INFORMATION ABOUT PRE-ENROLMENT AND ENROLMENT FOR INCOMING EXCHANGE STUDENTS 2020/2021

The Faculty of Translation and Interpreting has organized the classes of the academic year 2020/2021 as follows:

- First year classes: face-to-face classes.
- Second and third-year classes: on-line classes except for some groups of the subject "101438 Initiation to interpreting" which have face-to-face classes. During three weeks of the semester the classes will be taught face-to-face. These three weeks are*:

    • From 26th to 30th October
    • From 30th November to 4th December
    • From 18th to 22nd January

    *This planning may change. Any change will be informed as soon as possible.

- Fourth-year classes: face-to-face classes.

Please take into account that not all home universities accept that students take only on-line classes in order to receive grants. Please, make sure that your home university agrees with your study plan in case you only take on-line classes.

PRE-ENROLMENT

From **13th to 26st July 2020** you need to log in the pre-enrolment application in order to select the subjects that you wish to attend in the Faculty of the Translation and Interpreting. (Subjects at other faculties on the campus must be pre-enrolled in September).

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

Please read the instructions for this application, which will guide you through the steps you need to follow in order to select your subjects.

[User guide](#)

Before selecting the subjects you are interested in, you will have to upload some documents:

- Passport or identification card

- Transcript of records of your current studies in your home university.

- It is optional (but highly recommended) to upload a certificate stating your level of Spanish and/or English (minimum B2 MCER) because these documents are compulsory if you want to attend any subject belonging to the Faculty of Economics and Business and to the Faculty of Political Sciences and Sociology.

    Please check the accepted certificates in the user guide of the pre-enrolment application:

    [User guide](#)

Once you have uploaded the documents required, Gestió Acadèmica will validate them and will give you access to select the subjects. Without the approval of the documents, you will not be able to select any subject.

When selecting the subjects that you wish to enrol in our faculty, you will find the following information for each subject:

- Timetable – Please note that all subjects have a timetable including those that will be taught on-line. At the beginning of the timetable for each subject, you will find written the word "ON-LINE" for those subjects that will be taught on-line. If the word "ON-LINE" does not appear, it means that the subject is taught face-to face. PLEASE BEAR IN MIND THAT THE TIMETABLES MAY CHANGE. PLEASE CHECK THEM TO FIND THE UPDATED INFORMATION ON:

  [Timetables](#)

- Syllabus - by clicking on the code of each subject.

If you need help in selecting the subjects that you wish to take, you can ask for advice by e-mailing your academic coordinator. The coordinators' contact information is available at the end of this document.

Once you have completed your selection, Gestió Acadèmica will validate it. If we detect that you have pre-enrolled in a subject that does not fit your academic profile, we will inform you by e-mail.

Important information about the subjects:

- There are two groups of the subject "101283 Idioma catalán para traductores e intérpretes":
  - Group 2 - FIRST SEMESTER
  - Group 3 - SECOND SEMESTER
  You must pre-enrol in the group corresponding to your exchange period.

- There are three groups of the subject "101284 Idioma castellano para traductores e intérpretes" according to the following indications:
  - Group 1 - ANNUAL (whole academic year)
  - Group 4 - FIRST SEMESTER
  - Group 7 - SECOND SEMESTER
  You must pre-enrol in the group corresponding to your exchange period.
  During the first weeks of the semester, you will have to take a placement test in which you will have to prove that your Spanish level is, at least, B1 of MCER. If you do not prove this level, Gestió Acadèmica will delete this subject from your enrolment.

- You may not pre-enrol in first-year C Language subjects ("Idioma C para traductores e intérpretes 1" and/or "Idioma C para traductores e intérpretes 2") except for Romanian, Modern Greek and Korean subjects.

- You may not pre-enrol in modules from the Master in Translation and Intercultural Studies unless you have obtained authorization from the Master's coordinator. In case you are interested in attending one or various modules from this master, you have to send an e-mail to intercanvis.fti@uab.cat in which you explain in which module/s you are interested. Once the coordinator has decided whether you can attend it/them or not, Gestió Acadèmica will inform you.

- A level of B2 Spanish according to the European Framework is required to follow subjects taught at this faculty.

  For the following subjects, a level of C1 in both Spanish and the B language (English, French and German) is necessary:

  o Theory of translation and interpreting

  o Direct translation subjects

  o Inverse translation subjects

  o Consecutive Interpretation subjects

  o Preparatory Techniques for Bilateral Interpretation subjects

  o Bilateral interpreting practice subjects

  o Literature A for translators (Spanish)

  o Oral expression A for interpreters (Spanish)

  o Specialized language (B) for translators and interpreters (English)

  o Foreign language and translation C3 (Chinese)

  o Foreign language and translation C4 (Chinese)

  o Foreign language and translation C5 (Chinese)

  o Foreign language and translation C6 (Chinese)

- In order to select the subjects that you are going to attend in the Faculty of Translation and Interpreting, it is highly important to read the contents of each subject (not only to know the issues that will be dealt in class but also to know which is the level of language required to follow each of them):

  Contents of the subjects

  www.uab.cat/traducciointerpretacio > Estudiar Otras informaciones > Guías del curso actual

- Any student can enrol the subjects "101518 Treball de Fi de Grau" or "103698 Treball de Fi de Grau".

ENROLMENT

Before the enrolment, you will have to attend an on-line meeting with the colleagues of the International Support Service. They will contact you to provide the details of this on-line meeting.

