

# **UAB**

Universitat Autònoma de Barcelona

## **Faculty of Communication Studies**



### **INFORMATIVE DOSSIER International Students**

**Academic year 2022-2023  
(Autumn term)**

# INTERNATIONAL STUDENTS' INFORMATION ACADEMIC YEAR 2022-2023

## Academic Calendar

**Autumn term (from 12<sup>th</sup> of September 2022 until the 10<sup>th</sup> of February 2023)**

<b>12 September 2022</b>	<b>Beginning classes – Compulsory attend classes from 1<sup>st</sup> day</b>
12 – 19 September 2022	Delivery of pre-enrolment forms (at the Exchange Office)
19 September 2022	Collection enrolment form – Exchange Office - Faculty
10 February 2022	End of the term (included exams period)

## Holidays / Festivities

11 September 2022	Day of Catalonia
24 September 2022	Festivity "la Mercè"
12 October 2022	Hispanic Day
8 December 2022	Day of the Immaculate Conception
22 December 2022 - 8 January 2023	Christmas Holidays - Non-lecture period
15 March 2023	Faculty of Communication Studies Day
1 April – 10 April 2023	Easter Holidays - Non-lecture period
1 May 2023	International Workers' Day
29 May 2023	Granada's Easter
24 June 2023	Saint John's Day

## STEPS TO FOLLOW AT YOUR ARRIVAL AT THE UAB

1	<b>Before 1<sup>st</sup> day of classes (12<sup>nd</sup> September 2022)</b>	Check the <b>class schedules</b> of the courses you have selected. Web: <a href="http://sia.uab.cat">http://sia.uab.cat</a> – Link: Consulta de horarios
2	<b>From September 12<sup>th</sup> 2022 onwards</b>	<b>Attend classes</b> from the first day of every course ( <b>compulsory</b> )
3	<b>Till 19<sup>th</sup> September 2022</b>	<p><b>Tutorial session</b> with the Exchange tutor of the Faculty of Communication Sciences.</p> <ul style="list-style-type: none"> <li>Students should make an appointment by e-mail to meet their tutor.</li> <li>The student must indicate in the pre-enrolment papers his/her first choice of courses to enrol and, at least, 4 extra courses on page 5 (in case some of the courses of your first choice are not approved, have overlapping time schedules, groups closed,...)</li> </ul> <p>The Exchange tutor will sign the pre-enrolment papers authorizing the registration of the courses.</p> <p><b>Send the following documents to <a href="mailto:intercanvis.comunicacio@uab.cat">intercanvis.comunicacio@uab.cat</a>:</b></p> <ul style="list-style-type: none"> <li>Pre-registration form ("Documentos de pre-matrícula") with your personal data, the selection of the courses you want to attend and the signature of your exchange tutor.</li> </ul>

		<ul style="list-style-type: none"> <li>• Passport / ID (original and copy)</li> <li>• Proof of your medical insurance for the whole of your stay in Spain.</li> <li>• If necessary, the authorization to enrol courses that require previous knowledge signed by your exchange tutor (the document is included in the pre-registration form).</li> <li>• If necessary, proof you have done the on-line application form of the faculties that required it.</li> </ul> <p><b>Students who do not hand in the pre-enrolment papers signed by the tutor won't be allowed to do the registration of the courses.</b></p>
4	<b>Between the 21<sup>st</sup> and the 23<sup>rd</sup> of September 2022</b>	The Exchanges Office will do your enrolment and send it to you by e-mail

## **COURSES OF THE FACULTY OF COMMUNICATION SCIENCES**

You will find the list of the subjects you can take as an exchange student in the pre-registration forms. These forms will be sent to you by email.

**EXAMPLE:**

**COMUNICACIÓN AUDIOVISUAL / CURSO2018-2019**

Las asignaturas indicadas con el símbolo ▶ requieren conocimientos en lengua española o catalana.  
 Las asignaturas indicadas con el símbolo ● requieren conocimientos previos en la materia y dominio de la lengua española o catalana.  
 Las asignaturas indicadas con el símbolo ■ requieren una buena comprensión de inglés (bibliografía, visionados).

**SEGUNDO SEMESTRE (1 Febrero - 1 Julio 2019)**

Marcar con una "X" la asignatura a matricular.



