NOTE (EN)

This guide has been written for the purpose of informing of all rules and proceedings which are relevant to incoming students and IRO staff.

Although the present guide is for the academic years 2017/2018 – 2020/2021, few updates may be added for the following years. Updated copies shall be issued for the following academic years and provided to both students and staff as soon as nominations are received.

We strongly encourage both students as well as staff to pay close attention to this guide yearly. None-compliance of the given rules and proceedings may result in students not achieving the expected grades and/or credits without any chance of appeal.

We thank you kindheartedly for your cooperation and hope your stay with us is a fruitful and happy one worth remembering.

The staff at the IRO.
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FACULTY REQUIREMENTS AND CONSIDERATIONS
COMPLIANCE WITH THE MANUAL

- **Incoming students are expected to have read and have at all times a digital copy of this manual.**
- **Observance and compliance of the guidelines herein described will guarantee a smooth stay without any issues regarding registration, matriculation, assessment, signature of documents...**
  - Any problems and issues incoming students may experience derived from their non-compliance of any aspects contained within this manual shall be left unresolved without any possibility of an appeal.
  - Any requests which are clearly specified as not possible within this manual shall be dismissed.
- Incoming students are completely free to ask about any aspects of the manual they do not understand or know not how to proceed with.
- Any problems and issues incoming students may experience which are neither contemplated in this manual nor a result of wrongdoing by the student, shall be dealt with by the IRO at the Faculty of Philology or shall be derived to any sections which are competent to the issue at hand in order to provide the best solution available to the student in question.

 REGARDING INTERINSTITUTIONAL COOPERATION

- Although our agreements have been signed in some cases with particular departments, the Faculty of Philology does not restrict incoming students to a single department: students may choose from a variety of courses offered by any department of the faculty.
- Incoming students are to check with their home institution IROs the requirements stated in the current agreements in order to know and to be able to comply with the requirements of our faculty.
- The Faculty of Philology requires that all incoming students, full-year or one-semester students, take at least 60% of their courses at the Faculty of Philology.
  - No Learning Agreements shall be neither accepted nor signed if they contain more than 60% of courses belonging to other faculties. For further information please check the Courses section
- The section in charge of international exchanges is the faculty IRO, the International Relations Office (in Catalan ORI, Oficina de Relaciones Internacionales).

IRO VISITING HOURS

- The IRO opens officially only Mondays and Tuesdays from 10:00 to 13:30, local time.
  - Students will be encouraged to return during visiting hours should they come at other times.
  - In special occasions the IRO shall have longer visiting hours and these shall be posted on the office wall.
IRO STAFF

- The IRO staff is ready and willing to help incoming students in any possible way. However, non-compliance with the rules, foul language and general misbehavior shall not be tolerated and students may be encouraged to desist.
- Students are expected to be patient, the Faculty of Philology is the second largest faculty at the UB in terms of incoming students (roughly 1000 per year), and this proves a challenge year after year.
- The IRO staff only signs some documents for incoming students during visiting hours.
  - Some documents might take longer to be signed for they can and will only be signed by the Vice-Dean and Head of International Relations. With such documents (LAs…) students are expected to leave them by the IRO office and come get them a week later.

E-MAILS TO AND FROM THE IRO

- At times the IRO might receive hundreds of e-mails. Please be patient in waiting for an answer: we encourage you to wait 14 natural days before sending the message again. Please do not overcrowd our server with messages sent day in and day out, this is negative for everyone.
- Any queries regarding information which is already contained in this manual shall be dismissed and the students shall be encouraged to re-read the manual. Please refer to the Compliance with the Manual section.
- Please note that during August (for the Summer Holidays), the Winter Holidays and the Easter Holidays the Faculty of Philology remains closed and we have no access to the email addresses, so please refrain from sending e-mails for they will remain unanswered.
INSTITUTIONAL CONTACT DATA

Students should address their queries to the proper recipients. E-mails sent to more than one e-mail address shall be dismissed.

