

Incoming Exchange Students Information Dossier



FACULTY OF ARTS AND HUMANITIES
Facultat de Filosofia i Lletres
UNIVERSITAT AUTÒNOMA DE BARCELONA



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1. Main Contact information

Institutional Identification

Full name of the institution	Universitat Autònoma de Barcelona
ERASMUS Code	E BARCELO 02
Address	Oficina de Relacions Internacionals
	Edifici A -Rectorat
	E- 08193 - Bellaterra (Barcelona) SPAIN

Exchange Office at FACULTY OF ARTS AND HUMANITIES

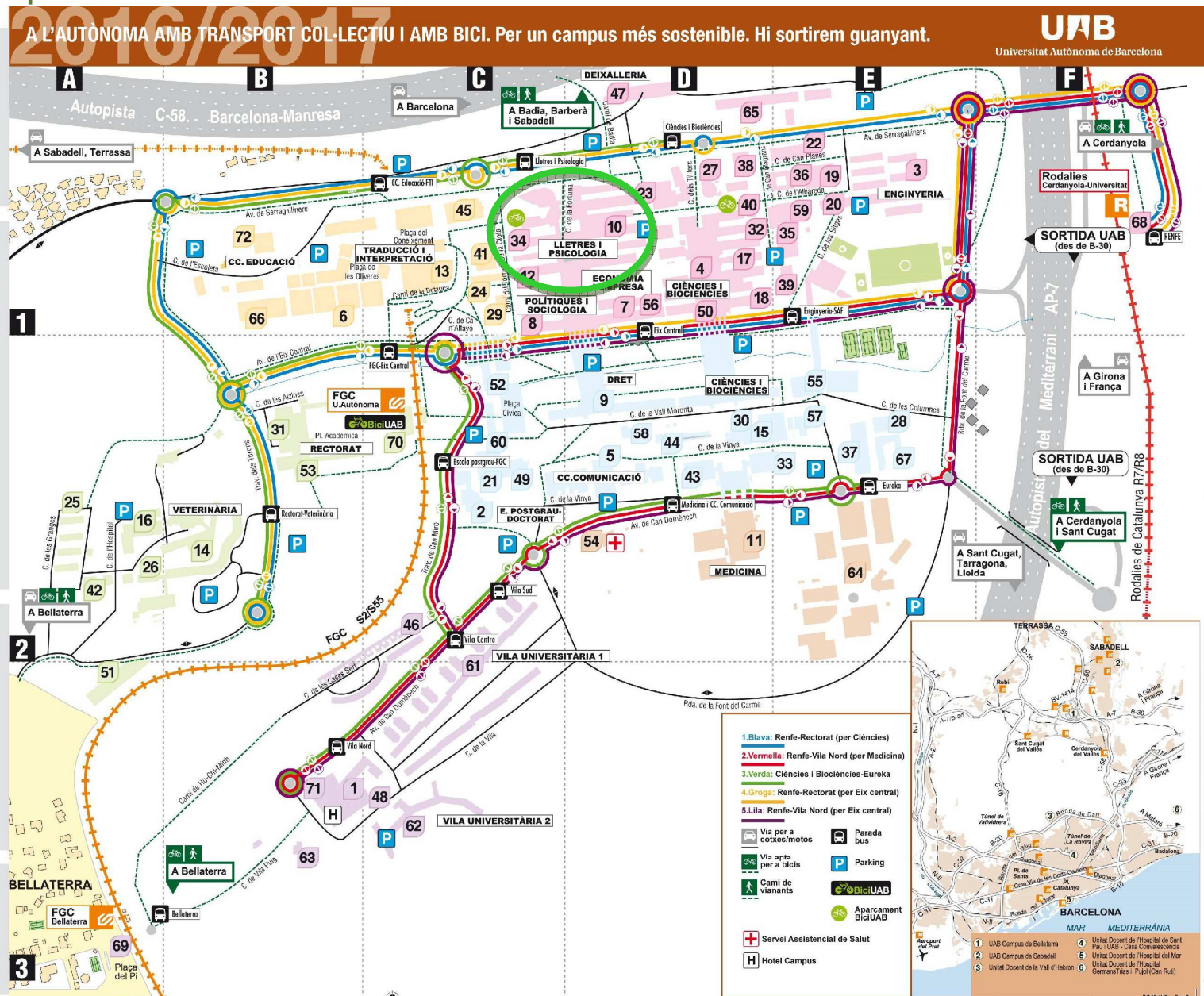
(Facultat de Filosofia i Lletres)