Segundo curso		ECTS	Grupo	X
103069	Teoría de los géneros audiovisuales ▶	6	4	
103065	Guión Audiovisual de Ficción ●	6	4	
103020	Modelos de prod. y difusión industria audiov. ●■	6	4	
103045	Estructura social y política ▶	6	4	

Tercer curso		ECTS	Grupo	X
103059	Lenguaje Multimedia ●	6	4	
103036	Planificación, Gestión y Realiz. Obra Audiovisual ▶■	6	4	
103053	Estudios Visuales ▶	6	4	
103039	Animación Audiovisual ●	6	4	
103066	Dramaturgia i Guión Cinematográfico ▶	6	4	
103071	Géneros Televisivos ●■	6	4	
103041	Estudios de Audiencia y Recepción ▶	6	4	
103070	Programación en Radio y TV ▶■	6	4	

Cuarto curso		ECTS	Grupo	X
103031	Teoría y práctica del documental ●■	6	4	
103047	Teoría y Análisis del Film ●	6	4	
103076	Géneros Cinematográficos ▶■	6	4	
103035	Técnicas de la Dirección Cinematográfica ●	6	8	

- In these pre-registration forms, the courses are listed indicating the bachelor, year of studies ("curso"), semester and the number of ECTS credits.
- Incoming students can enrol courses from different syllabuses, years and groups of registration.
- The number of credits you must register depends on the requirements of your home university. You have to enrol at least one course at the Faculty of Communication Sciences.
- **It is compulsory you choose some extra courses in case some of your choices are not approved, if some of them have overlapping time schedules or if there are groups closed.**
- **Subjects that needs previous knowledge on the matter/ Spanish-Catalan:**

Courses marked with "▶": To enrol on this course/these courses Exchange Students must have an advanced knowledge of Spanish language (Level B2).

Courses marked with "●": To enrol on this course/these courses Exchange Students must be able to prove, by an Academic Certificate, have previous knowledge of the subject. The student must hand in his/her transcript of records from the home university to the Exchange tutor. This authorisation should be obtained on the day of the tutorial.

Courses marked with "■": It is required a good understanding of English (readings, viewing).

- The incoming students cannot enrol official master's modules of the UAB.
- It is not possible for students to hand in their final BA-/MA- thesis at the host institution. Final thesis need to be graded by the home university.
- UAB is a bilingual University. The official languages are Spanish and Catalan so, some subjects are taught in Catalan and some in Spanish, depending on the teacher. To know the language of the subject, the student can consult the study guides of the courses.
- Incoming Exchange students should have a **Level B2 of Spanish language.** The type of lessons (related with languages, expression in media and the creation of contents) makes necessarily for all our students to be competent in the language of work of the subject. Exchange students are not required to submit proof of their Spanish proficiency but partner institutions are expected to select students who meet these requirements.
- Courses with less than 15 students will be cancelled. In this case, the student will be able to enrol another course.

# STUDY GUIDES OF THE COURSES

The study guides of the courses are published on the web of the UAB:

<http://www.uab.es> (English version)

- Link: UAB bachelor's degree
- Select the bachelor degree
- Link: Study Plan
- Link: Study Guides

### Wikimarathon on Cultural Heritage

A walk through the campus' main works of art and a workshop on editing and creating Wikipedia contents will be the main activities of the UAB Wikimarathon on Cultural Heritage on 23 and 24 October.



**News**



**Mathematical law could anticipate the possibility of mass extinctions in ecosystems**

A team formed by a mathematician, a physicist and a biologist from the UAB, the CRM and the BGSMath has discovered general formulas which realistically describe "bifurcations", changes which could lead to the survival or extinction of a species within an ecosystem. The formulas could be applied to other dynamic systems. [Read more](#)



**Josep Carreras Leukaemia Research Institute inaugurated**

The Josep Carreras Foundation inaugurated on 5 October its new Leukaemia Research Institute at the ICO-Germans Trias i Pujol-UAB Campus in Badalona. The event included the attendance of Vice Rector for Research and Transference Armand Sánchez.



