

Handbook for exchange students

Faculty of Economics and Business

Universitat Autònoma de Barcelona









Our Faculty: Short Facts

The Faculty of Economics and Business is a large faculty with more than 3000 full time students. It was established in 2009 as a result of the merger between the old Faculty of Economics and Business on the Bellaterra Campus (founded in 1968), and the old School of Business on the Sabadell Campus (founded in 1972), to offer the new degree courses according to the European Higher Education Area (EHEA).

The new Faculty of Economics and Business offers five university degrees, which represent the culmination of a path that has been constantly aware of the evolution in models of business organization, and the demand for human resources in the new production sectors.

- Business Administration and Management
- Economics
- Business Administration and Management and Law (double degree)
- Accountancy and Finance
- Business and Technology

The Faculty has taken a decisive step in opting for international projection. There are currently two degrees offered entirely in English (Economics, since 2014, and Business Administration and Management, since 2011) and almost all the Master's degree and a large number of subjects in the other degrees are also taught in English.

This facts, along with the growing numbers and also the increasing rigour with which visiting students are accepted, sets the Faculty apart in that respect.

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Application Procedures

Students selected at their home universities for an academic exchange stay at UAB, must fill in an online Application Form at the site https://sia.uab.es/, after the nomination of their home university. The UAB will send their decision within 2-3 weeks after the application period closing date. The accepted students will receive via e-mail an admission letter and a document with useful information for their future exchange stay at UAB.

Once the admission has been confirmed, students will receive another message from the **Faculty of Economics and Business** to start the online pre-enrolment process. Students should expect to receive this message approximately two weeks after the application deadline.

	UAB Exchange Programme		Erasmus+	
	Fall/ full year	Spring	Fall/ full year	Spring
Nominations	May 1st	November 1st	May 1st	November 1st
Applications	February 15st to May 15th	September 15st to November 15th	February 15st to May 15th	September 15st to November 15th
Course Selection *	Students are required to reserve place on our courses before coming through an online pre-enrolment process. For first semester and annual stays, the process normally starts by mid-June and by mid-December, for second semester stays.			
Enrolment *	You will receive your official enrolment form by e-mail, approximately the week before classes start.			

* For further information please, visit our website



Course Information

The Faculty of Economics and Business at UAB, offers a large selection of courses taught in English, Spanish and Catalan.

The access to courses will depend on the academic offer for the specific academic year, which is updated by mid-June every year. All courses are regular courses for our students.

For more information about courses offered please, see links on the table.

Language of Instruction	English, Spanish and Catalan. Please, check our language requirements on the following page.
Undergraduate courses (Bachelor level)	Information on the course catalogue is found in the following link.
Graduate courses (Master Level)	Master courses, are only offered if the bilateral agreement establishes it. In any case, attending master courses is not automatic and it needs the approval of the master coordinator. Please, check the process on the link.
Credit system	ECTS (European Credit Transfer System)
Academic structure	Bachelor Degree 4 years of study (8 semesters) with a total of 240 ECTS Double Bachelor Degree 6 years of study (12 semesters) with a total of 396 ECTS
Course Load	6 ECTS



Language Requirements

To get access to the courses offered at the Faculty of Economics and Business, according to the Common European Framework of Reference for Languages (CEFR), a minimum level of B2 will be required for the language of instruction of the chosen courses, that is, English, Spanish or Catalan.

No certificate will be required for that language in which no courses have been selected.

Regarding courses taught in Catalan, a Spanish certificate will also be accepted due to the similarity between both languages.

The required level can be stated by **three possible ways,** however, according to the native language and home country, the student could be **exempt**, they will be duly informed:

1. Official Certification

Accepted Test	Minimum Score
MECR	B2
TOEFL-IBT	87
TOEIC	1095
IELTS	5.5
TELC	B2
CET-4 (China)	425
PTE General/ Academic	Level 3/ 59
Cambridge English	FCE
British Council	APTIS B2
Trinity College	ISE II
DELE (Spanish)	B2
SIELE (Spanish)	B2

2. Certification issued by the Language Services at the home university, stating that the student has a minimum level of B2 or equivalent according to the previous table.

3. Certification issued by the home university that states the student is following studies taught entirely in the corresponding language or has passed 90 credits in that language, as a minimum.

* For further information please, visit our website



Enrolment Process I

This is a two-stage process consisting of an **initial online pre-registration phase** to be completed before arriving at the UAB in order to secure a place in the courses, followed by a second stage to complete the **official enrolment** process. The course selection should be made primarily from the **academic offer of our Faculty**, although the same application also allows including courses from other UAB faculties when necessary to complete the Learning Agreement.

Courses taken outside our Faculty **must not exceed 50%** of the total selected credits. Further information on the academic content or timetable of external courses, can be found on the respective faculty websites. However, all administrative procedures must be managed exclusively through our Faculty.