Name and position of the person responsible for Exchange at the faculty	Susagna Tubau Faculty's Exchange Coordinator
	Paqui Prieto Exchange Officer
Address	Gestió Acadèmica - Oficina d'Intercanvis
	Facultat de Filosofia i Lletres Campus Universitari de Bellaterra
	08193 Bellaterra Cerdanyola del Vallès
E-mail	intercanvis.lletres@uab.cat

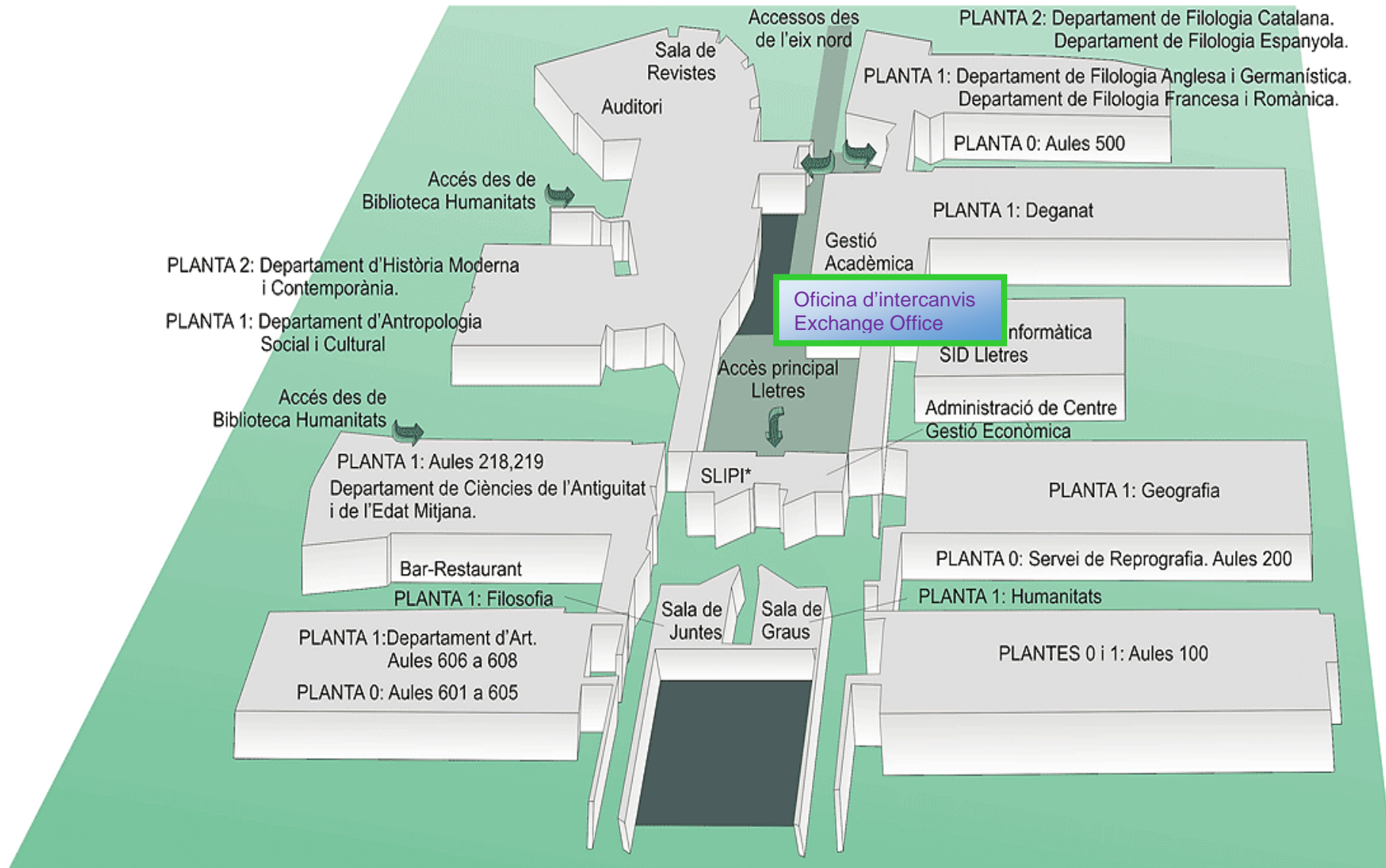
2. Maps

2.1. UAB Campus Map

- ESCOLES I FACULTATS**
- 1 (B3) Edifici Blanc
Escola de Preveïció i de Seguretat Integral
Escola Superior d'Arquitectura i Gestió de Documents
Escola Universitària de Turisme i Direcció Hoteleria
 - 2 (C2) Escola de Postgrau - Escola de Doctorat
 - 3 (E1) Escola d'Enginyeria
 - 4 (D1) Facultat de Ciències i Biociències
 - 5 (D2) Facultat de Ciències de la Comunicació
 - 6 (B1) Facultat de Ciències de l'Educació
 - 7 (D1) Facultat d'Economia i Empresa
 - 8 (C1) Facultat de Ciències Polítiques i Sociologia
 - 9 (D2) Facultat de Dret
 - 10 (D1) Facultat de Filosofia i Lletres
 - 11 (D2) Facultat de Medicina
 - 12 (C1) Facultat de Psicologia
 - 13 (C1) Facultat de Traducció i Interpretació
 - 14 (B2) Facultat de Veterinària
- INSTITUTS I CENTRES DE RECERCA**
- 15 (D2) C. de Biologia Animal i de Teràpia Gènica (CBATEG)
 - 16 (A2) C. de Recerca en Sanitat Animal (CRESA)
 - 17 (D1) C. de Recerca Ecològica i d'Aplicacions Forestals (CREAF)
 - 18 (D1) C. de Recerca Matemàtica (CRM)
 - 19 (E1) C. de Màquines i Computadors (CMC)
 - 20 (E1) C. d'Accessibilitat i Intel·ligència Ambiental de Catalunya (CAIAC)
 - 21 (C2) C. d'Estudis Olímpics i de l'Esport (CESE)
 - 22 (E1) C. en nanociència i nanotecnologia CIN2 (ICN-CSIC)
 - 23 (D1) Centre Nacional de Microelectrònica (CNM)
 - 24 (C1) Edifici E
C. de Documentació Europea
C. d'Estadística Demogràfica
C. d'Estudis Internacionals i Interculturals
Institut Universitari d'Estudis Europeus
 - 25 (A2) Granges i camps experimentals
 - 26 (A2) Hospital Clínic Veterinari de la UAB (HCV)
 - 27 (D1) Institut de Ciència de Materials de Barcelona (ICMAB)
