

2023-2024

FACULTY OF TRANSLATION AND INTERPRETING

Exchange Students Handbook





WELCOME



UAB

Universitat Autònoma de Barcelona

Erasmus+ Code
E BARCELO02

Facultat de Traducció i d'Interpretació (FTI)

Edifici K

Plaça del Coneixement s/n

Universitat Autònoma de Barcelona

08193 Bellaterra (Cerdanyola del Vallès)




Barcelona

935812535

intercanvis.fti@uab.cat




ERASMUS+ COORDINATORS



Coordinator	Country			
Roland Pearson	Institutional Coord. + Ireland and UK	K-1006	93 581 3364	Roland.Pearson@uab.cat
Gabriel López	Iceland, Finland, the Netherlands, Poland, Lithuania, Czech Republic, Romania, Turkey and North Macedonia	K-1005	93 581 3363	Gabriel.Lopez@uab.cat
Ramon Farrés	Germany, Austria and Switzerland	K-1001	93 581 3414	Ramon.Farres@uab.cat
Miquel Edo	Italy	K-1006	93 581 3364	Miquel.Edo@uab.cat
Núria d'Asprer	France and Belgium	K-1004	93 581 3362	Nuria.Asprer@uab.cat
Nazir Ahmed Can	Portugal	K-2023	93 581 3400	Nazir.Ahmed.Can@uab.cat




UAB EXCHANGE PROGRAMME COORDINATORS



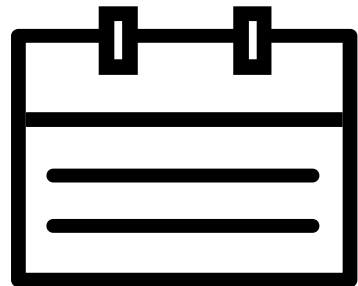
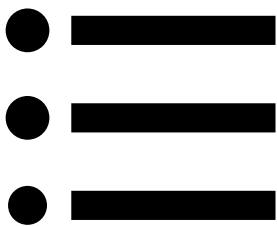
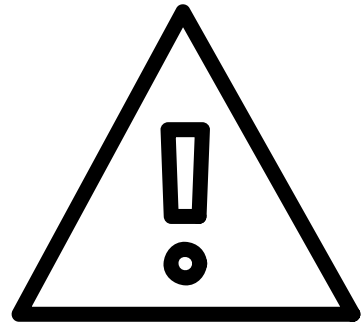
Coordinator	Country			
Roland Pearson	Institutional Coord. + Canada, USA, Australia and Singapore	K-1006	93 581 3364	Roland.Pearson@uab.cat
Lourdes Aguilar	Mexico, Colombia, Chile and Equador	K-2022	93 581 3399	Lourdes.Aguilar@uab.cat
Ester Torres	Korea	K-2023	93 581 2761	Ester.Torres@uab.cat
Makiko Fukuda	Japan	K-1013	93 581 3375	Makiko.Fukuda@uab.cat
Helena Casas	China and Taiwan	K-1022	93 581 3372	Helena.Casas@uab.cat
Nazir Ahmed Can	Brasil	K-2023	93 581 3400	Nazir.Ahmed.Can@uab.cat
Anna Gil	Egypt, Lebanon and Tunisia	K-1022	93 581 3372	Anna.Gil.Bardaji@uab.cat
Liudmila Navtanovich	Russia	K-1077	93 581 3365	Liudmila.Navtanovich@uab.cat

SICUE COORDINATOR



Coordinador	Zona			
Roland Pearson	Institutional Coord. + SICUE	K-1006	93 581 3364	Roland.Pearson@uab.cat

SUMMARY





BEFORE YOUR

arrival!



ACADEMIC

CALENDAR 23-24

Second semester

01

WELCOME MEETING

09/02/2024

02

REGISTRATION

05/02/2024 - 09/02/2024

03

CLASSES START

12/02/2024

04

PUBLIC AND LOCAL
HOLIDAYS

23/03/2024 - 01/04/2024
01/05/2024
20/05/2024
24/06/2024

05

END OF THE SEMESTER

05/07/2024

06

TRANSCRIPT OF RECORDS

05/07/2024 onwards

COURSE SELECTION



Before your arrival, you have to select your courses through our app, as a pre-enrolment.

