INDIVIDUAL APPLICANTS
Faculty of Economics and Business
Academic Year 2018/2019

All the students interested in studying temporary at the Faculty of Economics and Business of the University of Barcelona which are not students of universities with whom we have signed Exchange Agreements have to meet the requirements specified below and to send the required documentation to the International Relations Office.

REQUIREMENTS

✓ Be enrolled at a foreign university or higher education institution during the academic exchange period.

✓ Study a Bachelor Degree related to the studies offered at the Faculty of Economics and Business (Economics, Business Administrations and Management, International Business, Sociology and Statistics) or a master related to the official masters of our Faculty.

✓ Make sure you meet the established language requirements.
Students which are attending our university as individual applicants must pay tuition fees for each course they take during their stay at the University of Barcelona.

The price per credit for the current academic year (2018/2019) is **90€ undergraduate courses** (one course of 6 credits ECTS will cost 540€ and five courses making a total of 30 ECTS credits, which is the normal amount of credits for full time student in one semester, will cost 2700€). The price for the **master courses is 120€** per credit (a 5 credit master course will cost 600€).

Some extra fees will be charged for the management of the student’s academic records (approximately 55€).

These prices are approved by the governing council at the University of Barcelona and they may change from one year to another.

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### Application Deadlines

Please make sure you complete your application before the following deadlines:

| First Semester or Annual Applications | June 15th |
| Second Semester Applications          | November 15th |

We need to receive all the documents by post mail before these deadlines; therefore they should be sent early enough to arrive at our office before the stated deadline. If they arrive later, the application will be **automatically rejected**. You will find the details about the application procedure at the next page.

### Acceptance

The acceptance of students is **not guaranteed**. We have to follow a selection process and evaluate all the applications due to the limited number of places available in our faculty. Take into account that we can only accept around the 40% of all the applications we receive. In the selection process we will take into account the average grade of the student, his/her academic background, his/her language certificates, motivations and the pertinence of his/her home university study plan with the one at our faculty. Please be aware that no more than one student per university will be accepted.

### Resolution

Once the Selection Committee of our Faculty has made its decision about which students are accepted, we will send a letter with the resolution of the application to the student’s home address provided in the application form. The student will also receive an email with the resolution just a few days after the application deadlines (around the 20th of June for First Semester Applications and 20th of November for the ones for the Second Semester).

**Don’t book any flights or other services in Barcelona before receiving your acceptance letter!**
APPLICATION PROCEDURE

Step 1

Fill in the application form for admission at the UB: Students must fill in the Application form for Admission 2018-2019.

The link for the application form is the following one: http://www4.giga.ub.edu/acad/estada/sol_alumne/identificacio_2018.php?lang=3

Students have to duly fill in all the fields (in capital letters with no accents or letters not contemplated in the English keyboard), as well as the fields regarding the subjects that he/she intends to study at the UB. The election is ONLY for indicative purposes. The final subjects will be chosen one month before the start of the semester.

Students must select the option “Individual Application” for the field exchange programme. The field “UB Centre” has to be filled in with: FACULTY OF ECONOMICS AND BUSINESS.

Step 2

Send the following original documents before deadlines by post:

- Two copies of the Application Form Duly completed and signed by the student and his/her tutor.
- Approval of the home university: Official letter from the tutor, responsible or academic coordinator attesting that the student is authorized to study at our Faculty for a year or a semester (this is not a letter of recommendation, but a letter of the home university authorizing the student for the exchange).
- Two passport-size photos
- Certificate of language proficiency:
  - Official certificate attesting adequate knowledge of Catalan or Spanish with a minimum level of B1
  - Official certificate attesting adequate knowledge of English with a minimum level of B2. Both certificates Spanish / Catalan and English are required. Applications submitted with only one of the two will be refused, with the exception of those students who apply to a master’s degree that is entirely taught in English; in these cases they only have to prove their level of English.
  - Please check next page for detailed information about which certificates are accepted.
- Transcript of records: Official certificate of the subjects studied at the student’s home university along with the grades awarded and the average grade of the academic transcript (if the original document is not written on the following languages, the document must be translated to any of them. Languages: Catalan, Spanish, English, French, Portuguese or Italian).
- Letter of presentation: The student should introduce himself/herself and provide the reasons for which they want to realize an exchange period in Barcelona.
- Study plan of the degree studied at the student’s home university (original document and translation)

Postal Address

Please make sure to send all the documents to the following address:

Officina de Relacions Internacionals
Àrea de Relacions Externes
Facultat d’Economia i Empresa
Universitat de Barcelona
Avinguda Diagonal, 696
E-08034 Barcelona
Spain
The language certificates have to be submitted together with the application documents. If the certificates are not provided with the other application documents the application will be rejected. Remember that the deadlines to do so are 15th of June for first semester or annual applications and 15th of November for second semester applications.

