USER GUIDE

ADMISSION PROCEDURE FOR COURSES AT THE FOLLOWING FACULTIES:

FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY
FACULTY OF ECONOMICS AND BUSINESS STUDIES
FACULTY OF ARTS AND HUMANITIES
FACULTY OF PSYCHOLOGY
FACULTY OF TRANSLATION AND INTERPRETING

Exchange Programmes

UAB

Selection of courses from your own Faculty (Section A)



Selection of courses from other Faculties at UAB (Section B)



A. SELECTION OF COURSES FROM YOUR OWN FACULTY

If you are a student in one of the following Faculties:

FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY FACULTY OF ECONOMICS AND BUSINESS STUDIES FACULTY OF ARTS AND HUMANITIES FACULTY OF PSYCHOLOGY FACULTY OF TRANSLATION AND INTERPRETING

you should follow the instructions in this section (A) to select your courses. If you want to select courses from one of these Faculties other than your own, follow the instructions in <u>Section B</u>.

In either case, before you begin to select your courses you should make sure that the following steps have been completed:

- Application to the UAB (http://sia.uab.cat)
- Receiving the letter of acceptance for admission to the university from the Area for International Relations
 of the UAB.
- Receiving the e-mail from the Exchange Office of your Faculty giving information about the courses admission procedure.

ACCESSING THE APPLICATION:

At the link https://apps2.uab.cat/enrollment/ you will find the home page of the application. Start the session using your student number (NIU) and the password you obtained when you applied for entry to the UAB. You can also select a language.

UAB		Guia de l'Usuari
	Incoming (Català)	
	Usuari (NIU):	
	Contrasenya:	
	Tria Idioma: Español 💌	
	Accedir	

PERIODS FOR COURSES SELECTION:

Check the e-mail sent by the Exchange Office of your Faculty to find out the correct periods to complete each of the steps you need to take.

Outside these periods, the system will not allow you to make any selections. You will only be able to check your details and upload documents, starting when all students have already received their letter of acceptance.

So depending on which Faculty the courses are offered in, you will have different course selection periods.

STEPS TO TAKE:

You will need to take the following steps in accordance with the indicated periods:

- Step 1) Upload the required documents
- Step 2) Select the courses from your own Faculty
- Step 3) Print or download the document that is generated. If you want to take courses from other Faculties follow the steps described in Section B.

Step 1: Upload the required documents

Upload the required documents to the system (in **PDF** format and maximum **1Mb** for each document). Depending on your Faculty you could be exempt from doing this, but in that case you will be informed.

- Medical insurance cover for the whole time of your stay or the European Health Insurance Card
- Language level certificate (obligatory only when selecting subjects in the Faculty of Economics and Business Studies)

For courses in the Faculty of Economics and Business Studies you must have a minimum level of B2 of the Common European Framework of Reference for Languages (CEFR) in the <u>language in which the selected</u> <u>courses are taught</u>, which may be English, Catalan or Spanish. You do not need to provide a certificate for languages in which you have not selected any courses//Language accreditation is only required for selected courses. In the case of courses taught in Catalan, the faculty will also accept accreditation in Spanish because of the similarity between the two languages.

The language level can be accredited in <u>three possible ways</u>. However, depending on your language and country of origin you may be <u>exempt</u>. If you are, the system will inform you.

1. Official certificate (consult the table)

Type of certificate	Minimum level accepted
MECR	B2
TOEFL-IBT	87
TOEIC	1095
Cambridge: IELTS	5.5

Cambridge: General English Exams	FCE
Cambridge: BEC	BEC2: Vantage
Pearson Test of English: PTE General/ Académico	Nivel 3/ 59
BULATS	60
University of Michigan: MET	53/Competency
Oxford Test of English: OTE	111
TELC	B2
CET-4 (China)	425
British Council	APTIS B2
Trinity College	ISE II
DELE (Spanish)	B2
SIELE (Spanish)	B2
BULATS (Spanish)	60
TELC (Spanish)	TELC B2

- 2. Certificate issued by the language service of the home university indicating that the student has a minimum level of B2 or equivalent according to the above table.
- 3. Certificate issued by the home university indicating that the student is taking all their courses in the language in question or has at least passed 90 credits ECTS in that language.

Model screen for uploading documents

REQUIRED DOCUMENTS							
English language certificate	Navega	No s'ha seleccionat cap fitxer. Upload					
Spanish/ Catalan language certificate	Navega	No s'ha seleccionat cap fitxer. Upload					
Health Insurance or European Health card	Navega	No s'ha seleccionat cap fitxer. Upload					

Step 2: Selection of courses from your Faculty:

Once you have your appointment, the system will allow you to select your courses. Also remember that you can only select and register for courses with places vacant at the time you enter the application, even if you can find a slightly broader range available on the website.