The staff of the Gestió Acadèmica will do the formal enrolment on **2ⁿᵈ**, **3ʳᵈ, and 4ᵗʰ September 2020 (students do not have to come to the Gestió Acadèmica to do any procedure)**. We will only enrol the subjects that you had pre-enrolled during July. You will receive an e-mail with the formal enrolment form.

Please take into account the list of the compulsory documents for the enrolment which you have to send to intercanvis.fti@uab.cat:

- Copy of your health insurance (it must cover the whole period in which you will be in the UAB as an Exchange student).
- If you wish to attend the subjects "Idioma C per a traductors intèrprets 1 and /or 2" (first-year courses) except for Romanian, Modern Greek and Korean, you will be required to provide a document issued by your home university stating that you need to attend these subjects because they are included in your home university's study plan.

PRE-ENROLMENT FOR SUBJECTS OFFERED BY OTHER FACULTIES ON THE CAMPUS AND CHANGES TO YOUR ENROLMENT

If you are interested in attending a subject taught at another faculty, please note that:

- You are required to pre-enrol in subjects offered by the following faculties: Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Arts and Humanities and Faculty of Psychology **from 21ˢᵗ to 27ᵗʰ September 2020** 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 by 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

- If you are interested in attending subjects offered by the Faculty of Communication, you have to fill the form that you will find in page 8 of these guidelines and send it to Intercanvis.comunicacio@uab.cat.

- If you are interested in attending subjects offered by any other faculty on the campus, you should ask them about the process you need to follow in order to enrol in any of their subjects. Please contact the faculty directly (list of faculties' contacts).

PERIOD TO CHANGE YOUR ENROLMENT: you can change your original enrolment **from 15th September to 8th October 2020** (in order to add or delete subjects from the Faculty of Translation and Interpreting or from any other faculty of the campus). You must fill and sign the change of enrolment form and send it by email to Intercanvis.fti@uab.cat:

- If you have been accepted to enrol in a subject offered by another of the faculties that work with the pre-enrolment application, you must send the change of enrolment form filled and signed and the document generated by the pre-enrolment application to Intercanvis.fti@uab.cat.

You can hand in a maximum of THREE change of enrolment forms.

CALENDAR	
Pre-enrolment	From 13th to 26th July 2020
Registration at the International Support Service	On-line meeting (you will receive the details of this on-line meeting).
Enrolment	2nd, 3rd and 4th September 2020 by the members of the Gestió Acadèmica **(students do not have to come).**
Pre-enrolment for subjects offered by other faculties	From 21st to 27th September 2020
Period during which you can modify your enrolment	From 15th September to 8th October 2020

LIST OF THE COORDINATORS OF THE FACULTY OF TRANSLATION AND INTERPRETING OF UAB

Exchange Programme	Name	Student's home country	Contact information
	Roland Pearson	General Coordinator (Erasmus and UAB Exchange Programme)	Roland.Pearson@uab.cat
Erasmus +	Roland Pearson	Ireland and UK	Roland.Pearson@uab.cat
	Ramon Farrés	Austria, Germany, Switzerland	Ramon.Farres@uab.cat
	Gabriel López	Iceland, Finland, Holland, Poland, Lithuania, Czech Republic, Romania , Turkey and North Macedonia	Gabriel.Lopez@uab.cat
	Miquel Edo	Italy	Miquel.Edo@uab.cat
	Joaquim Sala	France and Belgium	Joaquim.Sala@uab.cat
	Laura Berenguer	Portugal	Laura.Berenguer@uab.cat
UAB Exchange Programme	Roland Pearson	Canada and United States of America	Roland.Pearson@uab.cat
	Lourdes Aguilar	Mexico, Colombia and Chile	Lourdes.Aguilar@uab.cat
	Gabriel López	Australia and Singapore	Gabriel.Lopez@uab.cat
	Mihwa Jo	Korea	Mihwa.Jo@uab.cat
	Makiko Fukuda	Japan	Makiko.Fukuda@uab.cat

	Helena Casas	China and Taiwan	Helena.Casas@uab.cat
	Laura Berenguer	Brazil	Laura.Berenguer@uab.cat
	Inna Kozlova	Russia	Inna.Kozlova@uab.cat
	Anna Gil Bardají	Lebanon and Tunisia	Anna.Gil.Bardaji@uab.cat

UAB
Universitat Autònoma
de Barcelona

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	Si / Yes	No / No	Código de denegación / Rejection code

Espacio reservado al centro / Space reserved for *Gestió Acadèmica*

Solicitud de ampliación de asignaturas* / Add new subjects request *

Código / Code	Grupo / Group	Asignatura / Course name	Si / Yes	No / No	Código de denegación / Rejection code

Espacio reservado al centro / Space for *Gestió Acadèmica*

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.

Firma del estudiante / Student's signature	Fecha de entrada y registro / Date and registration

Bellaterra (Cerdanyola del Vallès),___d_____de_____

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.

	Firma del decano / Dean's signature
Bellaterra (Cerdanyola del Vallès), _____d_____de _____	
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.

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Facultat
de Ciències de la Comunicació

PROGRAMES INTERCANVI / EXCHANGE PROGRAMMES
ESTUDIANTS INTERNACIONALS /INCOMING STUDENTS

Apellidos (Surname):

Nombre (Name):

DNI/Passaporte (ID Card / Passaport 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 (Code)	Asignatura (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)