 - 28 (E2) Institut de Ciència i Tecnologia Ambiental
Institut Català de Paleontologia (ICTA-ICP)
 - 29 (C1) Institut d'Anàlisi Econòmica (IAE)
 - 30 (D2) Institut de Biociència i de Biomedicina (IBB)
 - 31 (B2) Institut de Ciències de l'Educació (ICE)
 - 32 (D1) Institut de Física d'Altes Energies (IFAE)
 - 33 (E2) Institut de Neurociències (ING)
 - 34 (C1) Institut d'Estudis Medievals (IEM)
 - 35 (E1) Institut d'Estudis Espacials de Catalunya (IEEC)
 - 36 (E1) Institut d'Investigació en Intel·ligència Artificial (IIIA)
 - 37 (E2) C. de Recerca en Agrobiologia (CRAA)
 - 38 (D1) MATSAS 2000A i 2000B
 - 39 (E1) Mòdul CM2 (ICN-CSIC)
 - 40 (D1) Mòdul CM7 (ICN-CSIC)
 - 41 (C1) Mòdul de Recerca A
I. d'Estudis Regionals i Metropolitans (IERMR)
Institut de Govern i Polítiques Públiques (IGOP)
 - 42 (A2) Planta de Tecnologia dels Aliments
43 (D2) Unitat Tècnica de Protecció Radiològica (UTPR)
- SERVEIS I EQUIPAMENTS**
- 44 (D2) Auditori Central
 - 45 (C1) Biblioteca d'Humanitats
 - 46 (C2) Cases Sert
 - 47 (D1) Deixalleria del Campus
 - 48 (C3) Fundació UAB (FUAB)
 - 49 (C2) Homericà
 - 50 (D1) Oficina de Correu
 - 51 (A3) Parc mòbil
 - 52 (C2) Plaça Cívica-Edifici l'Agua
Estudiants
Punt d'Informació
Sala de cinema i teatre
Fundació Autònoma Solidària (FAS)
International Welcome Point (IWP)
 - 53 (B3) Restaura. Consell Social. Garbancs.
 - 54 (D2) Servei Assistencial de Salut
 - 55 (E2) Servei d'Activitat Física (SAF)
 - 56 (D1) Servei d'Anàlisi Arqueològiques
 - 57 (E2) Servei d'Estabulari
 - 58 (D2) Servei de Lingüístics
 - 59 (E1) Servei d'Informàtica
 - 60 (C2) Treball Campus
 - 61 (C3) Via Universitària
 - 62 (C3) Via Universitària II
- ALTRES**
- 63 (B3) Fundació Alumni i Amics de la UAB
 - 64 (E2) Applus
 - 65 (D1) Bombers de la Generalitat de Catalunya
 - 66 (B1) CSF Bellaterra
 - 67 (E2) Parc de Recerca UAB - Edifici Eureka I
 - 68 (F1) Estació de Renfe. Cardanyola-Universitat
 - 69 (A3) Estació d'FGC. Bellaterra
 - 70 (C2) Estació d'FGC. Universitat Autònoma.
 - 71 (B3) Hotel Campus
 - 72 (B1) Institut de Sabadell "Pere Calders"



