

INTERNATIONAL EXCHANGE STUDENTS HANDBOOK 2021-2022



FACULTAT DE TRADUCCIÓ I
D'INTERPRETACIÓ
UNIVERSITAT AUTÒNOMA DE BARCELONA

Content

1. Main Contact information.....	2
2. Before your arrival to the UAB	4
2.1. Academic Offer	4
2.2. Courses information	4
2.3. Applying for courses	5
2.4. Learning Agreement (LA)	6
2.5. Courses from other faculties	6
2.6. Language Service at UAB Campus	7
3. UAB	7
3.1. International Support Service (ISS)	7
3.2. Enrolment (only for courses at our faculty) and arrival certificates	8
3.3. Modifications period and registration of courses from other faculties	8
3.4. Academic Calendar	8
4. What to do before going back to your home university	8
4.1. Attendance Certificate	9
4.2. Transcript or records	9
5. Other information	11
5.1. Your e-mail address as UAB exchange student.....	11
5.2. Campus Virtual.....	11
6.2. Accommodation	11
6. Annex 1: Application for changes.....	12

1. Main Contact information

Institutional Identification

Full name of the institution	Universitat Autònoma de Barcelona
ERASMUS Code	E BARCELO 02
Mailing	Area of Internacional Relations
	Edifici N - Newspaper and Library Building
	08193 - Bellaterra (Barcelona) SPAIN

1. GENERAL INFORMATION UAB / FACULTY OF TRANSLATION AND INTERPRETING

1.1 CONTACTS

Universitat Autònoma de Barcelona - E BARCELO02	
Area of Internacional Relations Edifici N - Newspaper and Library Building 08193 Bellaterra (Cerdanyola del Vallès) Barcelona Spain	
Contact	Irene Villalta (Erasmus and UAB Exchange Programme)
Telf:	+ 34 93 581 8498
E-mail:	erasmus@uab.cat internacional.propi@uab.cat sicue@uab.cat

Faculty of Translation and Interpreting	
Exchange Office (GAS) Edifici K Plaça del Coneixement 08193 Bellaterra (Cerdanyola del Vallès) Barcelona Spain	
Contact	Rosa María Marín / Meritxell Font
Telf:	+ 34 93 581 24 63
E-mail:	intercanvis.fti@uab.cat

1.2 COORDINATORS OF THE FACULTY OF TRANSLATION AND INTERPRETING

Exchange Programme	Name	Students procedence	Contact information
	Roland Pearson	General Exchange Coordinator (Erasmus and UAB Exchange Programme)	Roland.Pearson@uab.cat Office: K-1006 / Tel: 93 581 3364
Erasmus +	Roland Pearson	Ireland and United Kingdom	Roland.Pearson@uab.cat Office: K-1006 / Tel: 93 581 3364
	Ramon Farrés	Austria, Germany and Switzerland	Ramon.Farres@uab.cat Office: K-1001 / Tel: 93 581 3414
	Gabriel López	Iceland, Finland, Netherlands, Poland, Lithuania, Czech Republic, Rumania , Turkey and North Macedonia	Gabriel.Lopez@uab.cat Office: K-1005 / Tel: 93 581 3363
	Miquel Edo	Italy	Miquel.Edo@uab.cat Office: K-1006 / Tel: 93 581 3364
	Joaquim Sala	France y Belgium	Joaquim.Sala@uab.cat Office: K-2007 / Tel: 93 581 2465
	Laura Berenguer	Portugal	Laura.Berenguer@uab.cat Office: K-1018 /Tel: 93 581 3377
UAB Exchange	Roland Pearson	Canada and United States of America	Roland.Pearson@uab.cat Office: K-1006 / Tel: 93 581 3364
	Lourdes Aguilar	Mexico, Colombia and Chile	Lourdes.Aguilar@uab.cat

Programme			Office: K-2022 / Tel: 93 581 3399
	Gabriel López	Australia and Singapore	Gabriel.Lopez@uab.cat Office: K-1005 / Tel: 93 581 3363
	Mihwa Jo	Korea	Mihwa.Jo@uab.cat Office: K-1013 / Tel: 93 581 3375
	Makiko Fukuda	Japan	Makiko.Fukuda@uab.cat Office: K-1013 / Tel: 93 581 3375
	Helena Casas	China y Taiwan	Helena.Casas@uab.cat Office: K-1022 / Tel: 93 581 3372
	Laura Berenguer	Brazil	Laura.Berenguer@uab.cat Office: K-1018 / Tel: 93 581 3377
	Liudmila Navtanovich	Rusia	Liudmila.Navtanovich@uab.cat Office: K-1023 / Tel: 93 581 3371
	Anna Gil Bardají	Lebanon and Tunisia	Anna.Gil.Bardaji@uab.cat Office: K-1022 / Tel: 93 581 3372

2. Before your arrival to the UAB

2.1. Courses information

Before choosing courses is necessary to check our course offer.