**Agenda UAB**

Oct	30	14:00 h Aula d'informàtica A, Edifici B
Delegate's Training, Delegates' Moodle platform		
Nov	12	15:00 h sala annexa, Hotel d'Entitats
Delegate's Training, Academic Mobility		
Nov	15	12:00 h sala annexa, Hotel d'Entitats
Delegate's Training, Academic Mobility		

[See all the activities](#) ➔

- UAB bachelor's degrees**
- Graduate
- PhD programmes
- Studies in English
- MOOC
- UAB Barcelona Summer School
- Teaching Centres
- Departments
- Graduate School
- Mobility & International Exchange
- UAB-CIE Sphere
- UAB Research Park
- Financial aids, grants & calls
- Test PAPI
- Libraries
- UAB exchange offices
- UAB services



## Social Sciences and Law

<a href="#">Political Science and Public Management + Sociology</a> <b>NEW</b>	<a href="#">Hotel Management - Affiliated school</a>
<a href="#">Accounting and Finance</a>	<a href="#">Industrial Relations</a>
<b>→</b> <a href="#">Advertising and Public Relations</a>	<b>→</b> <a href="#">International Relations</a> <b>NEW</b>
<a href="#">Aeronautical Management</a>	<a href="#">Journalism</a>
<a href="#">Applied Statistics + Sociology</a>	<a href="#">Law</a>
<b>→</b> <a href="#">Audiovisual Communication</a>	<a href="#">Law + Labour Relations</a>
<a href="#">Business Administration and Management</a>	<a href="#">Management of Smart and Sustainable Cities</a> <b>NEW</b>
<a href="#">Business Administration and Management - English</a>	<a href="#">Philosophy, Politics and Economics - UAB/UPF /UAM/UC3M</a> <b>NEW</b>
<a href="#">Business Administration and Management + Law</a>	<a href="#">Political Science and Public Management</a>
<a href="#">Business and Information Technology</a>	<a href="#">Political Science and Public Management + Law</a>
<a href="#">Criminology</a>	<a href="#">Prevention and Integral Safety and Security - Affiliated school</a>
<a href="#">Criminology + Law</a>	<a href="#">Prevention and Integral Safety and Security (Online) - Affiliated school</a>
<a href="#">Early Childhood Education</a>	<a href="#">Primary Education</a>
<a href="#">Early Childhood Education + Primary Education</a>	<a href="#">Primary Education - English</a>
<a href="#">Economics</a>	

**UAB** Universitat Autònoma de Barcelona



Universitat Autònoma de Barcelona > Study > Undergraduate > Undergraduate offer > Social Sciences and Law > Bachelor's Degree in Audiovisual Communication (Study plan structure)

### Bachelor's Degree in Audiovisual Communication

[General information](#) | [Admission](#) | **[Study plan](#)** | [Mobility](#) | [Professional training](#) | [Degree in figures](#)  
[Study plan structure](#) | [Study guides](#) | [Skills](#) | [Bachelor's Degree Final Project](#)

[Study guides](#)

#### Study plan information

(format PDF)

#### Table of credits for each course

	Basic training	Compulsory	Optional	Final Project
1st year	48	12		
2nd year	12	48		
3rd year		36	24	
4th year		12	36	12
Total	60	108	60	12

## 2nd year

103840 - Communication Theories [CAT](#) [ESP](#)

103045 - Social and Political Structure [CAT](#) [ESP](#)

103065 - Audiovisual Scripts for Fiction [CAT](#) [ESP](#)

103051 - History of Cinema [CAT](#) [ESP](#)

103052 - History of Radio and Television [CAT](#) [ESP](#)

103059 - Multimedia Language [CAT](#) [ESP](#)

103020 - Production and Diffusion Modules ion the Audiovisual Industry: [CAT](#) [ESP](#)

103058 - Radio Language [CAT](#) [ESP](#)

103685 - Television and Film Languages [CAT](#) [ESP](#)

103069 - Theory of Audiovisual Genres [CAT](#) [ESP](#)

Click here to see the study guide.  
CAT = Catalan  
ESP = Spanish

## SCHEDULES OF THE COURSES

You can see the **timetables of the courses** on the following web:

<http://sia.uab.cat>

This page have Catalan/Spanish/English version.