2.2. Faculty map



*Servei Logístic i Punt d'Informació

3. Before your arrival to UAB

3.1. Academic Offer

Before choosing courses is necessary to check our course offer.

Please check the list you have receive along with this Dossier. There you will find the available courses for exchange students in our faculty.

On this list you will see the code and name of the course, its available groups, ETCS credits, language, period, timetable, available seats and restrictions, if it has.

Master's courses are not available without the authorization of the master's coordinator. He/She must send us an email giving you permission to assist the course you want. We will need your information, the course name and code.

If your stay is only for one semester, first (fall) or second (spring), you can only apply for courses during your semester of stay. If you are an annual stay, you can apply for first (fall) semester, second semester and annual courses, in February you will apply for subjects of the second (spring) semester if you want.

You should check the **language, credits, timetable and group** of each course. Notice that one course can have more than one group, thus, it is necessary to choose the right group, which could set your timetable and the professor who will evaluate you.

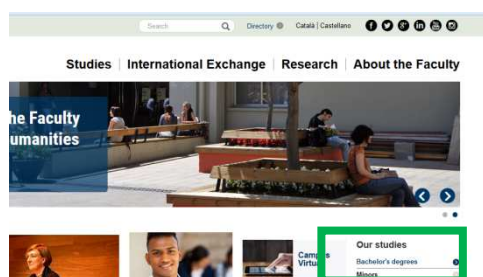
You must take into account that **you can only choose and enrol courses from that list**. They are the only courses available for international exchange students; despite you can find a slightly higher course offer on other sections of our website. You can do courses from other faculties but **will not be registered until September**.

3.2. Contents of courses

Check our [website](#) in order to find information about our courses:

1. Go to ***Our Studies, Bachelor degrees***

select one kind of study:



ies > Bachelor's degrees > Bachelor's degrees > All bachelor's degrees

All bachelor's degrees

Degree	Pre-enrolment code	Places
Archaeology	21007	80 places
Art History	21039	80 places
Catalan and Classics	21076	20 places
Catalan and Spanish	21077	30 places
Catalan Language and Literature	21031	40 places
Classics	21029	40 places
English and Catalan	21072	30 places

and

The contents of subjects or Study Plan, appear under the label "Study Plan", submenu "Study guides" (only available in Catalan language).

