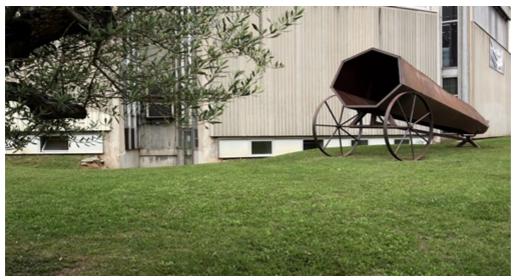
Incoming Student Information Dossier



FACULTAT DE FILOSOFIA I LLETRES UNIVERSITAT AUTÒNOMA DE BARCELONA



OFICINA D'INTERCANVIS

Facultat de Filosofia i Lletres (EDIFICI B) Universitat Autònoma de Barcelona 08193 Bellaterra (Cerdanyola del Vallès) Barcelona

Tel: +34 93 581 17 58 Fax: +34 93 581 17 28 **E-mail:** intercanvis.lletres@uab.cat

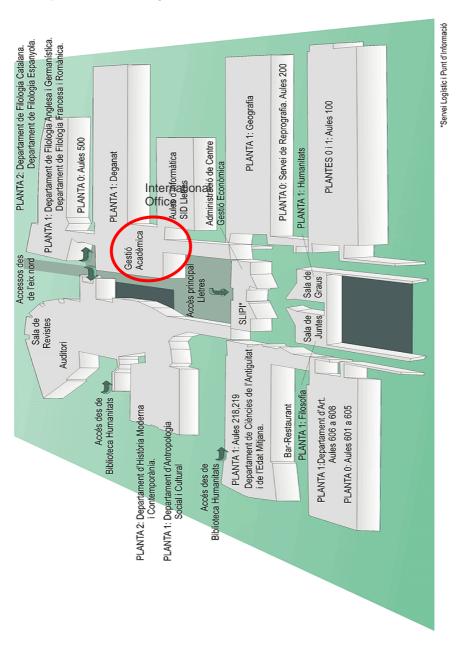
Universitat Autònoma de Barcelona

ERASMUS Code: E BARCELO 02

Facultat de Filosofia i Lletres

Anna Gavarró – Exchange program coordinator Yolanda Roche – Exchange officer Telephone +34 93 581 17 58. Email Intercanvis.Lletres@uab.cat

Map of the faculty



(*) Acord Acadèmic SICUE students and for some Programa Propi students/Learning Agreement Erasmus students

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Exchange student circuit

- 1. Before your arrival, please check your email our Exchange Office will send you all the info you may need.
- 2. Upon your arrival, go to the *International Welcome Point (IWP)* where your arrival is recorded. Your registration will not be possible without it.

International Welcome Point-IWP

Plaça Cívica

Campus de Bellaterra

Telephone: +34 93 581 22 10 Fax +34 93 581 25 95

E-mail: international.welcome.point@uab.cat

Opening hours: 9.30 to 15.00 h

- 3. If your university requires it, take your arrival documents to Gestió Acadèmica, to be duly signed and stamped.
- 4. You will not be officially registered until a couple of weeks after your arrival, so you should start attending the courses you are interested in so you can choose and decide the subjects you would finally want to register for. (See Academic Information.)
- 5. Choose your departmental Erasmus coordinator at the UAB depending on the subjects you plan to follow in our Faculty. The departmental coordinator must be from the Department most of your subjects belong to.
- 6. The coordinator will sign your Learning Agreement(*) (if necessary) and your Registration Form.
- 7. Bring to Gestió Acadèmica the compulsory document for registration within the established period (see Registration section at the end of this document). Once your registration is done you will receive the confirmation by mail.

What to do before you go back home

Take your documents to Gestió Acadèmica so they can be signed and stamped (this may take a couple of days). Academic documents are signed by the corresponding coordinator.

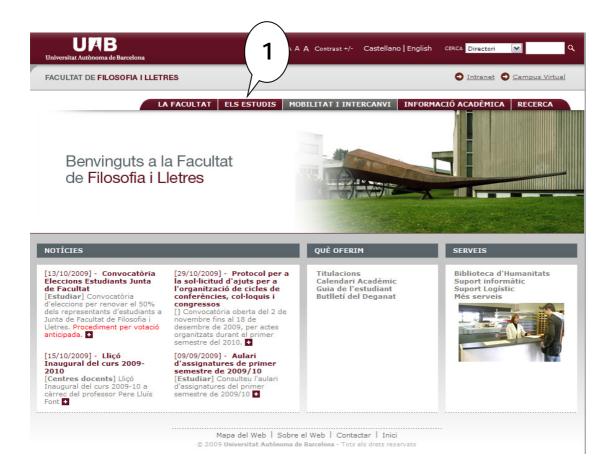
Academic information

Check our website www.uab.cat/lletres to find information on courses and timetables. Your subjects must be taught in the semester of your stay. Make sure the subjects are compatible in terms of time-table.