Please check the list you that have receive along with this handbook by email. There you will find the available courses for exchange students in our faculty.

On this list you will see the code, the name, the groups available, ETCS credits, the language of taught, the period and the timetable.

SPECIFICITIES FOR SOME COURSES

- Yearly (Annual) courses. Exchange students that will stay at the UAB only during the first semester CAN NOT enroll annual subjects (except “101284 Idioma castellà per a traductors i interprets 1” which has groups for one semester).
- Spanish language courses for exchange students. This course is specifically designed for students studying Spanish as a foreign language. During the first two weeks of classes, exchange students must take a test to determine their Spanish level. If the result of the test is lower than B1 of MCER, the Exchange Office will removeeete this subject from the enrolment.
- Students willing to enroll any of the subjects of language C of the first course (“Idioma C per a traductors i interprets 1 and/or 2”), must consider that there are limited places available for exchange. Only exchange students who are required to study this language as part of their undergraduate degree in their home university will be enrolled in one or both of these subjects. If this is your case (you want to enroll C1 and C2 subjects of the first year), you will need to provide a written document by your home university in which it is explained that you must do this subject in our faculty because it is compulsory in your study plan. In case you are interested in taking the first-year subjects of Romanian, Modern Greek or Korean, you don't need to bring any document (you just need to pre-enroll these subjects).
- Modules belonging to the Master degree in Translations and Intercultural Studies cannot be enrolled unless the student has the approval of the coordinator of the master.

You should check the **language, credits, timetable and group** of each course. Notice that one course can have more than one group, thus, it is necessary to choose the right group, which could set your timetable and the professor who will evaluate you.

You must take into account that **you can only choose and enroll courses from the list received by email**. They are the only courses available for international exchange students.

2.2. Contents of the courses

Check our [website](#) in order to find information about our courses:

1. Go to **Our Studies, Bachelor degrees**
select one kind of study:

Our studies	
BA Degree - Translation and Interpreting	3
BA Degree - East Asian Studies	3
Bachelor's degree in Spanish and Chinese Studies: Language, Literature and Culture	3
BA Degrees - Academic Information	3
Minors	3
MA Degrees	3
Our Masters and Postgraduates Studies	3
PhD Studies	3
Specialization courses	3

and

The content of subjects or Study Plan, appear under the label “Study Plan”, submenu “Study guides”.

UAB Universitat Autònoma de Barcelona

English ▼

Degrees

Bachelor's Degree in Translation and Interpreting

The objective of this bachelor's degree is to train competitive translators and interpreters thanks to an excellent curriculum that has received both local and international recognition

- Study plan and timetables
- Study guides**
- Skills
- Bachelor's Degree Final Project
- Learning resources

General information Admission **Study plan** Teaching staff Quality

📍 Faculty of Translation and Interpreting € Price per credit: 25.04 euros

I want more info:

*Required fields

Name *

Surname *

E-mail *

2.3. Applying for courses (online reservation)

From 28th June to 4th July 2021, period to upload documentation (transcript of records and language certificates).

From 6th to 11th July 2021, selection period: choose the course that you would like to enroll of the Faculty of Translation and Interpreting through the application. Subjects from other faculties on the Campus will be pre-enrolled in September.

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

Log in the application identifying yourself with your student number (NIU) and password that you got when you made your application form. If you do not remember them click [here](#).

Select your courses according to the language of instruction you are interested in, indicating the corresponding check box.

APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION										Exit
English		Spanish		Catalan		All languages		Select		
Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultat	
100199	Adquisició de la llengua anglesa	1	3-4	6	ENGLISH	SEGON	801	Tue & Thu 10:00-11:30	Filosofia i Lletres	☐
100196	Adquisició del llenguatge	1	3-4	6	CATALÀ	PRIMER	OTHERS	Tue & Thu 10:00-11:30	Filosofia i Lletres	☐
101249	Anàlisi antropològica del món contemporani	1	3	6	CASTELLANO	SEGON	821	Tue 08:30-11:30	Filosofia i Lletres	☐
100717	Anàlisi dels artefactes	1	3	6	CAT / CAST	SEGON	811	Tue & Thu 11:30-13:00	Filosofia i Lletres	☐
100717	Anàlisi dels artefactes	2	3	6	CAT / CAST	SEGON	811	Tue & Thu 13:00-14:30	Filosofia i Lletres	☐
100717	Anàlisi dels artefactes	3	3	6	CAT / CAST	SEGON	811	Tue & Thu 15:00-16:30	Filosofia i Lletres	☐
101623	Anàlisi Espacial i Models	1	3	6	CATALÀ	SEGON	824	Mon & Wed 08:30-10:00	Filosofia i Lletres	☐
101623	Anàlisi Espacial i Models	70	3	6	CATALÀ	SEGON	826	VIRTUAL	Filosofia i Lletres	☐
100716	Anàlisi i estudi dels materials arqueològics	1	3	6	CATALÀ	PRIMER	811	Mon & Wed 16:30-18:00	Filosofia i Lletres	☐
103360	Anàlisi lingüística de documents orals i escrits en llengua francesa	1	3-4	6	Francès	SEGON	988	Mon & Wed 11:30-13:00	Filosofia i Lletres	☐
100662	Anàlisi musical	1	2	6	CAT / CAST	SEGON	809	Tue & Thu 11:30-13:00	Filosofia i Lletres	☐

Very important, courses with the box in blue colour, won't be available.

Once you have chosen all your courses, click the selection button and your selection will be shown on a different table that will appear above. This means that the admission to your courses has been confirmed. If you have selected a wrong course, you can delete it or change it.

We recommend you to check the User Guide available in the application to see further instructions and explanations about the selection of courses process.

2.4. Learning Agreement (LA)

After your selection of the courses, you will receive your enrolment by e-mail. Depending on your exchange programme and your home university, you will have (or not) a Learning Agreement (LA) which should be signed by one of our Exchange Coordinators in September.

Academic coordinators check and sign student's learning agreements. Please contact your academic coordinator in order to get your LA signed. You can send it by email directly to the coordinator or to the Exchange Office (intercanvis.fti@uab.cat).

You are responsible for your LA. The Exchange Office doesn't keep a copy of this document, so make sure that you get it duly signed by both universities and Exchange Coordinators.

2.5. Courses from other faculties

Bear in mind that at least **50% of your credits must be enrolled at the faculty of admission**, Faculty of Translation and Interpreting. The rest of your credits can be enrolled at other faculties of the UAB. In order to get information about their courses you should check the other faculties' website or contact with them directly.

Center (click to go to their website)	Exchange Office Contact	Pre-admission for their courses
Facultad de Ciencias Políticas y de Sociología	intercanvis.politiques@uab.cat	From 20 th to 26 th September (through the application)
Facultat de Lletres	Intercanvis.lletres@uab.cat	
Facultad de Economía y Empresa	intercanvis.fee@uab.cat	
Facultad de Psicología	intercanvis.psicologia@uab.cat	
Facultad de Ciencias de la Comunicación	intercanvis.comunicacio@uab.cat	In person at their Exchange Office. Contact them or check their website to know the period established.
Facultad de Biociencias	intercanvis.biociencias@uab.cat	Without application. Contact them or check their website to know their procedure
Facultad de Ciencias	intercanvis.ciencias@uab.cat	
Facultad de Ciencias de la Educación	intercanvis.educacio@uab.cat	
Escuela de Ingeniería	Intercanvis.enginyeria@uab.cat	
Facultad de Ciencias de la Comunicación	intercanvis.comunicacio@uab.cat	
Facultad de Derecho	intercanvis.dret@uab.cat	
Facultad de Medicina	intercanvis.medicina@uab.cat	
Facultad de Veterinaria	intercanvis.veterinaria@uab.cat	

2.6. Language Service

Our Language Service offers Catalan (free) and Spanish (paying) courses for exchange students. These courses will not be included in your enrolment at the faculty. However, you can add them to your LA if your home university agrees. For further information, please contact s.llengues@uab.cat or check [their website](#).

3. UAB

3.1. International Support Service (ISS)

Our International Support Service (ISS) will contact you and will register you as an exchange student at the UAB.

You can also find the following services:

- UAB Student card (information about how to get it)
- Information about UAB.
- Information about accommodation.
- Some practical information about life in Barcelona and its surrounding area (transport, advantages for students, etc.)
- Help solving your non-academic problems during your stay with us.
- Information about visas.

[International Support Service – ISS](#)

Edifici N - Newspaper and Library Building
08193 Bellaterra (Cerdanyola del Vallès)
Barcelona Spain
Tel.+34 93 581 22 10
E-mail: international.support@uab.cat

3.2. Enrolment (only for courses at our faculty)

Please select the subjects through the application and send us by email a copy of your health insurance (in English or Spanish), European students must send a copy of their European health Insurance card. Please indicate in the email which degree are you studying at your home University.