15/12/2023 - 08/01/2024
UPLOAD DOCUMENTS

09/01/2024 - 19/01/2024
SELECT COURSES

You will receive an email with further instructions.

NOTES ON SPECIFIC COURSES



101284 IDIOMA CASTELLANO PARA TRADUCTORES E INTÉRPRETES

During the early weeks of the semester, you need to take a level placement test to determine that your Spanish level is, at least, B1 according to CEFR (Common European Framework Reference). If you do not pass this minimum level, this subject will be deleted from your enrolment. Groups 1, 3 and 5 are low-intermediate B1 level and groups 2, 4 and 6 are intermediate-advance B2-C1 level. Depending on your results, you will be assigned to one of these groups.

IDIOMA C PARA TRADUCTORES E INTÉRPRETES 1 / 2

As a general rule, you cannot pre-enrol in first-year C Language subjects (“Idioma C para traductores e intérpretes 1” and/or “Idioma C para traductores e intérpretes 2”), except in the case of the following languages: Romanian, Modern Greek and Korean. As regards the other languages offered in these two courses, you can enrol only in cases where these are subjects you need for your home university degree. If this is the case, then you will have to provide a document (physically signed on paper or digitally signed in PDF format by your home university coordinator) which stipulates that this subject is included in your home university’s study plan.

MASTER’S MODULES

You cannot pre-enrol in modules from the Master in Translation and Intercultural Studies unless without the authorization from the Master’s coordinator. If you are interested in attending one or various modules from this MA, you need to send an e-mail to intercanvis.fti@uab.cat explaining which module/s you are interested in. Once the coordinator has decided whether you can attend it/them or not, Gestió Acadèmica will inform you.



COURSE SELECTION



*Outside
FT1*

50%

According to the UAB Exchange policy, incoming students must enrol for at least the 50% of their credits at the faculty of admission. The other 50% can be taken at the rest of the UAB centres/faculties, provided the groups are still open. **We cannot guarantee the admission to those courses outside our Faculty.**

The selection period for courses is different from ours:

it takes places once you are already **here** (in February).

YOU WILL RECEIVE AN EMAIL WITH THE CORRESPONDING ENROLMENT PERIOD AND INSTRUCTIONS.



LEARNING AGREEMENT

IT SHOULD BE
DONE BEFORE
YOUR ARRIVAL



ENTER THE COURSES THAT YOU HAVE
SELECTED THROUGH THE APP

*This document needs to be signed and stamped
by your home university to verify your selection
is approved*

If, later, there are changes in your Learning (i.e., courses changes, courses outside FTI not available, etc.), we cannot modify it without the approval of your home university

Send it to intercanvis.fti@uab.cat so that we can sign it



UPON YOUR

arrival!

STEPS



01

International Support Service (ISS)

Register online at the ISS.



HELLO

02

Welcome Meeting

We will send you an email with the information about our Welcome Meeting at the Faculty (09/02/2024).



03

Official registration

You will receive an email with your official registration during the established period (05/02/2024-09/02/2024). It will **not** be face to face.



04

Insurance payment

Starting from 12/02/2024, you need to come at Gestió Acadèmica to pay the compulsory insurance payment of 4.48€ (by card).