See the courses that are taught in each of the languages (not all courses are taught in all languages).

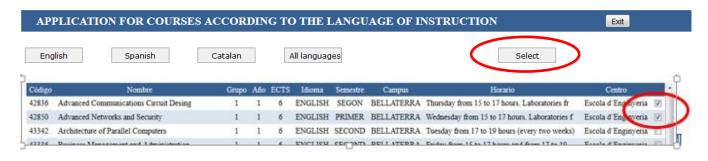


You can consult the syllabus for each course by selecting the course code, unless your Faculty has provided a different link.

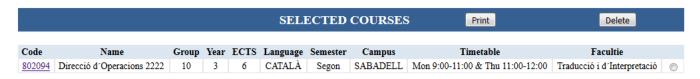
Select the courses according to the language and schedule you are interested in (there are different options for some of the courses) and tick the box in the selection column.

<u>Very important</u>: courses with the selection box marked in blue have no vacant places and you cannot select them.

Once you have selected all your courses click on "Select".



You will be able to see your selection in a table that will appear above. When this table appears it means that your courses have been confirmed. If you have selected a wrong course, you can tick it and click on "Delete".



Step 4: Print or download the document that is generated

Finally, click "Print" for the document confirming your courses, keep it duly signed in case it is requested at any time during your stay.

SELECTED COURSES

Print

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable
802094	Direcció d'Operacions 2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:00 & Thu 11:00-12:00

	AB at Autònoma arcelona				INTS INTER JLARI DE M	D'INTERCANVI / EXCHANGE PROGRAMMS INTERNACIONALS / INCOMING STUDENTS II DE MATRÍCULA / REGISTRATION FORM DE TRADUCCIÓ I D'INTERPRETACIÓ					
Surname, Na	ame:										
Passport or ID: NIA:											
E-mail address:									y Country:		
University N	ame:										
Academic Y	ear:										
SELECTED (COURSES F	acultat de	Tradu	cció i d	Interp	retació					
Code	Name		Group	Year	ECTS	Language	Semester	Campus	Tir	netabl	e
802094	Direcció d'Operacions	2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:0	o & Thu	11:00-12:00
COURSES F	ORM OTHER	RFACULT	IES								
Code	Name	Gro	up Year I	ECTS La	nguage	Semester C	ampus	Time	table		Facultie
										_	
Code	Group				Nar	me			Semester		ECTS
										_	
Student Signati	ure							Confirmation	on		
Date: 2017-06-1	e							Facultat	de Traducció terpretació		

Intercanvis

For further information about the general registration procedure, you can consult the Academic Guide that appears on the website of the Faculty you have been assigned.

B. SELECTION OF COURSES FROM OTHER FACULTIES

This application is only available for selecting courses taught at the following Faculties:

FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY
FACULTY OF ECONOMICS AND BUSINESS STUDIES
FACULTY OF AND ARTS AND HUMANITIES
FACULTY OF PSYCHOLOGY
FACULTY OF TRANSLATION AND INTERPRETING

Therefore, whether you have been accepted in one of these Faculties or in a different one, you should follow the instructions in this section (B).

If you do NOT want to take any of the courses in these Faculties you do not need this application. Find out from your Faculty how you should proceed.

ACCESSING THE APPLICATION:

At the link https://apps2.uab.cat/enrollment/ you will find the home page of the application. Start the session using your student number (NIU) and the password you obtained when you applied for entry to the UAB. You can also select a language.

UAB	Guia de l'Usuari
	Incoming (Català)
С	suari (NIU): ontrasenya: ria Idioma: Español •
	Accedir

PERIODS FOR COURSES SELECTION:

Your Faculty will have informed you of the specific period for selecting courses from other Faculties. This period will always be after your arrival at the UAB.

STEPS TO TAKE:

You will need to take the following steps in accordance with the indicated periods:

- Step 1) Upload the required documents
- Step 2) Select the courses
- Step 3) Print or download the document that is generated.

Step 1: Upload the required documents

Upload the required documents to the system (in PDF format and maximum 1Mb for each document).

- Medical insurance cover for the whole time of your stay or the European Health Insurance Card
- Language level certificate (obligatory only when selecting courses in the Faculty of Economics and Business Studies)

For courses in the Faculty of Economics and Business Studies you must have a minimum level of B2 of the Common European Framework of Reference for Languages (CEFR) in the <u>language in which the selected courses are taught</u>, which may be English, Catalan or Spanish. You do not need to provide a certificate for languages in which you have not selected any courses//Language accreditation is only required for selected courses. In the case of courses taught in Catalan, the faculty will also accept accreditation in Spanish because of the similarity between the two languages.

The language level can be accredited in <u>three possible ways</u>. However, depending on your language and country of origin you may be <u>exempt</u>. If you are, the system will inform you.

