

# INFORMATION ABOUT PRE-ENROLMENT AND ENROLMENT FOR INCOMING EXCHANGE STUDENTS 2022/2023

The Faculty of Translation and Interpreting has organized the classes of the academic year 2022/2023 as follows:

## PRE-ENROLMENT

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

Please read the instructions for this application, 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 application to see further instructions and explanations about the selection of courses process.

From **29<sup>th</sup> June to 6<sup>th</sup> July 2022**, you need to log in the pre-enrolment application in order to upload some documents:

- Transcript of records of your current studies in your home university.
- 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 application.

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 **7<sup>th</sup> July to 20<sup>th</sup> July 2022**, you need to log in the pre-enrolment application in order to select the subjects that you wish to attend in the Faculty of the Translation and Interpreting. (Subjects at other faculties on the campus must be pre-enrolled in September). 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. The coordinators' contact information is available at the end of this document.

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 first weeks of the semester, you will have to take a placement test in which you will have to prove that your Spanish level is, at least, B1 of MCER. If you do not prove this level, Gestió Acadèmica will delete this subject 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, we will enroll you in one group or another.

- You may not 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 for Romanian, Modern Greek and Korean subjects.
- You may not pre-enrol in modules from the Master in Translation and Intercultural Studies unless you have obtained authorization from the Master's coordinator. In case you are interested in attending one or various modules from this master, you must send an e-mail to [intercanvis.fti@uab.cat](mailto:intercanvis.fti@uab.cat) in which you explain in which module/s you are interested. Once the coordinator has decided whether you can attend it/them or not, Gestió Acadèmica will inform you.
- A level of B2 Spanish according to the European Framework is required to follow subjects taught at this faculty.

For the following subjects, a level of C1 in both Spanish and the B language (English, French and German) is necessary:

- 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)
- In order to select the subjects that you are going to attend in the Faculty of Translation and Interpreting, 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](http://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 **5<sup>th</sup> – 9<sup>th</sup> September 2022** (**students do not have to come to the Gestió Acadèmica to do any procedure**). We will only enrol the subjects that you had pre-enrolled during July. You will receive an e-mail with the formal enrolment form.

Please consider the list of the compulsory documents for the enrolment which you have to send to [intercanvis.fti@uab.cat](mailto:intercanvis.fti@uab.cat):

- If you wish to attend the subjects “Idioma C per a traductors intèrprets 1 and /or 2” (first-year courses) except for Romanian, Modern Greek and Korean, you will be required to provide a document issued by your home university stating that you need to attend these subjects because they are included in your home university’s study plan.

## 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 21<sup>st</sup> to 27<sup>th</sup> September 2022** using the pre-enrolment application:

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

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. In order to check the level required, please see the pre-enrolment application instructions.

- If you are interested in attending subjects offered by the Faculty of Communication, you must fill the form. Please, contact with [Intercaavis.comunicacio@uab.cat](mailto:Intercaavis.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 in order 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 14<sup>th</sup> to 28<sup>th</sup> September 2022** (in order to add or delete subjects from the Faculty of Translation and Interpreting or from any other faculty of the campus). You must fill and sign the change of enrolment form and send it by email to [Intercaavis.fti@uab.cat](mailto:Intercaavis.fti@uab.cat):

- If you have been accepted to enrol in a subject offered by another of the faculties that work with the pre-enrolment application, you must send the change of enrolment form filled and signed and the document generated by the pre-enrolment application to [Intercaavis.fti@uab.cat](mailto:Intercaavis.fti@uab.cat).

You can hand in a maximum of THREE change of enrolment forms.