We recommend using the Spanish version to make sure you are searching the course in its Spanish denomination (pre-registration form). In this case, **link: Consulta de horarios.**

If you want to use the English version, please bear in mind that the denomination of the courses has been translated but the code of the course is the same. In this case, **link: See publication schedules**

It is important to check the class schedules to make sure they do not clash.

The screenshot shows the UAB website's 'Servicios y trámites en línea' page. The page is organized into several columns of services. A red arrow points to the 'Consulta de horarios' link in the 'Servicios' section.

- Preinscripción**
  - Preinscripción a másteres oficiales con NIU
  - Preinscripción a másteres oficiales sin NIU
  - Pago prematrícula de másteres oficiales
  - Preinscripción a doctorado con NIU
  - Preinscripción a doctorado sin NIU
  - Pagos por TPV
- Encuestas**
  - Encuestas de evaluación de la actuación docente del profesorado
  - Encuestas de asignaturas/módulos
  - Encuestas de matrícula
- Certificados y títulos**
  - Solicitud de certificados electrónicos (diplomatura, licenciatura, ingeniería, grado y máster oficial)
  - Solicitud de título
- Matrícula y expediente**
  - Simulador de precios de matrícula
  - Verifica tu horario de automatrícula
  - Automatrícula de alumnos de nuevo acceso
  - Automatrícula desde dentro del campus (aulas reservadas UAB)
  - Automatrícula desde fuera del campus
  - Automatrícula de estudiantes de doctorado
  - Consulta y reimpresión de la matrícula
  - Automodificación de matrícula
  - Plan de investigación y actividades de doctorandos
  - Inscripción al trabajo de Fin de Estudios/Prácticas
  - Consulta del expediente académico y de calificaciones
- Formación Continuada**
  - Preinscripción de másteres, postgrados y cursos propios sin NIU
  - Matrícula de másteres, postgrados y cursos propios sin NIU
  - Preinscripción de másteres, postgrados y cursos propios con NIU
  - Matrícula de másteres, postgrados y cursos propios con NIU
  - Consulta del expediente académico (Estudios propios)
- Movilidad e intercambio**
  - Solicitud y consulta de intercambio OUT (Estudiantes Salientes)
  - Registro y solicitud de intercambio IN (Estudiantes Entrantes)
  - Consulta tu solicitud de intercambio IN (Estudiantes Entrantes)
- Servicio de lenguas**
  - Simtest: Prueba de nivel de idioma
- Servicios**
  - Campus Virtual de la UAB
  - Transparencia del Plan docente
  - Consulta de horarios** (highlighted with a red arrow)
  - Gestión de contraseñas
  - Mantenimiento de datos personales
  - Peticiones de servicios informáticos
  - Sigm@ - Utilidades
  - Acceso al Webmail PDI/PAS
  - Acceso a Correo de Alumnos (e-campus)
  - Solicitud de la tarjeta universitaria
  - Activación de la tarjeta universitaria



In the following page, you can do the search introducing the code of the course.

UAB  
Universitat Autònoma de Barcelona

### Calendario y horarios

Buscar por plan    Buscar por asignatura

Curso académico\*  
2017/2018

Asignaturas\*  
103087  
103087 - Periodismo Deportivo

Write here the code/denomination of the course

Limpiar    Ver Calendario

**IMPORTANT:**

- **Audiovisual Communication Studies** has only one group of enrolment (=timetable): Group 4.
- **Advertising and Public Relations** has only one group of enrolment: group 5
- **Journalism Studies:** Some courses have more than a group of enrolment that correspond to different timetables (groups 1, 2 and 3).
- **Interactive Communication** has only one group of enrolment: group 6
- **Communication of the Organisations** has only one group of enrolment: group 6

# 103087 - Periodismo Deportivo

Centro\*

105 - Facultad de Ciencias de la Comunicación

Plan de estudio\*

971 - Grado en Periodismo

Periodo académico\*

Segundo cuatrimestre

Grupo\*

Todos los grupos

Todos los grupos

Grupo 1

Grupo 3

If the course corresponds to Journalism Studies, you must select the group of enrolment

Cancelar

Añadir

## Calendario y horarios

Buscar por plan

Buscar por asignatura

Curso académico\*

2017/2018

Asignaturas\*

103087/1 - Periodismo Deportivo x Añade asignaturas a tu búsqueda ...