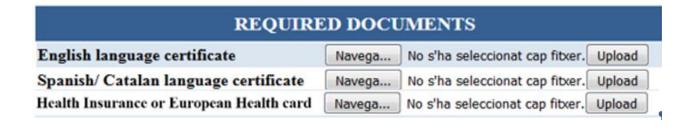
1. Official certificate (consult the table)

Type of certificate	Minimum level accepted
MECR	B2
TOEFL-IBT	87
TOEIC	1095
Cambridge: IELTS	5.5
Cambridge: General English Exams	FCE
Cambridge: BEC	BEC2: Vantage
Pearson Test of English: PTE General/ Académico	Nivel 3/ 59
BULATS	60

University of Michigan: MET	53/Competency
Oxford Test of English: OTE	111
TELC	B2
CET-4 (China)	425
British Council	APTIS B2
Trinity College	ISE II
DELE (Spanish)	B2
SIELE (Spanish)	B2
BULATS (Spanish)	60
TELC (Spanish)	TELC B2

- 2. Certificate issued by the language service of the home university indicating that the student has a minimum level of B2 or equivalent according to the above table.
- 3. Certificate issued by the home university indicating that the student is taking all their courses in the language in question or has at least passed 90 credits ECTS in that language.

Model screen for uploading documents



If you are a student in a Faculty which is not included in this application, the following box will also appear. If you are going to take courses at the Faculty of Economics and Business Studies (which require a language level certificate), you should select that faculty so that the certificate can be validated. If not, mark the option "No selected".

Indicates if you want to select subjects from any of the Faculties that require additional documentation.

○ No selected ● Economía i Empresa Once your documents have been validated, within the designated period the system will allow you to select your courses. Please bear in mind that from that time you will not be able to upload any additional documents or modify the existing ones.

Step 2: Selection of courses:

Remember that you can only select and register for courses with places vacant at the time you enter the application, even if you can find a slightly broader range available on the website.

See the courses that are taught in each of the languages (not all courses are taught in all languages).

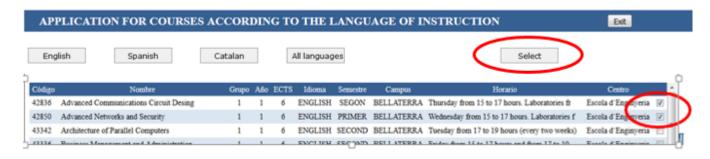


You can consult the syllabus for each course by selecting the course code, unless your Faculty has provided a different link.

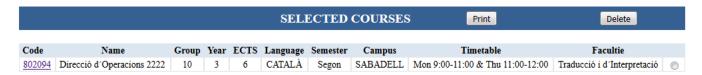
Select the courses according to the language and schedule you are interested in (there are different options for some of the courses) and tick the box in the selection column.

<u>Very important</u>: courses with the selection box marked in blue have no vacant places and you cannot select them.

Once you have selected all your courses click on "Select".



You will be able to see your selection in a table that will appear above. When this table appears it means that your courses have been confirmed. If you have selected a wrong course, you can tick it and click on "Delete".



Step 3: Print or download the document that is generated

Finally, click "Print" for the document confirming your courses.

	SELECTED COURSES Print									
Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable		
	Direcció d'Operacions 2222		3	6	CATALÀ	Segon	•	Mon 9:00-11:00 & Thu 11:00-12:00		
	•	•			•			it in to your Faculty. Until your m but you must be able to show		

this document to the lecturers. PROGRAMES D'INTERCANVI / EXCHANGE PROGRAMMS ESTUDIANTS INTERNACIONALS / INCOMING STUDENTS FORMULARI DE MATRÍCULA / REGISTRATION FORM Universitat Autònoma FACULTAT DE TRADUCCIÓ I D'INTERPRETACIÓ de Barcelona Surname, Name: Passport or ID: NIA: E-mail address: University Country: University Name: Academic Year: SELECTED COURSES Facultat de Traducció i d'Interpretació Group Year ECTS Language Campus Direcció d'Operacions 2222 Mon 9:00-11:00 & Thu 11:00-12:00 COURSES FORM OTHER FACULTIES Group Year ECTS Language Facultie Code Semester **ECTS** Group Name Student Signature Confirmation Facultat de Traducció i d'Interpretació Date: 2017-06-16 Intercanvis

Courses taught by Faculties which are not included in this application

If you want to take courses offered by Faculties which are not included in this application, you should note them down manually on the paper you printed out.

Any courses you add should be registered at the Academic Management Office within the period and procedure established by your Faculty. You can only register for courses which have places available.

For further information about the general registration procedure, you can consult the academic guide that appears on the website of your Faculty or contact the Exchange Office.