

## **INFORMATION ABOUT THE CHANGES OF THE ORIGINAL ENROLMENT FOR INCOMING EXCHANGE STUDENTS 2020/2021 (SECOND SEMESTER)**

**PERIOD TO CHANGE YOUR ENROLMENT: from 15<sup>th</sup> to 26<sup>th</sup> February 2021**

If you are interested in changing your original enrolment in the Faculty of Translation and Interpreting, you have to take into account that:

- You can drop subjects previously enrolled and you can add new subjects. These subjects can belong to the Faculty of Translation and Interpreting or to other faculties of the Campus.
  - In case that the subjects belong to the **Faculty of Translation and Interpreting or any other faculty of the campus which don't use the pre-enrolment application (except of the Faculty of Communication)**, you have to send the change of enrolment request form to [Intercanvis.fti@uab.cat](mailto:Intercanvis.fti@uab.cat) (you can find it on pages 3-4 of this document).

On the following links, you can find the list of subjects taught in English in the **Faculty of Education** and the rest of their subjects:

[Subjects taught in English of the Faculty of Education](#)

[Rest of the subjects of the Faculty of Education](#)

- In case that the subjects belong to the **Faculty of Communication**, you have to fill the request form that you can find in page 5 of this document and send it to [Intercanvis.comunicacio@uab.cat](mailto:Intercanvis.comunicacio@uab.cat) **from 15<sup>th</sup> to 23<sup>th</sup> February 2021**. On 26<sup>th</sup> February 2021 you will receive the confirmation of your acceptance.
- In case that these subjects belong to **Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Arts and Humanities (Faculty of Philosophy and Letters) and Faculty of Psychology**, you have must have made a pre-enrolment **from 16<sup>th</sup> to 21<sup>st</sup> February 2021** 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 and the Faculty of Political Sciences and Sociology, 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.

Afterwards, you have to send the change of enrolment request form (pages 3-4) and the document generated by the pre-enrolment application to [Intercanvis.fti@uab.cat](mailto:Intercanvis.fti@uab.cat).

- You can hand in a maximum of THREE change of enrolment forms.
- Before handing in the form, you have to be sure about the changes you are asking.

### **PROCEDURE**

1. Print the change of the enrolment request form (pages 3-4).
2. Fill it with the following information:
  - Personal data
  - Code, name and group of the subjects that you want to drop and/or add.
  - Explain the reasons of these changes.
  - Write the date and sign the form.
  - In case you are asking to add a subject of the Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Arts and Humanities and Faculty of Psychology, you have to attach the document generated by the application, which proves that you have pre-enrolled the subjects.
3. Send it to [Intercanvis.fti@uab.cat](mailto:Intercanvis.fti@uab.cat) from **15<sup>th</sup> to 26<sup>th</sup> February 2021**.

### **RESOLUTION**

The Gestió Acadèmica of Translation and Interpreting takes 10 days in order to check the changes that you have asked.

Once the petition has been checked:

- If all the changes have been accepted, the Gestió Acadèmica of Translation and Interpreting will change your enrolment. Immediately, the Gestió Acadèmica of Translation and Interpreting will send you the copy of the new enrolment to your e-mail.
- If some of the changes cannot be made (or any of them can be made), the Gestió Acadèmica of Translation and Interpreting will send an electronic notification to your e-mail. You have to access this notification in order to see which changes have been made in your enrolment.

Please remind that, any time you wish, you can check the state of the subjects enrolled in the UAB entering your transcript of records:

<https://sia.uab.es/> > Access your academic record (English version)

or

<https://sia.uab.es/> > Consulta del expediente académico y de calificaciones (Spanish version)

| Datos personales / Personal details                            |                                     |                                      |                                   |
|--|-------------------------------------|--------------------------------------|-----------------------------------|
| Nombre / Name  |                                     | Primer apellido / First surname      | Segundo apellido / Second surname |
| DNI / ID number  | Fecha de nacimiento / Date of birth | Lugar de nacimiento / Place of birth | Nacionalidad / Nationality        |
| Calle / Avenida / Plaza, número, piso, puerta / Street address |                                     |                                      |                                   |
| Código postal / Post code                                      | Población / Town / City             |                                      | Teléfono móvil / mobile phone     |
| Dirección electrónica / E-mail                                 |                                     | Curso / Year<br>2018/2019            |                                   |

| Solicitud de anulación de asignaturas* / Drop subjects request * |               |                          |
|--|---------------|--------------------------|
| Código / Code  | Grupo / Group | Asignatura / Course name |
|  |               |                          |
|  |               |                          |
|  |               |                          |
|  |               |                          |
|  |               |                          |
|  |               |                          |

| Espacio reservado al centro / Space reserved for <i>Gestió Acadèmica</i> |         |                                       |
|--|---------|---------------------------------------|
| Si / Yes   | No / No | Código de denegación / Rejection code |
|  |         |                                       |
|  |         |                                       |
|  |         |                                       |
|  |         |                                       |
|  |         |                                       |
|  |         |                                       |

| Solicitud de ampliación de asignaturas* / Add new subjects request * |               |                          |
|--|---------------|--------------------------|
| Código / Code  | Grupo / Group | Asignatura / Course name |
|  |               |                          |
|  |               |                          |
|  |               |                          |
|  |               |                          |
|  |               |                          |
|  |               |                          |

| Espacio reservado al centro / Space for <i>Gestió Acadèmica</i> |         |                                       |
|---|---------|---------------------------------------|
| Si / Yes  | No / No | Código de denegación / Rejection code |
|   |         |                                       |
|   |         |                                       |
|   |         |                                       |
|   |         |                                       |
|   |         |                                       |
|   |         |                                       |