Limpiar

Ver Calendario



## SUBJECTS OFFERED BY OTHER FACULTIES

According to the Exchange policy of the UAB, you must enrol at least the 50% of your credits at our centre. The other 50% can be taken at the rest of the UAB faculties, **provided the groups are still open**.

Students who wish to take subjects at other faculties should check the webs of other faculties to find out the timetables, codes and groups for the subjects, if previous knowledge on the subject is required, etc.

These courses must be also indicated in the pre-enrolment forms of the Faculty of Communication Sciences because, although the teaching is given in another centre, the enrolment will be done in the Faculty of Communication Sciences.

### IMPORTANT:

Some faculties require an on-line application form previous the registration of the courses:

- Faculty of Economics & Business Studies
- Faculty of Philosophy and Arts
- Faculty of Political Science and Sociology
- Faculty of Psychology
- Faculty of Law
- Faculty of Translation and Interpretation

This on-line application form will be available in February in the following website:

<https://apps.uab.cat/enrollment>

These students must deliver the printed confirmation of this procedure at the Exchange Office (Faculty of Communication Sciences). This document is necessary for the registration process.

### **Exchange Offices – Other Faculties:**

Sciences	<a href="mailto:intercanvis.ciencias@uab.es">intercanvis.ciencias@uab.es</a>	+34 93 5811467
Biosciences	<a href="mailto:intercanvis.biociencias@uab.es">intercanvis.biociencias@uab.es</a>	+34 93 5813707
Economics & Business Studies	<a href="mailto:intercanvis.fee@uab.cat">intercanvis.fee@uab.cat</a>	+34 93 5814952
Education	<a href="mailto:intercanvis.educacio@uab.es">intercanvis.educacio@uab.es</a>	+34 93 5811784
Political Science and Sociology	<a href="mailto:intercanvis.politiques@uab.es">intercanvis.politiques@uab.es</a>	+34 93 5811765
Law	<a href="mailto:intercanvis.dret@uab.es">intercanvis.dret@uab.es</a>	+34 93 5811079
Philosophy and Arts	<a href="mailto:intercanvis.lletres@uab.es">intercanvis.lletres@uab.es</a>	+34 93 5811758
Medicine	<a href="mailto:intercanvis.medicina@uab.es">intercanvis.medicina@uab.es</a>	+34 93 5812509
Psychology	<a href="mailto:intercanvis.psicologia@uab.es">intercanvis.psicologia@uab.es</a>	+34 93 5812459
Translation and Interpreting	<a href="mailto:intercanvis.fti@uab.es">intercanvis.fti@uab.es</a>	+34 93 5812463
Veterinary Medicine	<a href="mailto:intercanvis.veterinaria@uab.es">intercanvis.veterinaria@uab.es</a>	+34 93 5811048
School of Business Studies Sabadell	<a href="mailto:intercanvis.empresarials@uab.es">intercanvis.empresarials@uab.es</a>	+34 93 7287712
School of Computering Studies Sabadell	<a href="mailto:intercanvis.eui@uab.es">intercanvis.eui@uab.es</a>	+34 93 7287726
School of Engineering	<a href="mailto:intercanvis.enginyeria@uab.es">intercanvis.enginyeria@uab.es</a>	+34 93 5811301

## ENROLMENT

- **12<sup>th</sup> September 2022 – Beginning classes:**

Although the enrolment of the courses have been programmed some days later, **it is compulsory to attend the courses from the first day of classes**. Otherwise, some professors may refuse the admission of the student in the course.

- **From 12<sup>nd</sup> to 19<sup>th</sup> September 2022:**

During this period, the students must:

1. Attend classes of all the courses they are interested. This allows them to check the programme and the language of teaching of the courses. If the student needs to change his/her selection of courses, he/she must contact to the home university in this period.
2. **OBLIGATORY – Tutorial Session:** All exchange students should meet the UAB exchange tutor during this period. Students must send an e-mail to their tutor to make an appointment.

On the day of the tutorial, students should hand in:

- Pre-enrolment documents containing personal details and the list of subjects to be taken.
- Academic transcript from their home university.

It is very important that the day of the tutorial, the student had decided the definitive list of courses he/she wants to enrol, **because later NO changes will be allowed**.

