

INFORMATION ABOUT PRE-ENROLMENT AND ENROLMENT FOR INCOMING EXCHANGE STUDENTS 2023/2024

The Faculty of Translation and Interpreting (FTI) has organized the classes of the academic year 2023/2024 as follows:

PRE-ENROLMENT

[Access to the pre-enrolment app](#)

Please read the instructions for this app, which will guide you through the steps you need to follow in order to select your subjects. We recommend you to also check the User Guide available in the app to see further instructions and explanations about the selection of courses process.

From **15th December 2023 to 8th January 2024**, you need to log in the pre-enrolment app in order to upload some documents:

- Copy of your health insurance (it must cover the whole period in which you will be in the UAB as an Exchange student and must cover Civil liability).
- It is optional (but highly recommended) to upload a certificate stating your level of Spanish and/or English (minimum B2 MCER) because these documents are compulsory if you want to attend any subject belonging to the *Faculty of Economics and Business* and to the *Faculty of Political Sciences and Sociology*. Please check the accepted certificates in the user guide of the pre-enrolment app.

It is recommended a level of B2 Spanish according to the European to follow subjects taught at FTI. However, for the following subjects, a level of C1 in both Spanish and the B language (English, French and German) is **required**:

- Theory of translation and interpreting
- Direct translation subjects
- Inverse translation subjects
- Consecutive Interpretation subjects
- Preparatory Techniques for Bilateral Interpretation subjects
- Bilateral interpreting practice subjects
- Literature A for translators (Spanish)
- Oral expression A for interpreters (Spanish)
- Specialized language (B) for translators and interpreters (English)
- Foreign language and translation C3 (Chinese)
- Foreign language and translation C4 (Chinese)
- Foreign language and translation C5 (Chinese)

- Foreign language and translation C6 (Chinese)

Once you have uploaded the documents required, Gestió Acadèmica will validate them and will give you access to select the subjects. Without the approval of the documents, you will not be able to select any subject.

From **9th to 19th January 2024**, you need to log in the pre-enrolment app in order to select the subjects that you wish to attend in FTI (subjects at other faculties on the campus must be pre-enrolled in February). Please, keep in mind that places are limited and are given first-come first-served.

When selecting the subjects that you wish to enrol in our faculty, you will find the following information for each subject:

- Timetable – Please note that all subjects have a timetable. PLEASE BEAR IN MIND THAT THE TIMETABLES MAY CHANGE. PLEASE CHECK THEM TO FIND THE UPDATED INFORMATION ON:

[Timetables](#)

- Syllabus - by clicking on the code of each subject.

If you need help in selecting the subjects that you wish to take, you can ask for advice by e-mailing your academic coordinator.

Once you have completed your selection, Gestió Acadèmica will validate it. If we detect that you have pre-enrolled in a subject that does not fit your academic profile, we will inform you by e-mail.

Important information about the subjects:

- There are two groups of the subject “101283 Idioma catalán para traductores e intérpretes”:
 - Group 2 - FIRST SEMESTER
 - Group 3 - SECOND SEMESTER

You must pre-enrol in the group corresponding to your exchange period.

- There are several groups of the subject “101284 Idioma castellano para traductores e intérpretes” according to the following indications:
 - Group 1 and 2 - ANNUAL (whole academic year)
 - Group 3 and 4 - FIRST SEMESTER
 - Group 5 and 6 - SECOND SEMESTER

You must pre-enrol in group 1. 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.

- 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.

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.

- To select the subjects that you are going to attend in FTI, it is highly important to read the contents of each subject (not only to know the issues that will be dealt in class but also to know the required level of language to follow each of them):

[Contents of the subjects](#)

www.uab.cat/traduccioninterpretacio > Estudiar Otras informaciones > Guías del curso actual

- Any student can enrol the subjects “101518 Treball de Fi de Grau” or “103698 Treball de Fi de Grau”.

ENROLMENT

Before the enrolment, you will have to attend a meeting with the colleagues of the International Support Service. They will contact you to provide the details of this meeting.

The staff of the Gestió Acadèmica will do the formal enrolment on **5th – 09th February 2024** (**students do not have to come to the Gestió Acadèmica during this week**). We will only enrol the subjects that you had pre-enrolled. You will receive an e-mail with the formal enrolment form.

Starting from **12th February 2024**, you have to come at Gestió Acadèmica from 10 am to 13 pm in order to pay by card the compulsory complementary insurance. It is not necessary to make an appointment.

PRE-ENROLMENT FOR SUBJECTS OFFERED BY OTHER FACULTIES ON THE CAMPUS AND CHANGES TO YOUR ENROLMENT

If you are interested in attending a subject taught at another faculty, please note that:

- You are required to pre-enrol in subjects offered by the following faculties: *Faculty of Political Sciences and Sociology, Faculty of Economics and Business, Faculty of Arts and Humanities* and *Faculty of Psychology* **from 20th to 25/6th February 2023** using the pre-enrolment app:

[Access to the pre-enrolment app](#)

If you wish to attend subjects offered by the *Faculty of Economics and Business* and by the *Faculty of Political Sciences and Sociology*, you will have to upload a certificate stating your level of Spanish and English. To check the level required, please see the pre-enrolment app instructions.

- If you are interested in attending subjects offered by the *Faculty of Communication*, you must fill the form. Please, contact with Intercañvis.comunicacio@uab.cat.
- If you are interested in attending subjects offered by any other faculty on the campus, you should ask them about the process you need to follow to enrol in any of their subjects. Please contact the faculty directly ([list of faculties' contacts](#)).

PERIOD TO CHANGE YOUR ENROLMENT: you can change your original enrolment **from 9th to 16th February 2023** (in order to add or delete subjects from FTI or from any other faculty of the campus). You must fill in an e-form.

- If you have been accepted to enrol in a subject offered by another of the faculties that work with the pre-enrolment app, you must send the document generated by the pre-enrolment app to Intercañvis.fti@uab.cat.

You can **ONLY** fill in the form **ONCE**. So, please, think carefully about your changes.