

INTERNATIONAL EXCHANGE STUDENTS DOSSIER 2018-2019



FACULTAD DE TRADUCCIÓN E INTERPRETACIÓN
UNIVERSIDAD AUTÓNOMA DE BARCELONA

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1. GENERAL INFORMATION UAB / FACULTY OF TRANSLATION AND INTERPRETING

1.1 CONTACTS

Universitat Autònoma de Barcelona - E BARCELO02		Faculty of Translation and Interpreting	
International Relations Office Edifici Biblioteca de Comunicació i Hemeroteca General / Plaça Cívica E-08193 Bellaterra (Cerdanyola del Vallès) Barcelona Spain		Secretariat (Gestió Acadèmica) Edifici K Plaça del Coneixement E-08193 Bellaterra (Cerdanyola del Vallès) Barcelona Spain	
Contact people	Irene Villalta (Erasmus and UAB Exchange Programme)	Contact people	Rosa María Marín / Meritxell Font
Telf:	+ 34 93 581 8498	Telf:	+ 34 93 581 24 63
E-mail:	erasmus@uab.cat internacional.propi@uab.cat sicue@uab.cat	E-mail:	Intercanvis.fti@uab.cat

1.2 COORDINATORS OF THE FACULTY OF TRANSLATIONS AND INTERPRETING

Exchange Programme	Name	Students procedence	Contact information
Erasmus +	Roland Pearson	United Kingdom	Roland.Pearson@uab.cat Office: K-1006 / Tel: 93 581 3364
	Ramon Farres	Austria, Germany and Switzerland	Ramon.Farres@uab.cat Office: K-1001 / Tel: 93 581 3414
	Geoffrey Belligoi	Ireland, Iceland, Finland, Netherlands, Poland, Lithuania, Czech Republic, Rumania and Turkey	Geoff.Belligoi@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
	Jofre Pons i Casanovas	Portugal	Jofre.Pons@uab.cat Office: MRA-017 / Tel: 93 586 8902
UAB Exchange Programme	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 Office: K-2022 / Tel: 93 581 3399
	Geoff Belligoi	Australia and Singapore	Geoff.Belligoi@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
	Maria Carmen Espin	China y Taiwan	Carmen.Espin@uab.cat Office: MRA-017 / Tel: 93 586 8902
	Jofre Pons i Casanovas	Brazil	Jofre.Pons@uab.cat Office: MRA-017 / Tel: 93 586 8902
	Inna Kozlova	Russia	Inna.Kozlova@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

1.3 CALENDAR

First term (autumn-winter)

Arrival expected date: 3rd September 2018.

Welcome meeting: 6th September 2018.

Enrolment period: from 7th, 10th, 12th, 13th and 14th September 2018.

Classes of the undergraduate programmes begin on 17th September 2018. The classes of the master programme begin on the 25th September 2018.

Public and local holidays

11 st September:	National Day of Catalonia
24 th September:	La Mercè (Fests of Barcelona)
12 nd October:	Columbus Day
1 st November:	All Saints
6 th December:	Constitution Day
8 th December:	Inmaculate Conception
Christmas Holidays:	From 22 nd December 2018 to 6 th January 2019 (inclusive).

The first semester ends on 1st February 2019 (including final exams and revision).

Second semester (spring-summer)

Arrival expected date: 4th February 2019.

Welcome meeting (expected date): 4th February 2019.

Enrolment period (expected period): from 5th to 8th February 2019.

Classes begin for all students on 11st February 2019.

Public and local holidays:

Easter holidays:	From 13 th to 22 nd April 2018 (inclusive).
23 rd April:	FTI holiday
1 st May:	Labour Day
10 th May:	Whitsun
24 th June:	St. John's Day

The second semester ends on 6th July 2019 (including final exams and revision).

2. BEFORE YOUR ARRIVAL AT UAB

2.1 APPLICATION PROCEDURE FOR EXCHANGE STUDENTS

This is an on-line procedure and the corresponding application form can be accessed at <https://sia.uab.cat> during the following dates:

Exchange Programme	Periods
Erasmus and UAB Exchange Programme	Whole academic course / First semester: from 1/03/2018 to 15/05/2018 Second semester: from 01/10/2018 to 15/11/2018

PLEASE NOTE:

- Application forms can only be accessed during the dates given above. Applications by exchange students will only be accepted during these dates.
- On-line application forms are processed in strict accordance with the information given by sending institutions. This means that the only applications that will be considered are those for applicants who have been formally nominated by our partner universities and institutions.

Once all the application forms have been checked against the information sent by our partner universities, students will receive an e-mail confirming their admission as exchange students at the UAB and the information about their future stay at the UAB.

2.2 REGISTRATION OF SUBJECTS

Please check the information about the registration of the subjects:

First semester:

[Enrolment guidelines for incoming Exchange students 2018/2019](#)

Second semester:

[Enrolment guidelines for incoming Exchange students 2018/2019 second semester](#)

2.3 SPECIFICITIES FOR SOME SUBJECTS

- Yearly (Annual) classes. Exchange students that will stay in the UAB only in the first semester CAN NOT register annual subjects (except for the subjects “101283 Idioma català per a traductors i intèrprets 1” and “101284 Idioma castellà per a traductors i intèrprets 1” that have groups for just one semester).
- Spanish language classes for exchange students. This course is specifically designed for students studying Spanish as a foreign language. During the first week of class, exchange students must take a test to determine their Spanish level. If the result of the test is lower than B1 of MCER, Gestió Acadèmica will have to delete this subject from your enrolment.