<table>
<thead>
<tr>
<th>Name of the Institution</th>
<th>Universitat de Barcelona</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus Code</td>
<td>E BARCELO01</td>
</tr>
</tbody>
</table>
| Address                 | International Relations Office, Faculty of Philology  
                          | Gran Via de les Corts Catalanes, 585  
                          | 08007 Barcelona (Catalunya)  
                          | Spain                     |
| Institutional Coordinator | Dr. Josep Solervicens, Vice-Dean.  
                           | Head of International Relations for the Faculty of Philology |

**IRO contacts**

| Incoming students           | Patricia López  
                            | Tel. +34 934 034 440. E-mail: incoming.filologia@ub.edu |
|----------------------------|--------------------------|
| Outgoing students           | Roger Loscertales, MA  
                            | Tel. +34 934 031 380. Outgoing students: outgoing.filologia@ub.edu |
| Bilateral agreements        | Roger Loscertales, MA  
                            | Tel. +34 934 031 380. Bilateral Agreements (Faculty level) ori-filologia@ub.edu |
GENERAL CONSIDERATIONS
PROCEDURE

In order to be able to study in our faculty, candidates and the IROs of their home institutions must follow and abide by the following procedure:

- Nomination by the home institution
- Application to the receiving institution
- Reception and review of the application and application documents
- Acceptance/Denial of the students’ applications

Any students not following the procedure stated above shall under no circumstances be accepted into our institution for either a 1-semester or full-year stay as incoming students.

NOMINATION

- Students wishing to study for either one semester or a full academic year should contact their own home institutions to check whether there is an agreement with our faculty.
  - **If there is an undergoing agreement**, institutional coordinators or the staff responsible for outgoing students at their home institutions should send an official nomination for the students they have selected including:
    - Name of the home institution
    - Full name of the student
    - Duration of stay
    - Study field of the agreement
    - E-mail address
    - Undergoing degree
  - **Should there be no agreement** between both institutions, students shall need no nomination and they should instead apply as free movers.
    - Free moving students are required to pay certain amounts of taxes given that they do not come through an exchange agreement.
    - For further information please check General Considerations → Payments and taxes.
- Once the nomination is received, the IRO at the Faculty of Philology will check whether the amount of students and their duration of stay are within the agreement quotas, and will wait for the student’s application.
- **Students should bear in mind that being nominated does not automatically guarantee a stay at the Faculty of Philology**: students should comply with the faculty requirements for incoming students.
  - Please check the following sections for all the details:
    - General Considerations → Application
    - Language Level Requirements
APPLICATION

Information for incoming students

- **URL:** [http://www.ub.edu/uri/estudiantsNOUB/intercanvis/welcomeang.htm](http://www.ub.edu/uri/estudiantsNOUB/intercanvis/welcomeang.htm)
- Students wishing to study at the Faculty of Philology shall have to make an online application: an e-mail requesting to come shall not suffice.
  - Students may already select courses in their applications. Please check the Courses section in this manual for further information.
  - Students should bear in mind that while the language requirements for other faculties are lower, the Faculty of Philology has a higher standard of language level requirements and students wishing to apply to this faculty should comply with this standard. Check the Language Requirements section for more information.
  - Information for students with disabilities and information regarding housing may be found on this website.

Online application information

- **URL:** [http://www.ub.edu/uri/estudiantsNOUB/intercanvis/accep_a.htm](http://www.ub.edu/uri/estudiantsNOUB/intercanvis/accep_a.htm)
- Once the application is completed, students are to send to the IRO a set of documents by e-mail ([incoming.filologia@ub.edu](mailto:incoming.filologia@ub.edu)) in order to get accepted. Students are expected to send scanned versions in PDF format of the requested documents (no image files or other formats are acceptable)
- **Deadlines for handing in the requested documents:**
  - For Fall/Winter Term / Full Year: June 15.
  - For Spring/Summer Term: November 15.
- **Requested documents:**
  - A copy of the online application form for admission duly completed and signed by the student and the tutor/coordinator at the home university (compulsory for all).
    - **MANDATORY REQUEST:** Two originals, with original signature and stamp of their home tutor/coordinator, are to be handed in on arrival.
  - A certificate signed by your home University attesting your participation on the exchange program (nomination if it had not been sent before the student made the application);
  - 2 color passport-sized photographs
  - Official Transcript of Records
  - Certificate/s of language proficiency (see the Language Level Requirements section)
  - Copy of the health insurance card/Health insurance
  - Copy of the insurance policy for repatriation
  - Copy of the student’s ID card or passport (used in the online application)
- All documents must be handed in as requested. Conditions are nonnegotiable.
Learning Agreement (LA)

