <sup>th</sup> February 2018 at 10:15h in Room 004 of the Faculty.
<b>Enrolment</b>	From 6 <sup>th</sup> to 9 <sup>th</sup> February 2018
<b>Pre-enrolment for subjects offered by other faculties</b>	From 12 <sup>th</sup> to 16 <sup>th</sup> February 2018
<b>Period during which you can modify your enrolment</b>	<ul style="list-style-type: none"> <li>• From 14<sup>th</sup> to 23<sup>rd</sup> February 2018: only if the changes affect subjects belonging to the Faculty of Translation and Interpreting.</li> <li>• From 19<sup>th</sup> to 23<sup>rd</sup> February 2018: if the changes affect subjects either belonging to the Faculty of Translation and Interpreting or any other faculty of the campus.</li> </ul>

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

Exchange Programme	Name	Student's home country	Contact information
<b>Erasmus +</b>	Roland Pearson	UK	<a href="mailto:Roland.Pearson@uab.cat">Roland.Pearson@uab.cat</a>
	Ramon Farrés	Austria, Germany and Switzerland	<a href="mailto:Ramon.Farres@uab.cat">Ramon.Farres@uab.cat</a>
	Geoffrey Belligoi	Ireland, Iceland, Finland, Holland, Poland, Lithuania, Czech Republic, Romania and Turkey	<a href="mailto:Geoff.Belligoi@uab.cat">Geoff.Belligoi@uab.cat</a>
	Miquel Edo	Italy	<a href="mailto:Miquel.Edo@uab.cat">Miquel.Edo@uab.cat</a>
	Joaquim Sala	France and Belgium	<a href="mailto:Joaquim.Sala@uab.cat">Joaquim.Sala@uab.cat</a>
	Jofre Pons i Casanovas	Portugal	<a href="mailto:Jofre.Pons@uab.cat">Jofre.Pons@uab.cat</a>
<b>UAB Exchange Programme</b>	Roland Pearson	Canada and United States of America	<a href="mailto:Jacqueline.Minett@uab.cat">Jacqueline.Minett@uab.cat</a>
	Lourdes Aguilar	Mexico, Colombia and Chile	<a href="mailto:Lourdes.Aguilar@uab.cat">Lourdes.Aguilar@uab.cat</a>
	Geoff Belligoi	Australia and Singapore	<a href="mailto:Geoff.Belligoi@uab.cat">Geoff.Belligoi@uab.cat</a>
	Mihwa Jo	Korea	<a href="mailto:Mihwa.Jo@uab.cat">Mihwa.Jo@uab.cat</a>

	Makiko Fukuda	Japan	<a href="mailto:Makiko.Fukuda@uab.cat">Makiko.Fukuda@uab.cat</a>
	Minkang Zhou	China and Taiwan	<a href="mailto:Minkang.Zhou@uab.cat">Minkang.Zhou@uab.cat</a>
	Jofre Pons i Casanovas	Portugal	<a href="mailto:Jofre.Pons@uab.cat">Jofre.Pons@uab.cat</a>
	Elena Estremera	Russia	<a href="mailto:Elena.Estremera@uab.cat">Elena.Estremera@uab.cat</a>
	Anna Gil Bardají	Lebanon and Tunisia	<a href="mailto:Anna.Gil.Bardaji@uab.cat">Anna.Gil.Bardaji@uab.cat</a>
<b>SICUE</b>	Roland Pearson	Spain	<a href="mailto:Roland.Pearson@uab.cat">Roland.Pearson@uab.cat</a>