(*) Acord Acadèmic for SICUE students and for some Programa Propi students/ Learning Agreement Erasmus students

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1. Select Els estudis ('Degrees')



2. Select a degree:



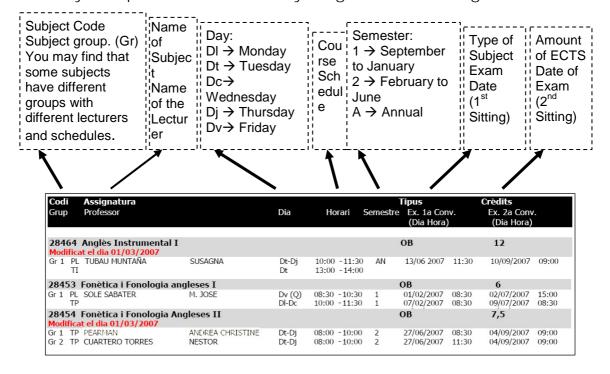
(*) Acord Acadèmic for SICUE students and for some Programa Propi students/ Learning Agreement Erasmus students

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3. On the degree's page, you will find the *Horaris* ('Timetable') towards the end of the page.



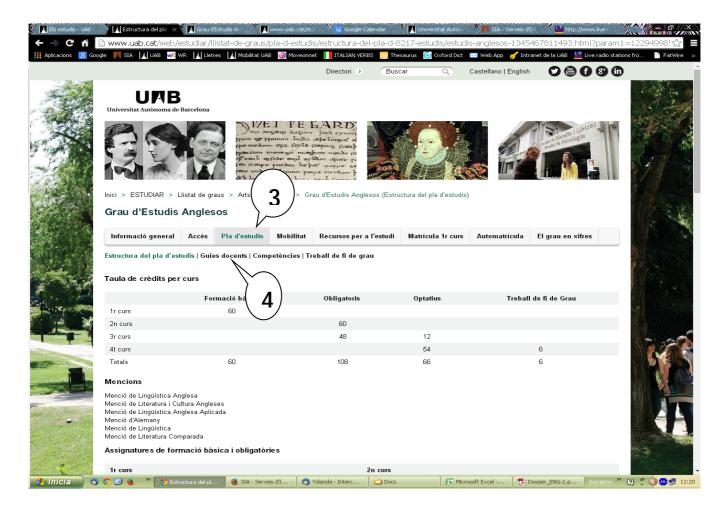
Once you open the timetable you get the following information:



(*) Acord Acadèmic for SICUE students and for some Programa Propi students/ Learning Agreement Erasmus students

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4. The contents of courses or *Guies Docents* are available under Pla d'Estudis (3), then Guies Docents (4). The guides are in Catalan. Those of the subjects that are taught in English include a course description in English.



Registration

Registration takes place after your arrival which gives you plenty of time to choose your subjects. From 8th to 15th September, you must bring the compulsory documents for registration, indicated below, to Gestió Acadèmica. Once your registration is done, you will receive confirmation by mail.

Before coming to the Exchange Office for registration, please visit your Departmental Coordinator for him/her to sign your registration form and your Learning Agreement(*) (if necessary).

You can enroll for any subject offered by our faculty and other faculties, but you must enroll at least 50% of your credits at the Facultat de Filosofia i Lletres.

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INCOMING STUDENT INFORMATION DOSSIER

If you want to enroll subjects offered by other faculties, please contact them or check their website. Some faculties require pre-enrollment for their courses on specific dates and this is subject to special conditions. One UAB credit is equivalent to one ECTS credit.

Documents required for registration

- ID photograph
- Photocopy of your passport
- Registration form duly signed by your departmental coordinator
- Photocopy of your Learning Agreement(*) (if necessary), duly signed by your departmental coordinator
- Photocopy of your medical insurance

Modification of registration

For some time after registration, you will be able to change the courses that you have registered for. You will need your departmental Erasmus coordinator to sign the modification form which is available at Gestió Acadèmica.

Deadlines for modifications will be:

- 30th October for 1st semester courses,
- 30th March for 2nd semester courses.

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