- Given that sometimes students might make mistakes when writing down their courses, we encourage you to have digital modifiable copies of your LA documents (in .doc, .docx or .odt format) so we may be able to correct certain bits of information should we find errors, thus preventing the student from endless printing.
- Data for the signature of the Learning Agreements:
  - Contact/Coordinator: Dr. Josep Solervicens
  - Position: Head of International Relations
  - E-mail address: incoming.filologia@ub.edu
- Should a change in the data for the signatures have occurred, as soon as you reach the IRO you shall be duly informed and the official data will be posted in the Faculty URL section for incoming students.

LETTERS OF ACCEPTANCE

- Once the students’ nominations have been processed and all the application documents have been reviewed, the IRO will issue the official acceptance letter, which is sent to the student directly.
- The dates given in the letters of acceptance are merely estimates and they are strictly subject to the beginning and end dates of the lecture period (including examinations). Students should look up the academic calendar of our faculty in order to see the exact dates.
  - For the Fall/Winter Term, the estimated dates are from 1 September to 31 January.
  - For the Spring/Summer Term, the estimated dates are from 1 February to 30 June.
  - For the whole academic year the estimated dates are from 1 September to 30 June.

PERIOD OF STUDY AND ACADEMIC CALENDAR

Period of Study

- The Period of Study is directly linked to the academic calendar of the host faculty, not that of the University of Barcelona as a whole.
- The period of study for incoming students implies the following items:
  - Days for the arrival and document processing upon arrival, including matriculation and enrolment.
  - Lecture period.
  - Examination period
- Once the students have finished their examination, students are expected to have their certificates of attendance signed and stamped by our office still within the period of study. Students coming at later dates shall not have their certificates with any dates later than those specified by the academic calendar given that there is no academic justification for any later date, regardless of the dates in their grant contract/agreement.
In case the student has an exam in another faculty at a date later than those of the Faculty of Philology, this student shall have to provide the IRO at the Faculty of Philology with a document from the other faculty in which said date is officially stated.

- This document is to be handed out to the IRO, at the latest, one month before the end of the lecture period. Requests that do not follow the procedure shall not be accepted.

- The IRO shall check that the student is duly matriculated (enrolled) and, should this be the case, the student’s Certificate of Attendance shall be signed no later than 2 days after said exam.

Academic Calendar

- The official academic calendar is only available in Catalan (the calendar is set yearly between mid-April and early May).

- An updated link is provided within this manual as well as in the section for incoming students of our faculty website:
  - [http://www.ub.edu/filologia/org/secretaria/avisos/calacad1819.htm](http://www.ub.edu/filologia/org/secretaria/avisos/calacad1819.htm)

- Course dates (2018-2019)
  - **Fall/Winter Term:** September 13 – December 21
    - Evaluation period: January 10 – 23
    - 2nd sitting: June 17 – 28
  - **Spring/Summer Term:** February 4 – May 24
    - Evaluation period: May 28 – June 14
    - Evaluation period: September 2 – 10

- For enrolment (matriculation) dates see the Courses → Matriculation and matriculation restrictions and the Changes in matriculations and Learning Agreements sections.

ARRIVAL AND REGISTRATION

Arrival

- Students are expected to arrive in Barcelona 2 to 3 weeks prior to the beginning of the semester in order to get properly registered and enrolled.

- A Welcome Session for Incoming Students is scheduled roughly two weeks before the beginning of the semester. Attendance is compulsory.
  - Students will be informed at the earliest convenience of the scheduled date for the Welcome Session.
  - Students will be given enrolment forms during the session. Failing to show up may delay the enrolment procedures and the IRO will not be held accountable for such delays.

Welcome Session for Incoming Students

- Welcome sessions for incoming students are scheduled for incoming students upon arrival, prior to registration and enrolment,
- **Attendance at the welcome sessions is compulsory.** Students failing to show up will have to wait for registration and enrolment until all attendees have been registered and enrolled.