- Students willing to enrol any of the subjects of language C of the first course (“Idioma C per a traductors i intèrprets 1 and/or 2”) must take into account that there are limited places available for exchange students in C-language subjects. Whether you can register for these will depend on availability at the time of enrolment. Priority is given to exchange students who are required to study this language as part of their undergraduate degree in their home university. If this is your case (you want to enrol C1 and C2 subjects), you will need to provide proof with all the documents you need to enrol in our faculty (a document written by your home university in which it explains that you must do this subject in our faculty because it is in your study plan in your home university). 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-enrol these subjects).
- Modules belonging to the Master of Traducció, Interpretació i Estudis Interculturals cannot be enrolled unless the student has the approval of the coordinator of the master.

3. ONCE YOU ARRIVE AT UAB

3.1 REGISTRATION IN THE INTERNATIONAL SUPPORT SERVICE

Once you have arrived at the UAB, you have to go to the **International Support Service (ISS)** in the Plaça Cívica to register your arrival at UAB. At the International Support Service you will find the following services:

- a. Information about the UAB.
- b. Information about accommodation.
- c. Practical information about life in Barcelona and its surrounding area (transport, student discounts etc.).
- d. Help solving your problems during your stay with us.
- e. Visas.

International Support Service contact details:

Campus de Bellaterra-Plaça Cívica

Tel. + 34 93 581 22 10

Fax + 34 93 586 80 25

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

Please bear in mind that before your enrolment in our faculty it is necessary to be registered as an international student in the International Support Service (ISS). You can do it from August the 27th, at the very least 90 minutes before your appointment in our faculty. The ISS service hours are:

- From August the 27th to August the 31st, from 9.30 am to 3 pm.
- From September the 3rd to September the 14th, from 8.30 am to 4.30 pm
- From September the 15th to September the 28th, from 9.30 am to 4.30 pm

As soon as possible, the ISS hours for the second semester will be published.

3.2 RESIDENCE LEGALIZATION PROCESS FOR EXCHANGE STUDENTS

- European students: you must process your NIE if your stay in the UAB is longer than three months. In order to process your NIE, you must go to the police offices with the arrival certificate issued by the International Support Service or with the copy of your enrolment (once you have registered in the Gestió Acadèmica).

- Non-european students: you must go to the International Support Service where you will find the assistance of the staff to do this process.

3.3 ENROLMENT IN THE FACULTY OF TRANSLATION AND INTERPRETING

First semester:

[Enrolment guidelines for incoming Exchange students 2018/2019](#)

Second semester:

[Enrolment guidelines for incoming Exchange students 2018/2019 second semester](#)

3.4 ARRIVAL STATEMENT

Your arrival certificate needs to be signed by your Faculty academic coordinator (see page 3). See your academic coordinator during his/her office hours. Alternatively you can leave your arrival certificate at Gestió Acadèmica, who will pass it on to the corresponding coordinator.

3.5 CHANGES TO THE ORIGINAL ENROLMENT (MODIFICACIÓN DE MATRÍCULA)

First semester:

[Enrolment guidelines for incoming Exchange students 2018/2019](#)

Second semester:

[Enrolment guidelines for incoming Exchange students 2018/2019 second semester](#)

3.6 ACCES TO THE E-MAIL OF THE UAB/VIRTUAL CAMPUS

The access to the Virtual Campus and to your e-mail account of the UAB is on the website of the UAB: www.uab.cat > Estudiants > Intranet i campus virtual

In order to connect, you have to introduce your NIU and your password (the same you introduced when you registered for the first time in the UAB). If you have forgotten your password, you can generate it again in the following website: sia.uab.cat > Gestió de paraules de pas.

3.7 LEARNING AGREEMENT

Academic coordinators check and sign student's learning agreements. Therefore, you must ask your academic coordinator to sign it. Afterwards, you have to make an appointment to come to the Gestió Acadèmica in order to get the document stamped.

3.8 EXTENDING THE STUDY ABROAD PERIOD

Any exchange student wishing to apply for an extension to their stay at the UAB should submit the corresponding form (that is on the following page) with a confirmation e-mail from their home university to the Faculty Gestió Acadèmica before December 1st 2018. Therefore, you must first inform your home university coordinator first and then Gestió Acadèmica - intercanvis.fti@uab.cat.

The UAB operates the following policy regarding requests by exchange students to extend their study period beyond that originally agreed by both institutions. To be considered there must be a currently unfilled place available according to the bilateral agreement with the exchange student's home university. If there is a place available, then the final decision is at the discretion of the corresponding academic Faculty Coordinator (currently, Roland Pearson), which will be based on the individual merits of each request.

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 STUDENTS

L'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
year

Signatura 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 extensión of the stay*

Signatura del coordinador/a.....Data.....

4. ONCE YOU FINISH YOUR STAY AT THE UAB

4.1 ATTENDANCE STATEMENT

Once your stay at UAB is about to finish, you have to ask your coordinator to fill your attendance statement. If you can't contact him/her, you can leave the document in Gestió Acadèmica who will pass it on to the corresponding coordinator.

UAB can sign this attendance statement the week before you leave (we can't sign it before that week).

4.2 TRANSCRIPT OF RECORDS

When the semester or the course has finished and student final marks recorded by the lecturer, the Faculty Administrative Office (Gestió Acadèmica) will send these directly to the student's home university.

These are sent at the end of March for students attending only 1st-semester classes and from July 20th onwards for students studying the entire academic year or the second semester.

GRADING SYSTEM

The UAB uses a 0-10 grade scale (10 being the highest mark). The following table gives equivalents for partner universities using a letter grade system:

Grade	UAB	Approx. Letter Grade
Matrícula d'Honor/Matrícula de honor	10	A+
Excel·lent/Sobresaliente	9-9.5	A-, B+
Notable	7-8.9	B, B-, C+
Aprovat/Aprobado	5-6.9	C-, D
Suspens/Suspenso	0-4.9	F
No avaluable / No evaluable	0	F