

# CHECKLIST

## FOR EXCHANGE STUDENTS



**Thinking of spending an exchange semester or two at UAB?**

**Here's a step by step guide to help you navigate through the process.**

Nº	ACTIVITIES	<input checked="" type="checkbox"/>
1	<p><b>Apply for your exchange at <a href="http://sia.uab.cat">sia.uab.cat</a></b></p> <p>Deadlines: 15th of May for the 1st semester or anual and 15th of November for the 2nd semester</p>	<input type="checkbox"/>
2	<p><b>Students with special needs</b></p> <p>Please contact <a href="mailto:fas.piune@uab.cat">PIUNE</a> (<a href="mailto:fas.piune@uab.cat">fas.piune@uab.cat</a>)</p>	<input type="checkbox"/>
3	<p><b>Notification of admission decisions</b></p> <p>After the application deadline (late may / late november). You will receive admission letter by e-mail</p>	<input type="checkbox"/>
4	<p><b>Accommodation</b></p> <p>The <a href="#">Vila Universitària</a> is strategically located on campus and offers comfortable accommodation for students.</p> <p>There are plenty of other accommodation options off campus such as rooms or flats to let with other students. These websites can help you in your search:</p> <p><a href="#">BARCELONA HOUSING SERVICE FOR STUDENTS</a></p> <p><a href="#">Barcelona Centre Universitari</a></p>	<input type="checkbox"/>
5	<p><b>Select courses</b></p> <p>The course schedule is fixed during June. Select courses from the <a href="#">course list</a> and discuss your choices with your home coordinator.</p>	<input type="checkbox"/>

6	<p><b>Course admission requirements</b></p> <p>Review them: <a href="#">Course descriptions and teaching guides</a></p>	<input type="checkbox"/>
7	<p><b>Learning Agreement</b></p> <p>send it for approval by email to <a href="mailto:intercanvis.educacio@uab.cat">intercanvis.educacio@uab.cat</a> at the following deadline:</p> <ul style="list-style-type: none"> <li>• Before 15th July for incoming students at 1st semester or the whole year</li> <li>• 15th December for incoming students at 2nd semester</li> </ul>	<input type="checkbox"/>
8	<p><b>Assessment process and exam sittings</b></p> <p>The exams dates are outlined in the <a href="#">subject's teaching guide</a>. Please review these dates carefully and plan your return trip accordingly. Incoming students are expected to follow the same teaching and assessment procedures as those established for local students by the faculty. If you have any questions, please reach out directly to the subject's teacher once at UAB.</p>	<input type="checkbox"/>
9	<p><b>Attend the Welcome Day</b></p>	<input type="checkbox"/>
10	<p><b>Arrival certificate</b></p> <p>You can either hand it in on the day of the welcome or send it via email to <a href="mailto:intercanvis.educacio@uab.cat">intercanvis.educacio@uab.cat</a>.</p>	<input type="checkbox"/>
11	<p><b>Changing courses ( If applicable)</b></p> <p>You can make changes to the classes you have already registered for during one month.</p>	<input type="checkbox"/>
12	<p><b>Online Learning Agreement changes ( If applicable)</b></p> <p>Any changes to the originally agreed study programme (see "Before the mobility") should be recorded in Tables A2 and B2 of the Learning Agreement, while Tables A and B remain unchanged. Ask for the instructions to your home university or coordinator. All three parties must agree to the changes</p>	<input type="checkbox"/>
13	<p><b>Confirmation of Attendance</b></p> <p>You should inform the International Relations Office 15 working days before you leave in order to get the certificate. You must fill in all relevant information before you send the document to us for signing. We will fill in the name and date for the signature, as well as your mobility dates. You can have this only 7 days before your departure.</p>	<input type="checkbox"/>

14	<p><b>Final grades and transcript of records</b></p> <p>The lecturers will issue the final grades through the channels established by the university, and will proceed to process all final results.</p> <p>The transcripts will be emailed to the student and the coordinator at the sending institution no later than 5 weeks after the completion of the exchange. <a href="#">Description of grades</a></p>	<input type="checkbox"/>
15	<p><b>Respond to our exchange feedback survey</b></p> <p>Your feedback is crucial in helping us enhance the educational experience for current and future students: <a href="https://forms.office.com/e/JfJK9PQVee">https://forms.office.com/e/JfJK9PQVee</a></p>	<input type="checkbox"/>