- **Incoming students are expected to have fully read the manual prior to attending the welcome session in order to be able to ask questions or express any doubts or concerns of the registration and enrolment procedure.**

- **Scheduled Welcome Sessions:**
  - **Fall/Winter Term and Full Year students:** Wednesday, September 5.
  - **Spring/Summer Term students:** Monday, January 28.

- **Should any unforeseen circumstances arise, the IRO may re-schedule the Welcome Sessions,** and **the IRO staff will inform students about any changes.**

### Registration

- **Students will be appointed visiting hours for registration.**

- **Registrations are NOT enrolments.** This means a file is created for every single student so they may later be enrolled and get graded.

- **Certificates of Arrival will be signed when the students visit the office for registration.**
  - Should students fail to bring a Certificate of Arrival/Confirmation of Arrival, IRO at the Faculty of Philology shall provide an official one for the student.
  - **No Certificates of Attendance shall be signed upon arrival under any circumstance.**

- **Students are to hand in the following documents for registration (even after having sent them by e-mail during their application process):**
  - Two printed originals of their online application with original signature and stamp of their home tutor/coordinator, beside a copy of their acceptance letter.
  - A copy of the health insurance card/Health insurance.
  - A copy of the insurance policy for repatriation.
  - Full address of their accommodation during their stay (should students fail to provide one during registration, they shall be expected to bring these data upon enrolment).

- **Students will then be registered but until their official enrolment (matriculation) is not completed students shall have no access to the online campus nor will they have a student ID card or access to the UB WiFi.**

### ENROLMENT (MATRICULATION)

- **Once students receive an enrolment form in the compulsory Welcome Session for Incoming Students,** visiting hours per student shall be set at the IRO.

- **Students will have to hand in the enrolment form duly filled in and signed and shortly afterwards, once the enrolment request has been processed, students will be expected to return to the IRO to pick up their official enrolment papers.**
  - A list of students whose enrolment papers have been processed shall be posted outside the IRO office and updated regularly (it will not be e-mailed under any circumstances).
Once the documents are ready, students are expected to visit the IRO in order to sign the enrolment papers and receive a countersigned copy which will guarantee the student that his/her enrolment has been made official.

Students failing to show up and pick up their official enrolment papers will not be accounted as enrolled and will not be graded.

Should this be the case, no Transcripts of Records shall be issued.

- Enrolments finish at the latest one month after the beginning of the lecture period.
  - Students coming at later dates to either pick up their enrolment papers or to hand in their enrolment papers will have no chance of getting enrolled.
- For payments and taxes, please check General Considerations → Payments and taxes.
- For specific details regarding enrolment (matriculation) please check the following sections:
  - Courses → Matriculation (enrolment) and Matriculation Restrictions and Courses → Changes in matriculations and Learning Agreements.
- Without the enrolment (matriculation) procedure finished, students shall neither receive the identifier which allows them to access the UB WiFi network, nor will they have access to the UB Moodle, nor have the possibility of getting a UB student card.
- It is vital that the student properly hands in all documents which are to enable the student’s enrolment.

Enrolment requirements

- All incoming students must meet the enrolment requirements of our faculty course ratio, regardless of the requirements their home institutions have set.
- For information on our enrolment requirement, please read the following section of the manual: Courses → Enrolment (Matriculation) and Enrolment Restrictions and Courses

EXTENSION OF THE PERIOD OF STUDY

- Fall/Winter Term (Q1) students wishing to extend their stay should hand in a request for an extension of their period of study to the IRO of the Faculty of Philology.
  - An extension document should be provided by the students’ home IRO in which the students shall have to write down the reasons behind their request.
    - Should the home institutions have no extension documents, the IRO at the faculty of Philology shall provide one for the students who wish to extend their period of study.
  - The extension document must be handed in to the IRO at the Faculty of Philology duly signed by the student, and signed and stamped by the student’s home IRO.
    - Any extension document missing these elements shall be disregarded.
  - Should the home institution IRO staff/coordinator agree with the student’s request, and e-mail from them sent to our IRO will suffice, provided the student signs a form in our IRO as well.
- The non-extendable deadline for the document to be handed in shall be December 1st.
  - Extension documents handed in at later dates shall be automatically disregarded.
The date of the signature of the document shall not in any case be taken nor accepted as the date the document has been handed in.

