

USER GUIDE

ADMISSION PROCEDURE FOR COURSES AT THE FOLLOWING FACULTIES:

FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY
FACULTY OF ECONOMICS AND BUSINESS STUDIES
FACULTY OF ARTS AND HUMANITIES
FACULTY OF PSYCHOLOGY
FACULTY OF TRANSLATION AND INTERPRETING

Exchange Programmes

UAB

Selection of courses
from your
own Faculty
(Section A)



Selection of courses
from other
Faculties at UAB
(Section B)



A. SELECTION OF COURSES FROM YOUR OWN FACULTY

If you are a student in one of the following Faculties:

FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY
FACULTY OF ECONOMICS AND BUSINESS STUDIES
FACULTY OF ARTS AND HUMANITIES
FACULTY OF PSYCHOLOGY
FACULTY OF TRANSLATION AND INTERPRETING

you should follow the instructions in this section (A) to select your courses. If you want to select courses from one of these Faculties other than your own, follow the instructions in [Section B](#).

In either case, before you begin to select your courses you should make sure that the following steps have been completed:

- Application to the UAB (<http://sia.uab.cat>)
- Receiving the letter of acceptance for admission to the university from the Area for International Relations of the UAB.
- Receiving the e-mail from the Exchange Office of your Faculty giving information about the courses admission procedure.

ACCESSING THE APPLICATION:

At the link <https://apps.uab.cat/enrollment/> you will find the home page of the application. Start the session using your student number (NIU) and the password you obtained when you applied for entry to the UAB. You can also select a language.

UAB

Guia de l'Usuari

Incoming (Català)

Usuari (NIU):

Contrasenya:

Tria Idioma: ▼

Accedir

PERIODS FOR COURSES SELECTION:

Check the e-mail sent by the Exchange Office of your Faculty to find out the correct periods to complete each of the steps you need to take.

Outside these periods, the system will not allow you to make any selections. You will only be able to check your details and upload documents, starting when all students have already received their letter of acceptance.

So depending on which Faculty the courses are offered in, you will have different course selection periods.

STEPS TO TAKE:

You will need to take the following steps in accordance with the indicated periods:

- Step 1) Upload the required documents
- Step 2) Request an appointment to register
- Step 3) Select the courses from your own Faculty
- Step 4) Print the document that is generated. If you want to take courses from other Faculties follow the steps described in [Section B](#).

Step 1: Upload the required documents

Upload the required documents to the system (in **PDF** format and maximum **1Mb** for each document). Depending on your Faculty you could be exempt from doing this, but in that case you will be informed.

- Passport or ID document (obligatory in all cases)
- Updated academic transcript (obligatory depending on the Faculty)
- Language level certificate (obligatory only when selecting subjects in the Faculty of Economics and Business Studies)

For courses in the Faculty of Economics and Business Studies you must have a minimum level of B2 of the Common European Framework of Reference for Languages (CEFR) in the **language in which the selected courses are taught**, which may be English, Catalan or Spanish. You do not need to provide a certificate for languages in which you have not selected any courses//Language accreditation is only required for selected courses. In the case of courses taught in Catalan, the faculty will also accept accreditation in Spanish because of the similarity between the two languages.

The language level can be accredited in **three possible ways**. However, 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 |

- Certificate issued by the language service of the home university indicating that the student has a minimum level of B2 or equivalent according to the above table.
- Certificate issued by the home university indicating that the student is taking all their courses in the language in question or has at least passed 90 credits ECTS in that language.

Model screen for uploading documents

| REQUIRED DOCUMENTS | | | |
|--|--|---------------------------------|---------------------------------------|
| English language certificate | <input type="button" value="Navega..."/> | No s'ha seleccionat cap fitxer. | <input type="button" value="Upload"/> |
| Spanish/ Catalan language certificate | <input type="button" value="Navega..."/> | No s'ha seleccionat cap fitxer. | <input type="button" value="Upload"/> |
| Passport or ID | <input type="button" value="Navega..."/> | No s'ha seleccionat cap fitxer. | <input type="button" value="Upload"/> |
| Student Academic Records | <input type="button" value="Navega..."/> | No s'ha seleccionat cap fitxer. | <input type="button" value="Upload"/> |

Step 2: Request an appointment to register

Once your documents have been validated, and within the designated period, you will have to make an appointment to officially register. Please bear in mind that at this point you will not be able to upload any additional documents or modify the existing ones.

To make an appointment select a date and time from those available.

| APPOINTMENT FOR REGISTRATION | |
|--|--|
| <input type="text" value="2017-06-16 10:05:00"/> | <input type="button" value="Select/Change"/> |
| Selected appointment | 2017-06-16 10:00:00 |
| Place | "Gestió Académica" at the Faculty |

Remember that before you register you should visit the International Support Service in the Plaça Cívica. There you will receive information about the UAB and other procedures.