OUR FACULTY

FACULTY MAPS



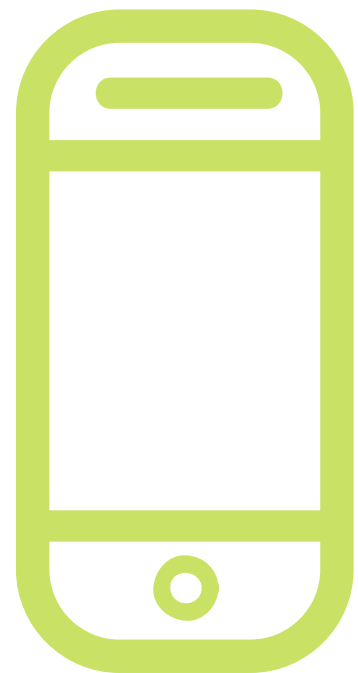
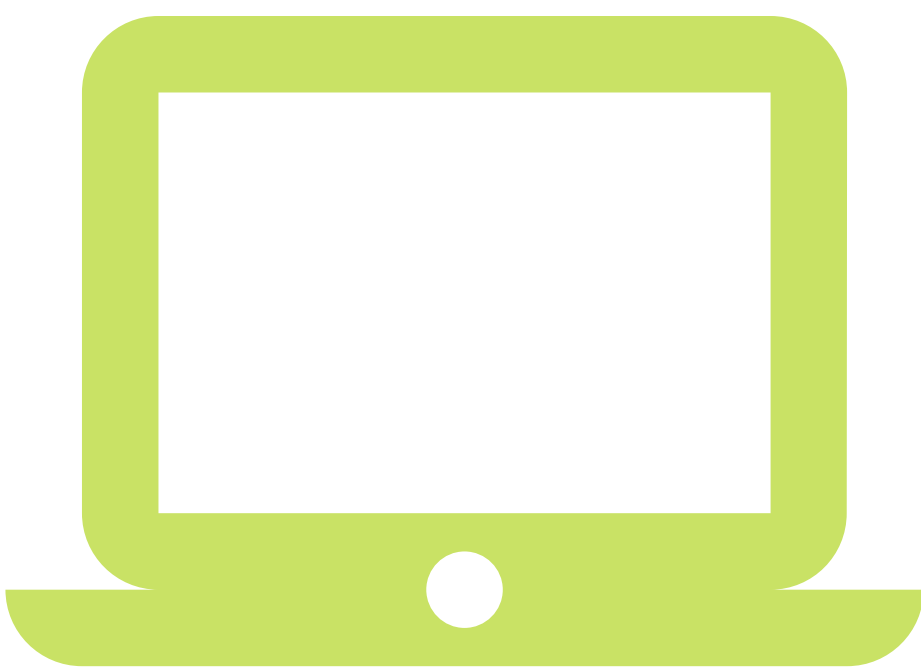


DURING YOUR

stay!



APPOINTMENTS

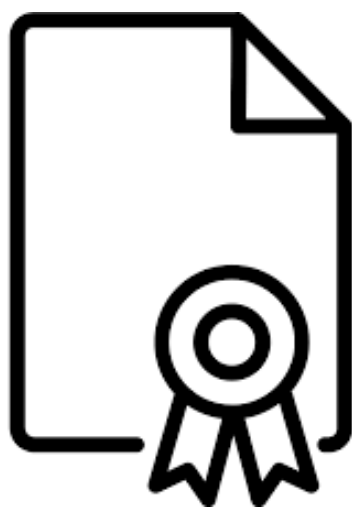


WHENEVER YOU NEED TO COME TO THE EXCHANGE OFFICE

MAKE AN **APPOINTMENT** 

We cannot attend to you without an appointment

CERTIFICATE OF ARRIVAL



Check with your university if you need any document, such as an attendance certificate or similar.

IF THIS IS THE CASE, PLEASE SEND THE DOCUMENTS TO THE EXCHANGE OFFICE TO BE SIGNED AND STAMPED. PLEASE BEAR IN MIND THAT IT MAY TAKE UP TO A WEEK FOR THE DOCUMENTS TO BE SIGNED.



EMAIL AND CAMPUS VIRTUAL

At sia.uab.cat you will find:

1 WEBMAIL

2 CAMPUS VIRTUAL

The professors will contact you through your email and the Virtual Campus.

You will find information about assignment and/or project deadlines, online class links, assignments, and other useful information.

ENROLMENT CHANGES



You will receive an email with
further instructions.