- The IRO of the Faculty of Philology is not compelled under any circumstances to accept any extensions: extension requests may be turned down.
  - Once the IRO at the Faculty of Philology receives the extension request the IRO shall check whether the request is not over quota and whether it can be accommodated.
- Should by chance a modification of the LA be signed by IRO at the Faculty of Philology, it will not constitute proof of an extension nor shall be considered thus.
- Students failing to comply with the proper procedure for an extension shall no longer be accounted as exchange students for the Spring/Summer Term (Q2).
  - In this case students may still be able to stay in our faculty, but they shall be required to re-apply through our online system as specified in the section General Considerations → Application as Free Movers and they shall be bound to payment of taxes related to their second semester at the UB.

DEPARTURE

- Students shall have their Certificate of Attendance/Departure/Confirmation of Departure signed. We require the students bring a copy of their Certificates of Arrival so the dates may coincide in both documents.
- Students should provide us with a Certificate of Attendance/Departure/Confirmation of Departure from their home institution. Should they have none, the IRO shall provide one for them.
- Students should not wait until the last day to get their papers signed.
  - Students coming at later dates will not receive a later date in their document other than that of the official end of the evaluation period, regardless of how long the student freely chooses to stay.
- Under no circumstances shall certificates of attendance be signed at dates, and containing dates, any later than the end of the evaluation period (not the 2nd sitting period).
  - For information on the dates, please see General Considerations → Period of Study and Academic Calendar.
- Certificates of Attendance/Departure shall only be signed during visiting hours, regardless of the hurry a student is in. Should the student fail to comply, the document will remain unsigned until the next visiting hour.
- Certificates of attendance shall not be signed earlier than one week prior to the student’s departure, except in the cases in which the certificate of attendance of the home institution requires the document be signed earlier.
- The dates which may appear on the students’ grant agreements are independent from the official dates of the faculty. Thus, the dates appearing in the certificates of attendance will coincide with the official semester dates of the Faculty of Philology, and not those of the grant agreement.
Students should check they have all their documents with them duly signed and stamped before their departure. Students failing to do so may face a long waiting period until the IRO can provide the missing documents. The documents the student is supposed to have at the time of departure are:

- Certificate of Arrival (original, signed and stamped by our IRO)
- Certificate of Departure (original, signed and stamped by our IRO)
- Learning Agreement: all versions, signed and stamped by our IRO (Before the Mobility section, Changes in the Learning Agreement section, and After the Mobility section should any last changes have occurred).

EVALUATION AND EXAMS

- The Faculty of Philology does not offer any special treatment nor does it create Incoming-only groups. We believe in integrating all students.
- Incoming students are expected to perform as well as UB home students.
- The assessment methods for incoming students are the same as for UB students:
  - The UB favors continuous assessment; however, incoming students may speak with the professors for single-sitting assessment. Professors are not bound to accept these changes.
  - Students are expected to attend a certain percentage of the course time, participate in class and, depending on the course, take one or more exams or hand in written papers.
  - A description of the assessment method per course can be found in the official course lists.
- Exam dates shall not be changed (neither advanced nor delayed) for the convenience any incoming students. All students take their exams during the official dates which can be found in the course schedule list and the academic calendar of the faculty.
- Students may take a first sitting and fail.
  - Should this be the case, the students may leave with a failed course, or they may take a second sitting, usually at the end of the next semester.
  - Students in need of a second sitting pay no extra taxes nor do they pay for additional exam rights (Free Movers are not exempt from payment)
  - Students in need of a second sitting will take their exams on the official dates and they shall take place in our faculty: the Faculty of Philology does neither offer nor accept the possibility to take a second sitting via Skype or any other long distance method.

TRANSCRIPT OF RECORDS

- Students’ grades may take up to 3 weeks to be posted on the online campus. Grades on the online campus are not final.
- The IRO does not hand in ToRs to incoming students directly. In accordance with our agreements, the Faculty of Philology sends the ToRs via post within 8 weeks after the end of the evaluation period.
Should neither the student nor the home institution IRO receive the ToR past this waiting period, we encourage either of them to contact the IRO at the Faculty of Philology in order to request a re-issue.