Key Academic Considerations

Timetable overlaps

As all Faculty curricula are accessible and many share common electives, **timetable coincidences** may occur. Careful course selection is therefore required to avoid overlaps, bearing in mind that **attendance is compulsory**.

Exam date overlaps

For the same reasons mentioned above, some courses may share the same exam date (mid-term or final). The exam calendar available through this **link must be consulted** to avoid selecting courses with coinciding exam days or times.

Return date

It is strongly recommended to check the exam calendar in advance, particularly for the winter term, to ensure that exam dates do not coincide with the start of the next term at the home university. The Faculty does not, under any circumstances, reschedule exams for this reason.

Exam rescheduling request

The Faculty maintains a strict policy in this regard and **exam dates cannot be rescheduled** for timetable or academic-planning reasons, and changes are only considered on grounds of force majeure.

Further information on the rescheduling process is available through this **link,** and the academic calendar can be consulted through this other **link**.

Course Syllabus Access

1. Note the **Study Plan** number and course code, found in this **link.**
2. The syllabus corresponding to each Study Plan number can be accessed through the second link located at the top of the document referenced in point 1.

Learning Agreement

Our Faculty does not require you to submit your learning agreement in advance. Although the admission letter may suggest otherwise, we follow a different procedure. If your home university requires it signed before your arrival, please wait until your courses are confirmed in the system. Otherwise, we recommend completing it once your courses are enrolled.



Enrolment Process II

Pre-registration: Platform Access, Requirements & Steps

To understand how the system works, the **user guide** available at this **link** must be read carefully. The system will not be accessible outside the established deadlines. Course selection must be done **exclusively from the courses displayed on the platform**; no other courses will be available, even if they appear elsewhere on any UAB website.

First step: Required documents

⚠ **Deadline: To be notified via email**

Login to the system at **https://apps2.uab.cat/enrollment/** and upload the **required documents** (see table on the right) within the **established deadline.** Course selection cannot proceed without prior verification of the submitted documentation.

Second step: Course Selection

⚠ **Deadline: To be notified via email**

Login to the system again: **https://apps2.uab.cat/enrollment/** to apply for courses. While the application period remains open, the selection can be modified as many times as needed. Courses have a limited number of seats and are assigned in order of application.

⚠ **Very important:** The maximum number of courses that can be selected per semester is **five (30 ECTS).** Applications exceeding this limit will not be accepted.

Required documents

- **Health Insurance**: Mandatory EHIC for Erasmus. Other non-Spanish programmes: a valid health insurance policy covering the full stay. Coverage details: **link1** - **link2**.
- **Language level certificate**: A minimum **B2 level** in the language of instruction is required to access courses. However, requirements may vary across UAB faculties. The system will indicate the specific level required for each case.
  - ✓ **The certificate is only required for the specific language of instruction of the courses that students intend to select (e.g., no Spanish or Catalan certificate is needed if only selecting courses in English).**
  - ✓ **Depending on native language or home university country, students may be exempt from the certificate. The system will indicate this when uploading documents.**

  Uploaded certificates **must match the intended courses** to avoid delays or rejections. Further information on certification: **link.**
- **Commitment document:** This document, which students receive by e-mail together with the information required to complete the pre-registration, must be completed, signed, and uploaded in the Additional Documents section.

Official enrolment

Once the online course pre-registration is completed, the Faculty will prepare the official enrolment, which students will need to complete at a later stage. One week before the start of the semester, students will receive detailed information about arrival and the necessary procedures. After enrolment, a **drop/add** period will be available during the first two weeks of classes. **Specific deadlines and instructions for this process will also be provided in due course.**



Assessment

The Faculty of Economics and Business offers a continuous assessment process within the academic year, which is duly established on the course syllabus by professors. This process does not prevent, in any case, a final exam. Hence, attendance is mandatory.

Exam period

As a general orientation, the exam period is normally fixed:

- **Fall semester**: From January to February
- **Spring semester**: From June to July

To know the exact date for a specific academic year, please, check our academic calendar.

Grading System

Grade	Equivalent to	Meaning
10	A+	Excellent (distinction with honor)
9 – 10	A	Excellent (distinction)
7 – 8.9	B	Outstanding
5 – 6.9	C	Pass
0 – 4.9	F	Fail
NA	Non-assessable: The student neither did the final exam nor presented the required homework.	

Transcript

When students have completed their stay with us, a Transcript of Records will be issued and sent to the home university (not to students), no later than 5 weeks after the assessment period has finished.

This transcript will not contain, in any case, courses not included in the student's registration, such as language courses. The Language Service of UAB will give students the suitable certificate. Students should ask them for it with enough time before their departure.



Student Services

Faculty services

- Social Science Library
- Study Areas
- Academic Management Service
- International Exchange Office
- Logistic Services and Information Point
- Computer and printing facilities
- Photocopy services

Faculty map

UAB services

- Accommodation
- Mobility and Transport
- Language Service
- Technical Service
- Shops
- Banks
- Post Office
- Bar and restaurants
- Health Services
- Disability and voluntarism

More information