09/02/2024 - 16/02/2024

PIUNE



IF YOU HAVE SPECIAL EDUCATION NEEDS

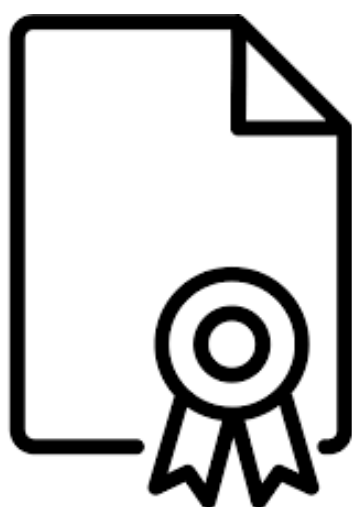
get in touch with PIUNE, SEN tutor (Anna Gil-Bardají,
Anna.Gil.Bardaji@uab.cat) and Roland Pearson
(Roland.Pearson@uab.cat).



BEFORE YOUR

departure!

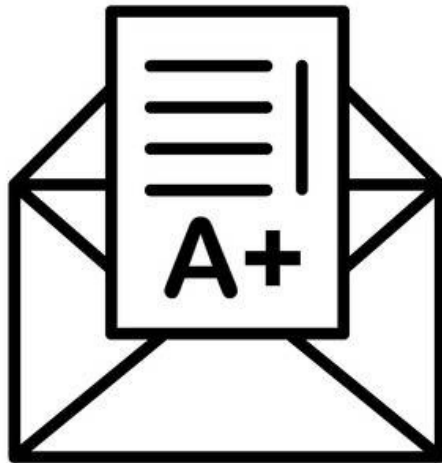
CERTIFICATE OF ATTENDANCE



Before going back home, check with your university if you need any document, such as an attendance certificate or similar.

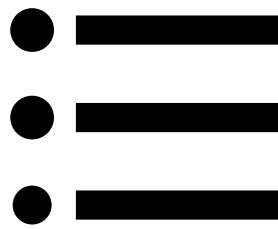
IF THIS IS THE CASE, PLEASE SEND THE DOCUMENTS TO THE EXCHANGE OFFICE TO BE SIGNED AND STAMPED. PLEASE BEAR IN MIND THAT IT MAY TAKE UP TO TWO-THREE DAYS FOR THE DOCUMENTS TO BE SIGNED. SO DO THIS AT LEAST A WEEK IN ADVANCE.

TRANSCRIPT OF RECORDS

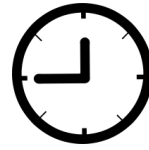


Grades

THE EXCHANGE OFFICE WILL SEND YOUR TRANSCRIPT
OF RECORDS TO YOUR HOME UNIVERSITY BY **MID**
JULY.



Check-list



1st Semester + Annual:
February 15th-May 15th

2nd Semester:
September 15th-November 15th

Before, during and after the
course app

1st Semester + Annual: July
2nd Semester: December / January

Before your arrival

On your arrival

2nd Semester: 09/02/2024

2nd Semester:
05/02/2024-09/02/2024

Once you are registered

2nd Semester:
09/02/2024-16/02/2024

One week in advance your
departure

From 05/07/2024 onward

APPLICATION FORM

sia.uab.cat

LEARNING AGREEMENT

Agreed with your university

COURSE APP

NON UE? HEALTH INSURANCE + CIVIL LIABILITY

CERTIFICATE OF ARRIVAL

WELCOME MEETING

REGISTRATION

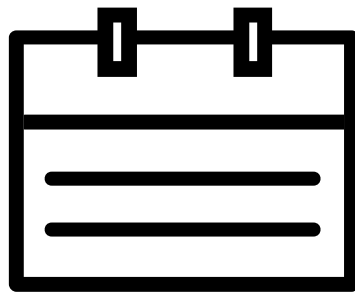
UAB ID

MODIFICATIONS

CERTIFICATE OF STAY

TRANSCRIPT OF RECORDS





Make your
own schedule

ONLINE SCHEDULE



At sia.uab.cat "Consulting timetables", you can make your own schedule if you click at *Search by subject* (you must add the course code and select the group).



COURTESY OF *Oficina d'Intercanvis de la Facultat
de Traducció i d'Interpretació*