Universitat Autònoma de Barcelona > Study Abroad > Undergraduate > Undergraduate offer > Arts and Humanities > Bachelor's Degree in English and French Studies (Study guides)

Bachelor's Degree in English and French Studies

General information | Admission | **Study plan** | Mobility | Professional training | Degree in figures

Study plan structure | **Study guides** | Skills | Bachelor's Degree Final Project

Study guides

The information currently available corresponds to the subjects offered during the 2016/17 academic year. If you wish to consult the information included in a study guide not found on the list, please visit the [Dipòsit Digital de Documents](#).

If you have any doubt about the course content or level, please contact the corresponding lecturer or [Departmental Exchange Coordinator](#).

You can check the classrooms of the subjects, in September, **here** (Aularios section)

3.3. Applying for courses (online reservation)

You can select the subjects that you want from 17th June to 08th July 2021. Log in the system writing your student number (NIU) and password that you got when you made your application form for access to the UAB. If you do not remember them, please go to sia.uab.cat, select English version, look for Services and enter to "Password Management".

You don't need to attach your ident. Within the established period, the system will allow you to choose courses. **Keep in mind** that you can only choose and enrol courses that have available places when logging, despite our course offer could be slightly higher on our website.

Choose the language of instruction (not all courses are taught in all languages). Choose courses according to the language and timetable you are interested in (sometimes different choices are shown) and tick on the corresponding check box.

APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION										Exit
English		Spanish		Catalan		All languages		Select		
Code	Name	Group	Year	ECTS	Language	Semester	Campus	Timetable	Facultat	
100199	Adquisició de la llengua anglesa	1	3/4	6	ENGLISH	SEGON	801	Tue & Thu 10:00-11:30	Filosofia i Lletres	<input type="checkbox"/>
100196	Adquisició del llenguatge	1	3/4	6	CATALÀ	PRIMER	OTHERS	Tue & Thu 10:00-11:30	Filosofia i Lletres	<input type="checkbox"/>
101249	Anàlisi antropològic del món contemporani	1	3	6	CASTELLANO	SEGON	821	Tue 08:30-11:30	Filosofia i Lletres	<input type="checkbox"/>
100717	Anàlisi dels artefactes	1	3	6	CAT / CAST	SEGON	811	Tue & Thu 11:30-13:00	Filosofia i Lletres	<input type="checkbox"/>
100717	Anàlisi dels artefactes	2	3	6	CAT / CAST	SEGON	811	Tue & Thu 13:00-14:30	Filosofia i Lletres	<input type="checkbox"/>
100717	Anàlisi dels artefactes	3	3	6	CAT / CAST	SEGON	811	Tue & Thu 15:00-16:30	Filosofia i Lletres	<input type="checkbox"/>
101623	Anàlisi Espacial i Models	1	3	6	CATALÀ	SEGON	824	Mon & Wed 08:30-10:00	Filosofia i Lletres	<input type="checkbox"/>
101623	Anàlisi Espacial i Models	70	3	6	CATALÀ	SEGON	826	VIRTUAL	Filosofia i Lletres	<input type="checkbox"/>
100716	Anàlisi i estudi dels materials arqueològics	1	3	6	CATALÀ	PRIMER	811	Mon & Wed 16:30-18:00	Filosofia i Lletres	<input type="checkbox"/>
103360	Anàlisi lingüística de documents orals i escrits en llengua francesa	1	3/4	6	Francès	SEGON	988	Mon & Wed 11:30-13:00	Filosofia i Lletres	<input type="checkbox"/>
100662	Anàlisi musical	1	2	6	CAT / CAST	SEGON	809	Tue & Thu 11:30-13:00	Filosofia i Lletres	<input type="checkbox"/>

Very important, there will not be available places for those courses that show their check box in blue colour. Hence, they will not be eligible.

Once you have chosen all your courses, click the select button, your selection will be shown on a different table that will appear above, which means that the admission to your courses has been confirmed. If you have selected a wrong course, you can tick it and click on "delete".

We recommend you to check the User Guide available at the system to see further instructions and explanations about the selection of courses process.

3.4. Learning Agreement (LA)

After your courses application, we will send you your enrolment by e-mail (early August). Depending on your exchange programme and your university you will have (or not) a Learning Agreement (LA) which should be signed by one of our Exchange Coordinators in September.

You can contact your exchange coordinator to make an appointment after your enrolment in September. It is recommend that, along with your LA pending for signature, you also bring your official enrolment document that you will receive at you UAB email.

