

USER GUIDE

ADMISSION PROCESS

FOR COURSES

AT THE FOLLOWING CENTERS:

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

**Universitat Autònoma
de Barcelona**

OPTION 2. SELECTION OF COURSES FROM OTHER FACULTIES

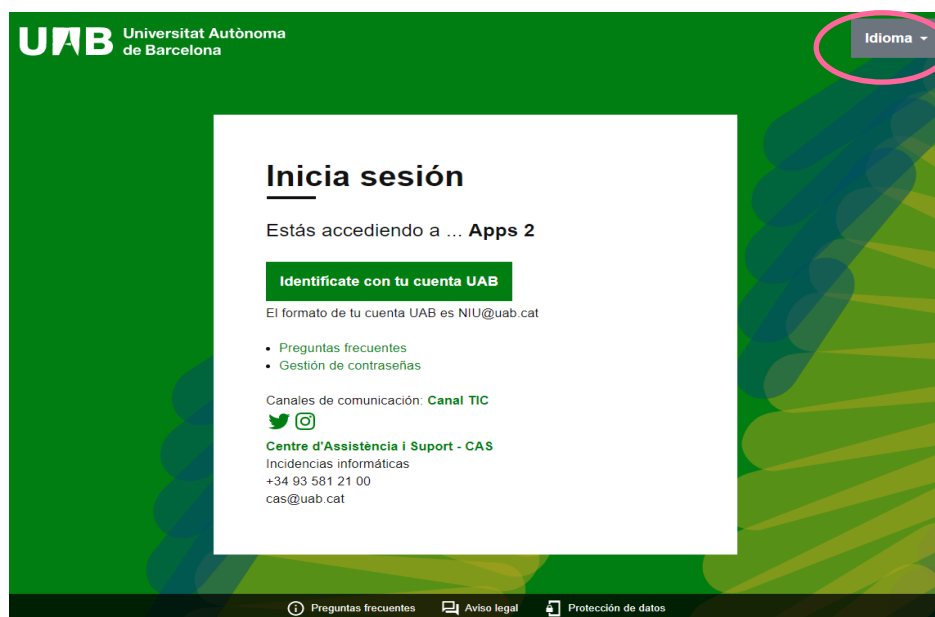
This application is only available for selecting subjects taught by the faculties of:

- [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](#)

If you do not wish to take any subjects from these centers, there is no need for you to access this application. Your center will provide guidance on how to proceed.

ACCESSING THE APPLICATION

1. Visit <https://apps2.uab.cat/enrollment/>, and log in using your student number (NIU) in the format NIU@uab.cat and the password you received when applying for admission to UAB. If you've forgotten your password, you can generate a new one on the [UAB password management page](#).
2. It will ask for a phone number where it will send an access code that you'll need to provide to complete your identification.
3. You can also select your preferred language.



SYSTEM CONECTION PERIODS

There will be a limited connection period that your center will have informed you about. In any case, you will not be authorized to make any selections until you have arrived at the UAB.

STEPS TO FOLLOW

You must follow the following steps according to the periods that have been indicated to you:

1. Upload the required documents.
2. Select subjects.
3. Print or download the generated document.
4. Send the downloaded document to your host faculty at UAB so they can enroll you in the subjects

1. Upload of the required documents

Upload the documentation required by your center to the system within the specified deadline, as you can see on the following screen. The format must be PDF, and each document should not exceed 1MB.

Once your documents have been validated, you can proceed with the subject selection. From this moment on, there will be no possibility to upload any new documents or modify existing ones.

To take subjects in the **Faculty of Political Sciences and Sociology you must have a minimum level of B2 in the language in which the courses are taught (English and or Spanish).** No Catalan certificate is required to take subjects in Catalan, but a good level of Spanish is recommended.

The language level can be accredited in different ways (note that, 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 home university indicating that the student has a minimum level of B2 or equivalent according to the above table.

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

Once the documents have been attached, the exchange office will proceed to validate them.

The next step will be the selection of the subjects, according to the certificates.

2. Selection of courses

Keep in mind that you can only choose and enrol in subjects that have available slots at the time you connect, regardless of the offerings published on the website.

Select the courses according to the language you are interested in (not all subjects are taught in all languages).

APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION					Exit
English	Spanish	Catalan	All languages	Select	



If English or Spanish taught subjects are selected without having a validated B2 certificate, or if the number of subjects that the program allows in each language is exceeded (see conditions), **the selection will be erased and the spots will be released.**

Remember that you must enroll in at least 50% of the total credits in your host faculty.

You can consult the program for each subject by selecting the subject code, unless your center has provided a different link.

Choose subjects based on the language and schedule that interest you (some cases may show different options) and check the corresponding box in the selection column.

Subjects that do not have available slots cannot be selected (the selection box is not displayed. If you try to select it, a message indicating the group is full will appear). Once you have all your subjects selected, click the "Select" button."

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 checked="" 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"/>

Your selection will be displayed in a table that will appear above, indicating that your admission to the subjects has been confirmed. In case of an error, you can mark the subject and click 'Delete'.

SELECTED COURSES Print Delete

Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultie
802094	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="checkbox"/>

3. Print or download the document that is generated

Finally, click the "Print" button to obtain the document confirming your subjects, which you should save in case it is required 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

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PROGRAMES D'INTERCANVI / EXCHANGE PROGRAMES
ESTUDIANTS INTERNACIONALS / INCOMING STUDENTS
FORMULARI DE MATRICULA / REGISTRATION FORM

Facultat d'Economia i Empresa

Coñoms, Nom:

Passaport o document d'identitat: NIA:

Correu Electrònic: País Universitat:

Nom Universitat:

Any Acadèmic: 2016/2017

ASSIGNATURES SELECCIONADES Facultat d'Economia i Empresa


Codi	Nom	Grup	Any	ECTS	Idioma	Semestre	Campus	Horari
102352	Marketing II	2	3	6	CASTELLANO	Segon	BELLATERRA	Wed 9:00-11:00 & Fri 11:00-12:00
102326	Política de Creixement de la Empresa	1	4	6	CASTELLANO	Segon	BELLATERRA	Wed 12:00-14:00 & Fri 14:00-15:00
102284	Microeconomia I	51	2	6	CASTELLANO	Segon	BELLATERRA	Wed 16:30-18:30 & Fri 14:30-16:30

ASSIGNATURES D'ALTRES FACULTATS

Codi	Nom	Grup	Any	ECTS	Idioma	Semestre	Campus	Horari

Signatura de l'alumne

Confirmació


 Universitat Autònoma de Barcelona
 Campus de Bellaterra
 Facultat d'Economia i Empresa
 Oficina d'Intercanvi
 (Students Exchange Office)

Data: 2017-03-17 25

This is just the pre-enrollment proof.

Don't forget to hand this document in your host exchange office (UAB) and ask them to officially enroll you in the selected subjects.