Step 3: Selection of courses from your Faculty:

Once you have your appointment, the system will allow you to select your courses. Also remember that you can only select and register for courses with places vacant at the time you enter the application, even if you can find a slightly broader range available on the website.

See the courses that are taught in each of the languages (not all courses are taught in all languages).

| APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION | | | | | <input type="button" value="Exit"/> |
|--|--|--|--|---------------------------------------|-------------------------------------|
| <input type="button" value="English"/> | <input type="button" value="Spanish"/> | <input type="button" value="Catalan"/> | <input type="button" value="All languages"/> | <input type="button" value="Select"/> | |

You can consult the syllabus for each course by selecting the course code, unless your Faculty has provided a different link.

Select the courses according to the language and schedule you are interested in (there are different options for some of the courses) and tick the box in the selection column.

Very important: courses with the selection box marked in blue have no vacant places and you cannot select them.

Once you have selected all your courses click on “Select”.

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 type="checkbox"/> |
| 43326 | 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"/> |

You will be able to see your selection in a table that will appear above. When this table appears it means that your courses have been confirmed. If you have selected a wrong course, you can tick it and click on “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"/> |

Step 4: Print the document that is generated

Finally, click “Print” for the document confirming your courses, sign it and hand it in to the Academic Management Office in your Faculty. **This document is necessary for the registration process.**

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 |

Make sure that your registration appointment appears on this sheet.

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|---|---|
|  UAB Universitat Autònoma de Barcelona | PROGRAMES D'INTERCANVI / EXCHANGE PROGRAMMS |
| | ESTUDIANTS INTERNACIONALS / INCOMING STUDENTS |
| | FORMULARI DE MATRÍCULA / REGISTRATION FORM |
| | FACULTAT DE TRADUCCIÓ I D'INTERPRETACIÓ |

| | |
|--------------------------|--|
| Surname, Name: | |
| Passport or ID: | NIA: |
| E-mail address: | University Country: |
| University Name: | |
| Academic Year: 2017/2018 | APPOINTMENT FOR REGISTRATION: 2017-06-16 10:05:00 |

SELECTED COURSES Facultat de Traducció i d'Interpretació

| 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 |

COURSES FORM OTHER FACULTIES

| Code | Name | Group | Year | ECTS | Language | Semester | Campus | Timetable | Facultie |
|------|------|-------|------|------|----------|----------|--------|-----------|----------|
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| Code | Group | Name | Semester | ECTS |
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| Student Signature Date: 2017-06-16 |
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|---------------------|
| Confirmation |
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For further information about the general registration procedure you can consult the Academic Guide that appears on the website of the Faculty you have been assigned.

B. SELECTION OF COURSES FROM OTHER FACULTIES

This application is only available for selecting courses taught at the following Faculties:

FACULTY OF POLITICAL SCIENCE AND SOCIOLOGY
FACULTY OF ECONOMICS AND BUSINESS STUDIES
FACULTY OF AND ARTS AND HUMANITIES
FACULTY OF PSYCHOLOGY
FACULTY OF TRANSLATION AND INTERPRETING

Therefore, whether you have been accepted in one of these Faculties or in a different one, you should follow the instructions in this section (B).

If you do NOT want to take any of the courses in these Faculties you do not need this application. Find out from your Faculty how you should proceed.

ACCESSING THE APPLICATION:

At the link <https://apps.uab.cat/enrollment/> you will find the home page of the application. Start the session using your student number (NIU) and the password you obtained when you applied for entry to the UAB. You can also select a language.

UAB Guia de l'Usuari

Incoming (Català)

Usuari (NIU):

Contrasenya:

Tria Idioma: Español ▼

PERIODS FOR COURSES SELECTION:

Your Faculty will have informed you of the specific period for selecting courses from other Faculties. This period will always be after your arrival at the UAB.

STEPS TO TAKE:

You will need to take the following steps in accordance with the indicated periods:

Step 1) Upload the required documents

Step 2) Select the courses

Step 3) Request an appointment to register (in Faculties that require it. Check the e-mail that was sent by your Faculty)

Step 4) Print the document that is generated.

Step 1: Upload the required documents

Upload the required documents to the system (in **PDF** format and maximum **1Mb** for each document).

- Passport or ID document (obligatory in all cases)
- Language level certificate (obligatory only when selecting courses in the Faculty of Economics and Business Studies)

For courses in the Faculty of Economics and Business Studies you must have a minimum level of B2 of the Common European Framework of Reference for Languages (CEFR) in the **language in which the selected courses are taught**, which may be English, Catalan or Spanish. You do not need to provide a certificate for languages in which you have not selected any courses//Language accreditation is only required for selected courses. In the case of courses taught in Catalan, the faculty will also accept accreditation in Spanish because of the similarity between the two languages.