Once we have received these documents and you have selected the subjects, you will receive by email a copy of your enrolment. Our email is: intercanvis.fti@uab.cat

3.3. Modifications period and registration of courses from other faculties

Required documents depending on the case:

- **For courses selected from other faculties through the application (starting period in September)**
 - Please print and sign the confirmation of the courses chosen.
- **For courses selected from other faculties **without** application or changes in the Faculty of Translation and Interpreting:**
 - Modification form with the information required and duly signed
- **For courses from the Faculty of Communication** please contact: intercanvis.comunicacio@uab.cat

For faculties without a pre-admission procedure, you must have the authorization of the other faculty.

The Faculty of Translation and Interpreting authorizes a maximum of THREE change in the enrolment form. Before applying for the changes, please make sure your new decision.

3.4. Academic Calendar

<https://www.uab.cat/doc/CalendariFac2122>

First Semester

14/09/21 to 04/02/22

Second Semester

07/02/22 to 01/07/22

3.5. Extending the Study Abroad Period

Any exchange student wishing to apply for an extension of their stay at the UAB should submit the corresponding form with a confirmation e-mail from their home university to the Exchange Office (intercanvis.fti@uab.cat), before December 1st 2021. Therefore, you must first inform your home university coordinator first and then Gestió Acadèmica.

If you want to extend your exchange stay, first you have to contact your home university of order to get its authorization. Then, you can send it by email to the UAB Exchange Office (intercanvis.fti@uab.cat). You will receive an answer according to availability signed in the bilateral agreement with your home university.

The form for the extending study abroad period is in the next page:

**Universitat
Autònoma
de Barcelona****ÀREA DE RELACIONS INTERNACIONALS**

Campus de Bellaterra, Edifici N

08193 BELLATERRA (Spain)

Tel. 34 93 581 37 36

Fax. 34 93 581 43 57

E-mail: erasmus@uab.cat<http://www.uab.cat/>

DOCUMENT DE PERLLONGAMENT D'ESTADA PER A ESTUDIANTS INTERNACIONALS
APPLICATION FOR EXTENSION OF STAY FOR INCOMING STUDENTSL'estudiant / *The student*.....
provinent de la Universitat de / *from the University of*.....
admès durant el primer semestre del curs 20___ / ___ a la facultat / escola de /
admitted during the first term of the academic year 20___ / ___ at the faculty / School of.....
sol·licita perllongar a la UAB la seva estada durant el segon semestre del mateix curs acadèmic / *applies for being*
authorized to extend his/her stay at the UAB during the spring term of the same academic yearSignatura de l'estudiant /
Student's signature.....

Bellaterra (Cerdanyola del Vallès) (data/date).....

El coordinador/a d'intercanvis de la facultat / *The faculty exchange coordinator*

- ☐ **Aprova / *Approves***
☐ **Denega / *Denies***

la sol·licitud de perllongament / *the extension of the stay***Signatura del coordinador/a.....Data.....****4. What to do before going back to your home university**

4.1. Attendance Certificate

Some home universities require attendance certificates in order to receive your grants. **Please send us your university certificates duly filled in, to be stamped and signed** at the Exchange office.

You are the only person responsible for these documents, hence do not leave *UAB* without all your documents signed.

Your attendance/departure certificate will be signed at most 5 days before your departure, not before.

4.2. Transcript or records

We will send your Transcript of Records directly to your home university, 3 or 4 weeks after the end of the semester. The transcript is issued exclusively in digital format. No hard copies are sent by mailing. Hence it is recommend to inform us at intercanvis.fti@uab.cat, about the direct contact of your home university (institutional email address) to receive your Transcript.

Important: Language' certificates of courses taken in Language Service, will be issued by them, and it is your responsibility to apply for the certificate before going back home.

5. Other information

5.1. Your e-mail address as UAB exchange student

As an exchange student at the UAB you have an [UAB's email](#), which we will always use to contact you. You will need your student number (NIU) and the password that you got when you made your application form. Your registration copy shows your email as a student at the UAB.

5.2. Campus Virtual

[Here](#) you will find all the materials of each subject. You can access the Campus Virtual with your student number (NIU) and the password that you got when you made your application form. Your subjects will become active at your Campus Virtual when your registration (enrolment) is completed.

6.2. Accommodation

To book **accommodation** there are several possibilities. You can find information in this [link](#).

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 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.