\*Si quieres cambiar el grupo de una asignatura, en el apartado "Solicitud de anulación de asignaturas" tienes que poner el código, la asignatura y el grupo en el que estás matriculado/a y en el apartado "Solicitud de ampliación de asignaturas" tienes que poner el código, la asignatura y grupo al que te quieres cambiar. In case you want to change the group of a given subject, you have to fill the code, subject and group you are enrolled in "Drop subjects request" and you have to fill the code, subject and group you want to be transferred in "Add new subjects request".

|  |
|--|
| Exposición de motivos de la solicitud / Reasons for the above changes: |
|--|

Sé que, en el plazo establecido de ..... días, tengo que recoger la resolución de la solicitud en la Gestión Académica del centro dentro del horario de atención al público. También conozco las disposiciones siguientes establecidas en la normativa de matriculación:

- Concedida la modificación de la matrícula será aplicada inmediatamente en el expediente del estudiante y no se podrá renunciar en ningún caso.
- Solo puedo presentar tres solicitudes de modificación de matrícula durante mi estancia de intercambio.

I understand that, within a period of ..... days, I have to collect the resolution concerning this application for changes to my enrolment from the Faculty *Gestió Acadèmica* during regular office hours. I am also aware of the following requirements set out in the UAB enrolment regulations:

- Once this change of enrolment has been accepted, it will take immediate effect in my transcript of records and cannot be renounced.
- I can only submit three applications to change my enrolment during my exchange period in the UAB.

Bellaterra (Cerdanyola del Vallès), \_\_\_ d \_\_\_ de \_\_\_\_\_

Firma del estudiante /  
Student's signature

Fecha de entrada y  
registro / Date and  
registration

## Resolución de la solicitud de modificación de matrícula / Resolution concerning change of enrolment application

- Se acepta la solicitud del estudiante / The application has been accepted
- Se deniega la solicitud del estudiante / The application has been rejected
- Se deniega parcialmente la solicitud del estudiante / The application has been partially rejected

Códigos de denegación / Rejection codes:

01. La solicitud se ha presentado fuera del plazo establecido en el calendario académico administrativo. / The application was submitted after the deadline given in the current administration academic calendar.
02. No hay plazas vacantes en la asignatura. / There are no places available for this subject.
03. La solicitud no cumple con los criterios fijados. / The application does not fulfil the established criteria.
04. Incompatibilidad entre asignaturas. / Incompatibility between subjects.
05. Supera el máximo de créditos de matrícula fijado en el régimen de permanencia de los estudiantes de la UAB. / It exceeds the maximum number of credits set out in the regulations concerning completion of studies for UAB students.

Bellaterra (Cerdanyola del Vallès), \_\_\_ d \_\_\_ de \_\_\_\_\_

Firma del decano / Dean's signature

He recogido la resolución en fecha: / I collected the resolution on:

Firma del estudiante / Student's signature

*Contra esta resolución, que no finaliza la vía administrativa, se puede interponer recurso de alzada delante el rector o la rectora de la UAB, en el plazo de un mes a contar des del día siguiente de la recepción de esta notificación o, si es el caso, des del día siguiente de su publicación, de conformidad con lo que disponen los artículos 121 y 122 de la Ley 39/2015, de 1 de octubre, del procedimiento administrativo común de las administraciones públicas.*



Universitat Autònoma  
de Barcelona

Facultat  
de Ciències de la Comunicació

PROGRAMES INTERCANVI / EXCHANGE PROGRAMMES  
ESTUDIANTS INTERNACIONALS / INCOMING STUDENTS

Apellidos (Surname):

Nombre (Name):

DNI/Passaporte (ID Card / Passport number):

País (Country):

Adreça electrònica (E-mail)

Nombre universidad origen (Name of home university):

Año Académico (Academic year) 20..... / 20.....

Período de estancia/ Period of stay  Winter term

Spring term

Annual

Facultat de la UAB donde el estudiante ha sido admitido  
(Faculty at the UAB where the student has been accepted)

### **ASSIGNATURES (COURSES) FACULTAT DE CIÈNCIES DE LA COMUNICACIÓ**

| Código<br>(Code) | Asignatura<br>(Course) | Grupo (Group) | AUTORIZACIÓN (AUTHORIZATION) |    |
|------------------|------------------------|---------------|------------------------------|----|
|                  |                        |               | SI (YES)                     | NO |
|                  |                        |               |                              |    |
|                  |                        |               |                              |    |
|                  |                        |               |                              |    |
|                  |                        |               |                              |    |
|                  |                        |               |                              |    |
|                  |                        |               |                              |    |
|                  |                        |               |                              |    |

Firma del estudiante  
(Student's signature)

Fecha de entrada:  
(Entry register)

Firma del gestor/a acadèmic/a  
(Academic manager's signature)