You are responsible for your LA. Exchange Office will not have a copy duly signed by both universities and Exchange Coordinators are the only ones authorize to sign it.

Erasmus+ Programme: If you university requires the signature of your LA before coming to UAB, please contact us at intercanvis.lletres@uab.cat, and we will manage a provisional signature.

3.5. Courses from other faculties

Bear in mind that at least **50% of your credits must belong to the faculty you have been accepted, in our case**, Facultat de Filosofia i Lletres. The rest of your credits can be done at other faculties of UAB.

In order to get information about their courses you should check the other faculties' website or contact them directly.

Center (click to go to their website)	Exchange Office Contact	Pre-admission for their courses
Facultad de Ciencias Políticas y de Sociología	intercanvis.politiques@uab.cat	From 20 th to 26 th September (online reservation)
Facultad de Economía y Empresa	intercanvis.fee@uab.cat	
Facultad de Psicología	intercanvis.psicologia@uab.cat	
Facultad de Traducción e Interpretación	intercanvis.fti@uab.cat	
Facultad de Ciencias de la Comunicación	intercanvis.comunicacio@uab.cat	In person at their Exchange Office. Contact them or check their website to know the period established.
Facultad de Biociencias	intercanvis.biociencias@uab.cat	<p style="text-align: center;">Without reservation. Contact them or check their website to know their procedure</p>
Facultad de Ciencias	intercanvis.ciencias@uab.cat	
Facultad de Ciencias de la Educación	intercanvis.educacio@uab.cat	
Escuela de Ingeniería	intercanvis.enginyeria@uab.cat	
Facultad de Ciencias de la Comunicación	intercanvis.comunicacio@uab.cat	
Facultad de Derecho	intercanvis.dret@uab.cat	
Facultad de Medicina	intercanvis.medicina@uab.cat	
Facultad de Veterinaria	intercanvis.veterinaria@uab.cat	

We cannot reserve online places (unlike our courses) nor guarantee the access to the courses from other faculties. Hence, we will not be able to know if there are available places until after your arrival.

3.6. Language Courses at Servei de Llengües

Our Language Service offers Catalan (free) and Spanish (paying) courses for exchange students. These courses will not be included in your enrolment at the faculty. However, but you if your university approves it, it can be added in your Learning Agreement. For further information, please contact s.llengues@uab.cat or check [their website](#).

4. UAB

4.1. International Support Service (ISS)

Our International Support Service (ISS) will contact you and will register you as an exchange student at the UAB.

You can also find the following services:

- UAB Student card (information about how to get it)
- Information about UAB.
- Information about accommodation.
- Some practical information about life in Barcelona and its surrounding area (transport, advantages for students, etc.)
- Help solving your non-academic problems during your stay with us.
- Information about visas.

International Support Service – ISS
Plaça Cívica - Campus de Bellaterra Tel.: +34 93 581 22 10 E-mail: international.support@uab.cat

4.2. Enrolment (only for courses at our faculty)

Please select the subjects in the system and send us by email a copy of your Passport or Identification Card as well as a copy of your health insurance (in English or Spanish), European students must send a copy of their European health Insurance card. Please indicate in the email which degree are you studying at your home University.

Once we have received these documents and you have selected the subjects, you will receive by email (in early August) a copy of your enrolment. Our email is:intercanvis.lletres@uab.cat

4.3. Modifications period and registration of courses from other faculties

Required documents depending on the case:

- **For courses in faculties with online reservation (Application opened from September)**
 - Printed confirmation of selected course from other faculties document, duly signed.
- **For courses in faculties without online reservation:**
 - Modification form with the information required and duly signed (see 7. Annex 1).

For faculties without a pre-admission procedure (see 3.5. *Courses from other Faculties*), you must have the authorization of the other faculty.

You can modify your registration until 30th September. Send me an email with the changes you want to do.

Remember to make an appointment to come to the Exchange Office. You can make it [here](#).

4.4. Academic Calendar

First Semester

13/09/21 to 28/01/22

Second Semester

07/02/22 to 01/07/22

5. What to do before going back to your home university

5.1. Attendance Certificate

Some home universities require attendance certificates in order to pay your grants. **Please send us your university certificates duly filled in, to be stamped and signed** at the Exchange office.