The language level can be accredited in three possible ways. However, 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 |

- Certificate issued by the language service of the home university indicating that the student has a minimum level of B2 or equivalent according to the above table.
- Certificate issued by the home university indicating that the student is taking all their courses in the language in question or has at least passed 90 credits ECTS in that language.

Model screen for uploading documents

| REQUIRED DOCUMENTS | | | |
|--|--|---------------------------------|---------------------------------------|
| English language certificate | <input type="button" value="Navega..."/> | No s'ha seleccionat cap fitxer. | <input type="button" value="Upload"/> |
| Spanish/ Catalan language certificate | <input type="button" value="Navega..."/> | No s'ha seleccionat cap fitxer. | <input type="button" value="Upload"/> |
| Passport or ID | <input type="button" value="Navega..."/> | No s'ha seleccionat cap fitxer. | <input type="button" value="Upload"/> |
| Student Academic Records | <input type="button" value="Navega..."/> | No s'ha seleccionat cap fitxer. | <input type="button" value="Upload"/> |

If you are a student in a Faculty which is not included in this application, the following box will also appear. If you are going to take courses at the Faculty of Economics and Business Studies (which require a language level certificate), you should select that faculty so that the certificate can be validated. If not, mark the option "No selected".

| | |
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| Indicates if you want to select subjects from any of the Faculties that require additional documentation. | <input type="radio"/> No selected <input checked="" type="radio"/> Economía i Empresa |
|--|---|

Once your documents have been validated, within the designated period the system will allow you to select your courses. Please bear in mind that from that time you will not be able to upload any additional documents or modify the existing ones.

Step 2: Selection of courses:

Remember that you can only select and register for courses with places vacant at the time you enter the application, even if you can find a slightly broader range available on the website.

See the courses that are taught in each of the languages (not all courses are taught in all languages).

| APPLICATION FOR COURSES ACCORDING TO THE LANGUAGE OF INSTRUCTION | | | | | <input type="button" value="Exit"/> |
|--|--|--|--|---------------------------------------|-------------------------------------|
| <input type="button" value="English"/> | <input type="button" value="Spanish"/> | <input type="button" value="Catalan"/> | <input type="button" value="All languages"/> | <input type="button" value="Select"/> | |

You can consult the syllabus for each course by selecting the course code, unless your Faculty has provided a different link.

Select the courses according to the language and schedule you are interested in (there are different options for some of the courses) and tick the box in the selection column.

Very important: courses with the selection box marked in blue have no vacant places and you cannot select them.

Once you have selected all your courses click on "Select".

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 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"/> |

You will be able to see your selection in a table that will appear above. When this table appears it means that your courses have been confirmed. If you have selected a wrong course, you can tick it and click on "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"/> |

Step 3: Request an appointment to register

Depending on the Faculty you have been assigned, you may have to request an appointment to register. Please check the instructions given by your Faculty.

Step 4: Print the document that is generated

Finally, click "Print" for the document confirming your courses.

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 |

To continue with your official registration you must sign this document and hand it in to your Faculty. Until your Faculty has registered your courses, you will be provisionally allowed to attend them but you must be able to show this document to the lecturers.

| | |
|--------------------------|-------------------------------|
| Surname, Name: | |
| Passport or ID: | NIA: |
| E-mail address: | University Country: |
| University Name: | |
| Academic Year: 2017/2018 | APPOINTMENT FOR REGISTRATION: |

SELECTED COURSES Facultat de Traducció i d'Interpretació

| Code | Name | Group | Year | ECTS | Language | Semester | Campus | Timetable |
|--------|----------------------------|-------|------|------|----------|----------|----------|----------------------------------|
| 802084 | Direcció d'Operacions 2222 | 10 | 3 | 6 | CATALA | Begon | SABADELL | Mon 9:00-11:00 & Thu 11:00-12:00 |

COURSES FORM OTHER FACULTIES

| Code | Name | Group | Year | ECTS | Language | Semester | Campus | Timetable | Facultie |
|------|------|-------|------|------|----------|----------|--------|-----------|----------|
| | | | | | | | | | |

| Code | Group | Name | Semester | ECTS |
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| <p>Student Signature</p> <p>Date: 2017-06-16</p> |
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| Confirmation |
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Courses taught by Faculties which are not included in this application

If you want to take courses offered by Faculties which are not included in this application, you should note them down manually on the paper you printed out.

Any courses you add should be registered at the Academic Management Office within the period and procedure established by your Faculty. You can only register for courses which have places available.

For further information about the general registration procedure you can consult the academic guide that appears on the website of your Faculty or contact the Exchange Office.