CALENDAR	
<b>Pre-enrolment</b>	From 29 <sup>th</sup> June to 20 <sup>th</sup> July 2022
<b>Registration at the International Support Service</b>	Meeting
<b>Enrolment</b>	5 <sup>th</sup> – 9 <sup>th</sup> September 2022 by the members of the Gestió Acadèmica ( <b>students do not have to come</b> ).
<b>Pre-enrolment for subjects offered by other faculties</b>	From 21 <sup>st</sup> to 27 <sup>th</sup> September 2022
<b>Period during which you can modify your enrolment</b>	From 14 <sup>th</sup> September to 28 <sup>th</sup> September 2022

**LIST OF THE COORDINATORS OF THE FACULTY OF TRANSLATION AND INTERPRETING OF UAB**

Exchange Programme	Name	Student's home country	Contact information
<b>SICUE</b>	Roland Pearson	General Exchange Coordinator	<a href="mailto:Roland.Pearson@uab.cat">Roland.Pearson@uab.cat</a> Office: K-1006 / Tel: 93 581 3364
<b>Erasmus +</b>	Roland Pearson	Ireland and United Kingdom	<a href="mailto:Roland.Pearson@uab.cat">Roland.Pearson@uab.cat</a> Office: K-1006 / Tel: 93 581 3364
	Ramon Farrés	Austria, Germany and Switzerland	<a href="mailto:Ramon.Farres@uab.cat">Ramon.Farres@uab.cat</a> Office: K-1001 / Tel: 93 581 3414
	Gabriel López	Iceland, Finland, Netherlands, Poland, Lithuania, Czech Republic, Rumania, Turkey and North Macedonia	<a href="mailto:Gabriel.Lopez@uab.cat">Gabriel.Lopez@uab.cat</a> Office: K-1005 / Tel: 93 581 3363
	Miquel Edo	Italy	<a href="mailto:Miquel.Edo@uab.cat">Miquel.Edo@uab.cat</a> Office: K-1006 / Tel: 93 581 3364
	Joaquim Sala	France y Belgium	<a href="mailto:Joaquim.Sala@uab.cat">Joaquim.Sala@uab.cat</a> Office: K-2007 / Tel: 93 581 2465
	Nazir Ahmed Can	Portugal	<a href="mailto:Nazir.Ahmed.Can@uab.cat">Nazir.Ahmed.Can@uab.cat</a> Office: K-2023 /Tel: 93 581 3400
	<b>UAB Exchange Programme</b>	Roland Pearson	Canada and United States of America
Lourdes Aguilar		Mexico, Colombia and Chile	<a href="mailto:Lourdes.Aguilar@uab.cat">Lourdes.Aguilar@uab.cat</a> Office: K-2022 / Tel: 93 581 3399
Gabriel López		Australia and Singapore	<a href="mailto:Gabriel.Lopez@uab.cat">Gabriel.Lopez@uab.cat</a> Office: K-1005 / Tel: 93 581 3363
Esther López		Korea	<a href="mailto:Ester.Torres@uab.cat">Ester.Torres@uab.cat</a> Office: K-2023 / Tel: 93 581 3400
Makiko Fukuda		Japan	<a href="mailto:Makiko.Fukuda@uab.cat">Makiko.Fukuda@uab.cat</a> Office: K-1013 / Tel: 93 581 3375
Helena Casas		China and Taiwan	<a href="mailto:Helena.Casas@uab.cat">Helena.Casas@uab.cat</a> Office: K-1022 /Tel: 93 581 3372
Nazir Ahmed Can		Brazil	<a href="mailto:Nazir.Ahmed.Can@uab.cat">Nazir.Ahmed.Can@uab.cat</a> Office: K-2023 /Tel: 93 581 3400
Liudmila Navtanovich		Russia	<a href="mailto:Liudmila.Navtanovich@uab.cat">Liudmila.Navtanovich@uab.cat</a> Office: K-1023 / Tel: 93 581 3371
Anna Gil Bardají		Lebanon and Tunisia	<a href="mailto:Anna.Gil.Bardaji@uab.cat">Anna.Gil.Bardaji@uab.cat</a> Office: K-1022 / Tel: 93 581 3372