Students coming as individual applicants must give prove of both English and Spanish or Catalan proficiency, with the exception of those students who apply to a master’s degree that is entirely taught in English; in these cases they only have to prove their level of English.

**English**

<table>
<thead>
<tr>
<th>B2 Level</th>
<th>Students should submit one of the following as proof of <strong>English proficiency</strong>:</th>
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<tr>
<td></td>
<td>• IELTS score of at least 5.5 on average.</td>
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<td></td>
<td>• TOEFL score of at least 80 (Internet-based).</td>
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<tr>
<td></td>
<td>• University of Cambridge Certificates (FCE, CAE or CPE).</td>
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Certificates from the home institution stating the students have a B2 in English will also be accepted.

Students who have followed the previous years of their Bachelor Degree with English as the sole language of instruction are exempt of sending an English certificate but they have to prove their Bachelor Degree is fully taught in English.

Students coming from a university from the United States of America, United Kingdom, Ireland, Australia, New Zealand and English-speaking areas of Canada don’t need to present the English certificate.

**AND**

**Spanish**

<table>
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<tr>
<th>B1 Level</th>
<th>Students should submit one of the following as proof of <strong>Spanish proficiency</strong>:</th>
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<tr>
<td></td>
<td>• DELE score, minimum of B1.</td>
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<tr>
<td></td>
<td>• CELU score, minimum of B1.</td>
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</tbody>
</table>

Certificates from the home institution stating the students have a B1 in Spanish will also be accepted.

Students who have followed the previous years of their Bachelor Degree with Spanish as the sole language of instruction are exempt of sending a Spanish certificate but they have to prove their Bachelor Degree is taught in Spanish.

Students who have attended high school in Spain and taken the courses in Spanish are exempt of sending a Spanish certificate but they have to prove they attended high school in Spain.

Students coming from a university from an Hispanic country don’t need to present the Spanish certificate.

**Catalan**

<table>
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<tr>
<th>B1 Level</th>
<th>Students should submit one of the following as proof of <strong>Catalan proficiency</strong>:</th>
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<tr>
<td></td>
<td>• Institut Ramon Llull Certificate, minimum of B1.</td>
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</tbody>
</table>

Certificates from the home institution stating the students have a B1 in Catalan will also be accepted.

Students who have followed the previous years of their Bachelor Degree with Catalan as language of instruction are exempt of sending a Catalan certificate but they have to prove their Bachelor Degree is taught in Catalan.

Students who have attended high school in Spain and taken the courses in Catalan are exempt of sending a Catalan certificate but they have to prove they attended high school in Spain.

If students fail to prove the mentioned language levels when submitting the application forms their exchange period at our institution will not be approved.
## OTHER INFORMATION

### Course Offer

Exchange students coming to our faculty can take courses of any of the degrees we offer: Business Management, International Business, Economy, Sociology and Statistics. They can take courses from second, third and fourth year. They will have to check carefully the schedules of each of the courses because they may overlap and check also the language of instruction of the course.

You can find all the information about the course offer for incoming students at the following links (use them as orientation, you will receive the final information about course offer together with all the other information about course enrollment):

- Course offer
- Abstract courses

Students can take also courses from other faculties of the University of Barcelona, up to the 49% of credits they are taking at the University of Barcelona. You can check the other Faculties at the following link.

### Enrollment to Courses

The election of courses you do in your application is ONLY for indicative purposes. The final subjects will be chosen online one month before the start of the semester. Some of the courses are very demanded, which means that it can be very difficult to find a place for some particular courses. However, the course offer is wide and you will be able to find alternatives, you need to have flexibility with the course selection. You will receive more information about courses later on.

### Course Load

We do not require a minimum amount of credits that students need to take at our institution. The normal amount of credits for a full time student is of 30ECTS in a semester.

### Academic Calendar

The academic calendar for the academic course 2018/2019 is the following one.

### Accommodation

Check this link to find tips and resources for finding accommodation in Barcelona.

For more information, please visit our website! 😊

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We are waiting for you in Barcelona!