

# USER GUIDE

## ADMISSION PROCEDURE FOR COURSES AT THE FOLLOWING FACULTIES:

FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY  
FACULTY OF COMMUNICATION STUDIES  
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

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

FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY  
FACULTY OF COMMUNICATION STUDIES  
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 [Section B](#).

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

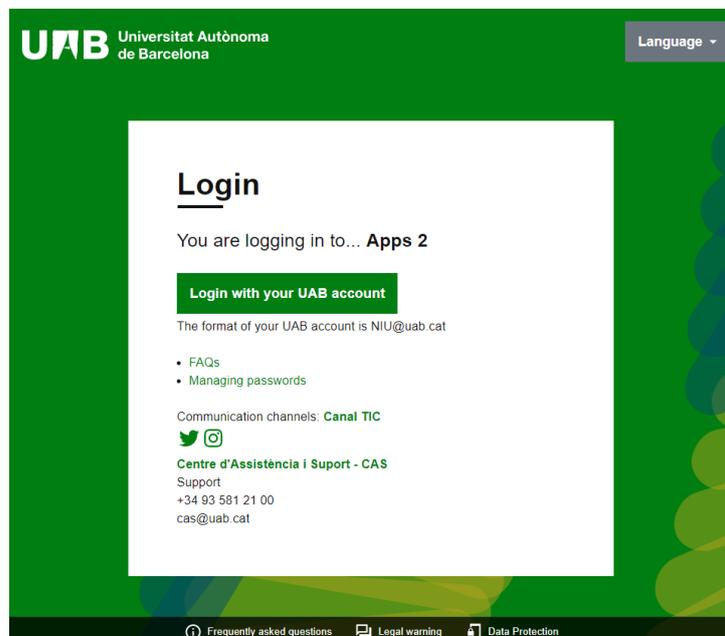
- Application to the UAB (<http://sia.uab.cat>)
- Receiving the letter of acceptance for admission to the university from the Area for International Relations of the UAB.
- Receiving the e-mail from the Exchange Office of your Faculty giving information about the courses admission procedure.

### 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) with the format [NIU@uab.cat](mailto:NIU@uab.cat) and the **password** you obtained when you applied to the UAB.

Afterwards, the system will ask you a **telephone number** and will send you an **access code** necessary to confirm your identification.

You can also select a language.



## 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 **language in which the selected courses are taught**, 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 three possible ways. However, depending on your language and country of origin you may be exempt. 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

- 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.
- 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).

**APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION** Exit

English

Spanish

Catalan

All languages

Select

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.

**Very important:** 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".

**APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION** Exit

English

Spanish

Catalan

All languages

Select

Código	Nombre	Grupo	Año	ECTS	Idioma	Semestre	Campus	Horario	Centro	
42836	Advanced Communications Circuit Desing	1	1	6	ENGLISH	SEGON	BELLATERRA	Thursday from 15 to 17 hours. Laboratories fr	Escola d'Enginyeria	<input checked="" type="checkbox"/>
42850	Advanced Networks and Security	1	1	6	ENGLISH	PRIMER	BELLATERRA	Wednesday from 15 to 17 hours. Laboratories f	Escola d'Enginyeria	<input checked="" type="checkbox"/>
43342	Architecture of Parallel Computers	1	1	6	ENGLISH	SECOND	BELLATERRA	Tuesday from 17 to 19 hours (every two weeks)	Escola d'Enginyeria	<input type="checkbox"/>
43326	Business Management and Administration	1	1	6	ENGLISH	SEC	BELLATERRA	Friday from 15 to 17 hours and from 17 to 19	Escola d'Enginyeria	<input type="checkbox"/>

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".

SELECTED COURSES											Print	Delete
Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable		Facultie		
<a href="#">802094</a>	Direcció d'Operacions 2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:00 & Thu 11:00-12:00		Traducció i d'Interpretació	<input type="radio"/>	

#### 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			
<a href="#">802094</a>	Direcció d'Operacions 2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:00 & Thu 11:00-12:00			

Surname, Name:	
Passport or ID:	NIA:
E-mail address:	University Country:
University Name:	
Academic Year:	

**SELECTED COURSES Facultat de Traducció i d'Interpretació**

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable
802084	Direcció d'Operacions 2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:00 & Tlu 11:00-12:00

**COURSES FROM OTHER FACULTIES**

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie

Code	Group	Name	Semester	ECTS

<p>Student Signature</p>          <p>Date: 2017-06-16</p>
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Confirmation
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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

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

FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY  
FACULTY OF COMMUNICATION STUDIES  
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).