You are the only person responsible for these documents, hence do not leave *UAB* without all your documents signed.

Your attendance/departure certificate will be signed at most 5 days before your departure, not before.

5.2. Transcript or records

We will send your Transcript of Records directly to your home university, 3 or 4 weeks after the end of the semester. The transcript is issued exclusively in digital format. No hard copies are sent by mail. Hence it is recommend to inform us at intercanvis.lletres@uab.cat, about the direct contact of your home university (institutional email address) who must receive your Transcript. Sometimes our contacts are not direct and it takes some more time to arrive to the right receiver, therefore some weeks before we send it we will ask you for the proper institutional contact of your home university.

If you are interested in obtaining an official Transcript of Records digitally signed for you, it has a cost of 27,27 EUR. You can obtain it by going to the website sia.uab.cat, menu *Academic Certificate and Diploma* (English version) and enter at *Academic Certificate application (except for PhD)*. Log in the system writing your student number (NIU) and password. If you do not remember them, please go the menu *Services* and select "Password Management".

Important: Language' certificates of courses taken in Servei de Llengües, will be issued by them, and it is your responsibility to apply for the certificate before going back home.

6. Other information

6.1. Your e-mail address as UAB exchange student

As an exchange student at the UAB you have an UAB's email address, which we will always use to contact you. Log in at sia.uab.cat, select English version, look for Services, and click Students email access (e-campus). You will need your student number (NIU) and password that you got when you made your application form for access to the UAB. Your registration copy shows your email as a student at the UAB.

6.2. Campus Virtual

Here you will find all the materials of each subject. Log in at sia.uab.cat, select English version, look for Services, and enter Virtual Campus UAB. You can access the Campus Virtual with your student number (NIU) and the password that you got when you made your application form for access to the UAB. Your subjects will become active at your Campus Virtual when your registration (enrolment) is completed.

6.2. Accommodation

To book **accommodation** there are several possibilities. If you visit the web of the **Vila Universitària** at <http://www.vilauniversitaria.com> you will find the reservation form for apartments/rooms in the Campus hall of residence or a flat/room in any of the towns close to the Bellaterra Campus. Vila2 offers a new phase made up of by 217 Q-type apartments, exclusively destined for postgraduate students, teaching and research staff and administration and services staff in the Vila Universitària UAB campus.

More information: vila@vilauniversitaria.com / internacional@vilauniversitaria.com

Tel. +34 93 581 7004 Fax +34 93 580 9186

7. Annex 1

APPLICATIONS FOR CHANGES per sol·licituds de canvis para solicitudes de cambios

PERSONAL INFORMATION / DADES PERSONALS / DATOS PERSONALES	
Last name and Name/ Cognoms i Nom / Apellidos y Nombres	
Passport/ Passaport/Pasaporte	Coordinator at UAB/ Coordinador a la UAB/ Coordinador en la UAB
E-mail:	
Home University/ Universitat d'origen / Universidad de origen	

CHANGES OF GROUP / CANVIS DE GRUP / CAMBIOS DE GRUPO

CODE CODI CÓDIGO	NAME OF THE SUBJECT NOM ASSIGNATURA NOMBRE ASIGNATURA	OLD GROUP GRUP ANTIC GRUPO ANTIGUO	NEW GROUP GRUP NOU GRUPO NUEVO

SUBJECTS TO DELETE / ASSIGNATURES A ELIMINAR / ASIGNATURAS A ELIMINAR

CODE CODI CÓDIGO	NAME OF THE SUBJECT NOM ASSIGNATURA NOMBRE ASIGNATURA

SUBJECTS TO ADD / ASSIGNATURES A AFEGIR / ASIGNATURAS PARA AÑADIR

CODE CODI CÓDIGO	NAME OF THE SUBJECT NOM ASSIGNATURA NOMBRE ASIGNATURA	GROUP GRUP GRUPO

Bellaterra (Cerdanyola del Vallès), DATE / DATA / FECHA

Student's signature / Firma de l'estudiant / Firma del estudiante

! Please notice that these changes may also need a modification in your Learning Agreement, which must be signed by your UAB Exchange Coordinator.