The contact details of the tutors are indicated at the end of this informative dossier.

- **19<sup>th</sup> September 2022:**

The student must send by email the following documents at the Exchange Office (Gestión Académica) of the Faculty ([intercanvis.comunicacio@uab.cat](mailto:intercanvis.comunicacio@uab.cat)):

1. Pre-registration form ("Documentos de pre-matrícula") with your personal data, the selection of the courses you want to attend and the signature of your exchange tutor.
2. Passport / ID (original and copy)
3. Proof of your medical insurance for the whole of your stay in Spain.
4. If necessary, the authorization to enrol courses that require previous knowledge signed by your exchange tutor (the document is included in the pre-registration form).
5. If necessary, proof you have done the on-line application form of the faculties that required it.

- **21<sup>st</sup> to 23<sup>th</sup> September 2022:**

The Exchanges Office will do your enrolment and send it to you by e-mail

## DOCUMENTS RELATED TO THE EXCHANGE STAY

All the papers related to your exchange:

- Arrival statement
- Learning agreement
- Attendance statement

must be delivered in the Exchange Office (Gestión Académica) at the Faculty of Communication Sciences.

The departmental coordinator will sign the documents and we will send them to your home university by e-mail.

## TRANSCRIPT OF RECORDS

**The transcript of records of the student will be send to the home university by e-mail at the end of the exchange stay.** A copy of this document will be also sent to the student.

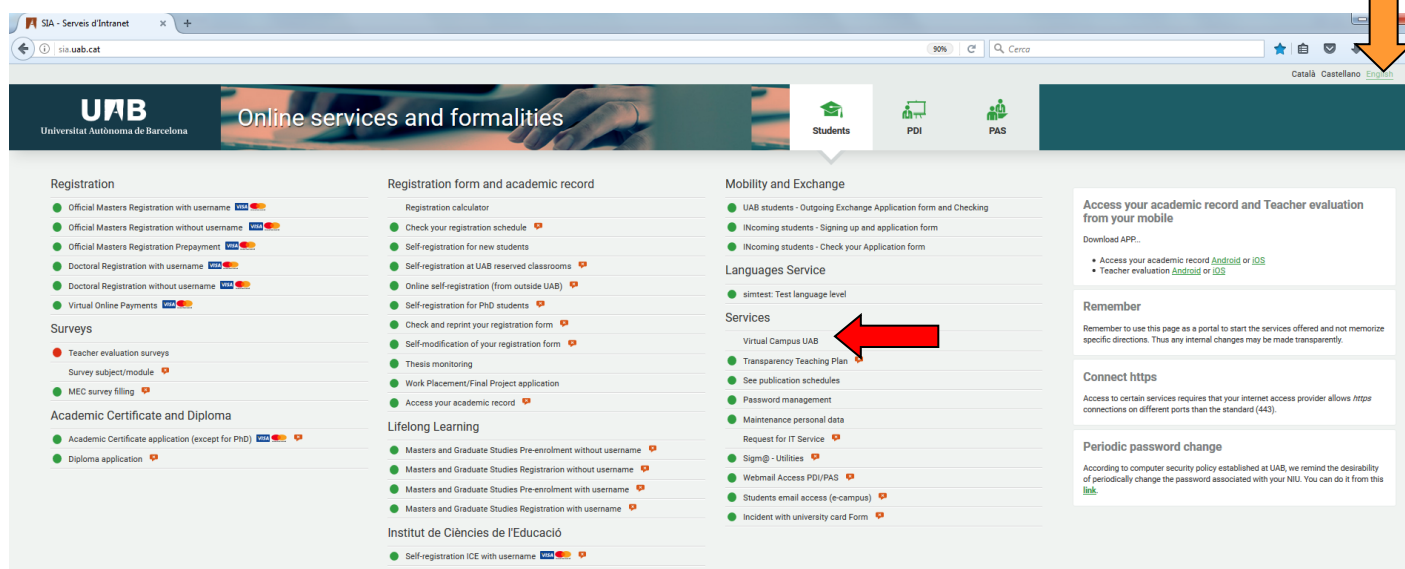
### Grade System - Universidad Autónoma de Barcelona:

UAB		ECTS Grade	
<b>No evaluable</b>	<b>No evaluable</b>		<b>Non-assessable</b> When a student cannot provide enough evidence of having followed the class adequately to receive a global grade, he/she will get a non-assessable grade in his/her report. The teaching guide will specify the criteria for non-assessable grades. Getting a non-assessable in the record will mean the student have used the rights acquired with your enrolment in that subject.
<b>0 – 4,9</b>	<b>Suspenso</b>	F	Fail
<b>5,0 – 6,9</b>	<b>Aprobado</b>	C	Pass
<b>7,0 – 8,9</b>	<b>Notable</b>	B	Outstanding
<b>9,0 – 10,0</b>	<b>Sobresaliente</b>	A	Excellent (distinction)
<b>10.0</b>	<b>Matrícula Honor</b>	A+	Excellent (distinction with honour)



# CAMPUS VIRTUAL

The website of the "Campus Virtual" is: <http://sia.uab.es>



The Campus Virtual is a software tool that enables the student:

- Get the subject material.
- Submit the work done.
- Communicate with the professor
- Check the notices published

You can have access to the Campus Virtual after the registration of the courses with:

- NIU Number
- Password (used in the on-line application form) = "paraula clau"

Usuari (NIU)

Paraula clau

Iniciar Sessió

If you have forgotten your password, or wish to change it, [click here](#).

We advise you to change your password regularly, in accordance with IT security policy at the UAB.

Support

Email: [cas@uab.cat](mailto:cas@uab.cat)

Telephone: 93 581 21 00

Office hours: working days, Monday to Friday, 8 a.m. to 8 p.m.

Web: [www.uab.cat/si](http://www.uab.cat/si)

If you have forgotten the NIU Number or the password, you can obtain both in the same website.

- Link: <http://sia.uab.es>
- Link: Password management
- Link: Obtaining the NIU and the password
- Enter your Passport and birthdate
- Accept

Mobility and Exchange

- UAB students - Outgoing Exchange Application form and Checking
- INcoming students - Signing up and application form
- INcoming students - Check your Application form

Languages Service

- simtest: Test language level

Services

Virtual Campus UAB

- Transparency Teaching Plan
- See publication schedules
- Password management
- Maintenance personal data
- Request for IT Service
- Sigm@ - Utilities
- Webmail Access PDI/PAS
- Students email access (e-campus)
- Incident with university card Form

UAB  
Universitat Autònoma de Barcelona

Services and administrative procedures online

Students PDI PAS

**Change password**  
If you know the password linked to your NIU and would like to change it, or if the password has expired, you can make that change here  
**CHANGE**

**Get a password**  
If you don't know the password linked to a personal NIU or if you don't know your NIU, you can get the password and NIU here  
**GET**

OTHER FUNCTIONS

**Manage passwords for non-personal accounts**  
Manage the accounts of the institutional accounts for which you are responsible  
**MANAGE**

**Access to e-campus email via mobile or email manager**  
If you want to configure your e-campus email from a mobile phone or a less secure email manager (IMAP or POP access, etc.) you will need a new exclusive code and password that is not linked to your NIU  
**MANAGE**

**New students or students without an activated card**  
New students or those who do not have an activated card can access their NIU number and create a password here  
**RECOVER**

**FAQs**  
**CONSULT**

**Personal-data maintenance**  
Here you can modify some personal data, including private mail (not UAB), which allows you to recover the password  
**MANAGE**

**University computer-security regulations**  
**CONSULT**

## UAB E-MAIL ACCOUNT / ACCESS TO YOUR ACADEMIC RECORDS

This NIU number and password could be also used to check your academic record and access to the UAB email account.

The screenshot shows the UAB SIA - Serveis d'Intranet website. The header includes the UAB logo and the text "Online services and formalities". Below the header, there are three main sections: "Registration", "Registration form and academic record", and "Mobility and Exchange".