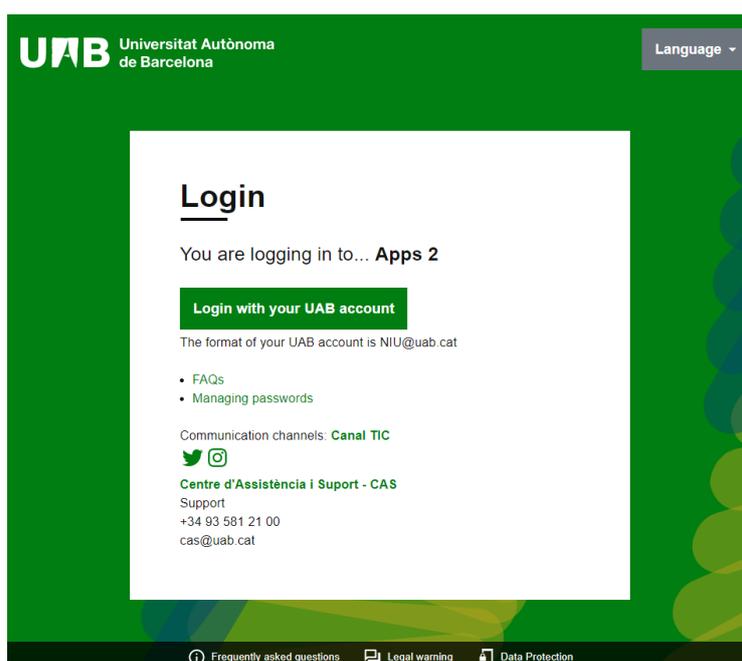
If you do NOT want to take any of the courses in these Faculties you do not need this application. Find out from your Faculty how you should proceed.

### 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) with the format [NIU@uab.cat](mailto:NIU@uab.cat) and the **password** you obtained when you applied to the UAB.

Afterwards, the system will ask you a **telephone number** and will send you an **access code** necessary to confirm your identification.

You can also select a language.



## 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 **language in which the selected courses are taught**, 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 three possible ways.** However, depending on your language and country of origin you may be **exempt**. 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		
<b>English language certificate</b>	<input type="button" value="Navega..."/>	No s'ha seleccionat cap fitxer. <input type="button" value="Upload"/>
<b>Spanish/ Catalan language certificate</b>	<input type="button" value="Navega..."/>	No s'ha seleccionat cap fitxer. <input type="button" value="Upload"/>
<b>Health Insurance or European Health card</b>	<input type="button" value="Navega..."/>	No s'ha seleccionat cap fitxer. <input type="button" value="Upload"/>

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).

**APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION** Exit

EnglishSpanishCatalanAll languagesSelect

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.

**Very important:** 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".

**APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION** Exit

EnglishSpanishCatalanAll languagesSelect

Código	Nombre	Grupo	Año	ECTS	Idioma	Semestre	Campus	Horario	Centro	
42836	Advanced Communications Circuit Desing	1	1	6	ENGLISH	SEGON	BELLATERRA	Thursday from 15 to 17 hours. Laboratories fr	Escola d'Enginyeria	<input type="checkbox"/>
42850	Advanced Networks and Security	1	1	6	ENGLISH	PRIMER	BELLATERRA	Wednesday from 15 to 17 hours. Laboratories f	Escola d'Enginyeria	<input checked="" type="checkbox"/>
43342	Architecture of Parallel Computers	1	1	6	ENGLISH	SECOND	BELLATERRA	Tuesday from 17 to 19 hours (every two weeks)	Escola d'Enginyeria	<input type="checkbox"/>
43376	Business Management and Administration	1	1	6	ENGLISH	SEGOND	BELLATERRA	Friday from 15 to 17 hours and from 17 to 19	Escola d'Enginyeria	<input type="checkbox"/>

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".

**SELECTED COURSES** Print Delete

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie
<a href="#">802094</a>	Direcció d'Operacions 2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:00 & Thu 11:00-12:00	Traducció i d'Interpretació

## 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
<a href="#">802094</a>	Direcció d'Operacions 2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:00 & Thu 11:00-12:00

To continue with your official registration, you must sign this document and hand it in to your Faculty. Until your Faculty has registered your courses, you will be provisionally allowed to attend them but you must be able to show this document to the lecturers.

 <b>UAB</b> Universitat Autònoma de Barcelona	PROGRAMES D'INTERCANVI / EXCHANGE PROGRAMMS
	ESTUDIANTS INTERNACIONALS / INCOMING STUDENTS
	FORMULARI DE MATRÍCULA / REGISTRATION FORM
	<b>FACULTAT DE TRADUCCIÓ I D'INTERPRETACIÓ</b>

Surname, Name:	
Passport or ID:	NIA:
E-mail address:	University Country:
University Name:	
Academic Year:	

**SELECTED COURSES Facultat de Traducció i d'Interpretació**

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable
802084	Direcció d'Operacions 2222	10	3	6	CATALÀ	Segon	SABADELL	Mon 9:00-11:00 & Thu 11:00-12:00

**COURSES FROM OTHER FACULTIES**

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie

Code	Group	Name	Semester	ECTS

Student Signature          Date: 2017-06-16
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Confirmation
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**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.