- Registration:** Official Masters Registration with/without username, Doctoral Registration with/without username, Virtual Online Payments.
- Surveys:** Teacher evaluation surveys, MEC survey filling.
- Academic Certificate and Diploma:** Academic Certificate application (except for PhD), Diploma application.
- Registration form and academic record:** Registration calculator, Check your registration schedule, Self-registration for new students, Self-registration at UAB reserved classrooms, Online self-registration (from outside UAB), Self-registration for PhD students, Check and reprint your registration form, Self-modification of your registration form, Thesis monitoring, Work Placement/Final Project application, Access your academic record (highlighted with a red arrow).
- Lifelong Learning:** Masters and Graduate Studies Pre-enrolment with/without username, Masters and Graduate Studies Registration with/without username.
- Institut de Ciències de l'Educació:** Self-registration ICE with username.
- Mobility and Exchange:** UAB students - Outgoing Exchange Application form and Checking, Incoming students - Signing up and application form, Incoming students - Check your Application form.
- Languages Service:** simtest: Test language level.
- Services:** Virtual Campus UAB, Transparency Teaching Plan, See publication schedules, Password management, Maintenance personal data, Request for IT Service, Sigm@ - Utilities, Webmail Access PDI/PAS, Students email access (e-campus) (highlighted with a red arrow), Incident with university card Form.

## MEDICAL INSURANCE AND SOCIAL SECURITY

### Medical insurance for EU students

If you are a citizen of the European Union or a citizen of Norway, Iceland, Liechtenstein or Switzerland, and you are entitled to social security in your country, you should apply for the European Health Insurance Card (EHIC). This card makes visiting a state-run hospital, doctor's surgery or dental practice in European countries easier and means you will be treated in the same way as someone who lives in that country.

You can obtain a card free of charge by contacting your local health insurance institution as each individual country is responsible for producing or distributing the card in its own territory.

Take into account that the card does not cover private health care or repatriation costs. Visit the EHIC website to find out more: <http://ehic.europa.eu/>

Once you arrive in Barcelona, to obtain medical care you should go to your nearest public healthcare centre (Centre d'Assistència Primària, CAP) and show your EHIC together with your identity document (ID card or passport).

### Medical insurance for Non-EU students

If you are from outside of the European Economic Area you should check whether there is an agreement for healthcare between the Social Security of your country and the Social Security of Spain. If there is such

an agreement, you should submit the necessary documents in your country so that you can have free access to Spanish public healthcare.

In the case of renewing your Residence Card (NIE, TIE) you have to check if the above mentioned document replaces the obligation to present a private medical insurance regarding illness and accidents (Social Security does not include the repatriation to your home country).

If your country has no healthcare agreement with the Spanish Social Security system, you should take out **private insurance cover** for the whole time of your stay in Spain.

**For more information:**

International Welcome Point-IWP

## LEGAL PROCEDURES FOR FOREIGN CITIZENS

Given the complexity of the documentation to be submitted, we recommend that you consult the International Support Service (before International Welcome Point) about this procedure in advance. This office will provide information about visas and other immigration procedures.

**EU-citizen students** planning to stay in Spain longer than three months should apply for registration at the nearest National Police Station as a foreign resident. Please, remember that in order to carry out this procedure is recommended to have your European Health card.

If you are a **non-EU citizens holding an EU residence permit**, you can apply to do part of your course in Spain without having to obtain a visa. Applications should be made to the Barcelona Foreigners Office (Calle Murcia, 42) within one month of entry and with a valid residence card from the previous EU country. This procedure could only be applied if your passport were stamped with your entry date at the National Police Station in the airport, or if you process an entry declaration within 3 working days from your entrance. This declaration can be processed in the following address:

Comisaría de Policía Nacional  
Rambla Guipúscoa, 74  
Barcelona

All non EU -citizen students should apply for a "type D" Student visa at the Spanish Embassy or Consulate of their place of residence (normally their home country). For stays less than six months, the received visa would be valid just for 180 days (type D). For stays longer than six months, mind to ask for a "type D" visa for more than 6 months (open), to legalizing your stay permit already in Spain by applying for a Foreign Resident Card, valid up to a year and renewable.

## CATALAN AND SPANISH LANGUAGE COURSES

The "Servei de Llengües" (Bellaterra Campus) offer Catalan and Spanish courses, in both intensive and non-intensive formats, which are available before the academic year begins and also during term time. The basic and elementary level Catalan courses are fully subsidised for members of the UAB community, and Spanish courses are partially subsidised for UAB Erasmus students.

UAB IDIOMAS (Bellaterra)

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