- The transcripts of records are only sent once the students’ study period is over.
  - Full year students will not receive a 1st semester ToR under any circumstances.
- Students who have failed any courses will not have their ToRs issued but kept automatically on hold for the student to take a second sitting.
  - Should the student not wish to take a second sitting, he/she should inform the IRO by e-mail (incoming.filologia@ub.edu) that the course will remain failed and that the ToR can be sent out. Students following this procedure permanently give up their right to a second sitting.

GRADING SYSTEM

- The official ECTS grading system used by the Faculty of Philology may be found under: [http://www.ub.edu/uri/Documents/puntuacio_ECTS_cat.pdf](http://www.ub.edu/uri/Documents/puntuacio_ECTS_cat.pdf)
- ECTS grading scheme is applied by percentage within a given course group, thus making the grades slightly variable. 5 groups are established:
  - A awarded to the 10% of the best grades
  - B awarded to the following 25%
  - C awarded to the following 30%
  - D awarded to the following 25%
  - E awarded to the following 10%
  - NQ in cases where it cannot be quantified

<table>
<thead>
<tr>
<th>Quantitative grading</th>
<th>Qualitative grading</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>(NP) No presentat</td>
<td>Not present</td>
</tr>
<tr>
<td>-</td>
<td>(PQ) Pendent de Qualificació</td>
<td>Grading pending</td>
</tr>
<tr>
<td>0,0 - 4,9</td>
<td>(SS) Suspens</td>
<td>Fail</td>
</tr>
<tr>
<td>5,0 - 6,9</td>
<td>(AP) Aprovat</td>
<td>Pass</td>
</tr>
<tr>
<td>7,0 – 8,9</td>
<td>(NT) Notable</td>
<td>Noteworthy</td>
</tr>
<tr>
<td>9,0 - 10</td>
<td>(EX) Excel·lent / (MH) Matrícula d’Honor*</td>
<td>Excellent / Honor Mention*</td>
</tr>
</tbody>
</table>

Note:
- This is the general grading system at the UB. However, some professors (regardless of the faculty they belong to) may choose to grant a pass starting at a 6,0 or at a 6,5.
- Matrícula d'Honor (Honor Mention) may only be awarded one per every 20 students. Professors are not bound to grant these in any case.
E-MAIL TRACKING

- Students are encouraged to keep track and backups of all the e-mails they exchange with the IRO at the Faculty of Philology as well as with the individual professors of the courses they visit.
- In case of students having any problems with their courses (late applications, different examination methods than those for UB students) or other problems related to their stay or procedures for their stay, students shall be asked to produce written proof of any communications reached based on e-mails.
  - Failure to produce any evidence may imply direct disregard of the complaints unless the IRO deems that the problem or situation has not been caused by an error of the student.
  - Thus, the IRO policy is that if there is no proof, it never happened.

DOCUMENT TRACKING

- We recommend all students bring with them a USB flash drive in which to store documents related to their exchange.
- Incoming students are encouraged to keep track of all their documents by means of scanned copies (PDFs) saved by type and date.
  - In the event of loss of originals the IRO at the Faculty of Philology may validate the scanned copies as originals.
- We recommend the scanned documents be stored according to the following pattern
  - Student’s full name (Last name/s, First and Middle name/s) – Type of document + Date (YYYYMMDD)
  - Examples (All names are fictional. Any similarity with real people is purely coincidental):
    - Morrigan, Saoirse – LA 20170926.pdf
      - For modifications we recommend you add a description
        - Morrigan, Saoirse – LA 20171003 During.pdf
    - Du Rochelle, Dauphine – CARrival 20170912.pdf
    - Reiter, Kristine Maria – CAttendance 20180128.pdf
    - Gianbattista de Bort, Paolo – Extension 20171116.pdf

MOODLE AND WIFI ACCESS

Moodle

- All UB students, be they part-time, full-time, or incoming exchange students; are granted access to a moodle (Campus Virtual UB) as soon as they have been enrolled in our faculty. Students then receive an e-mail with instructions on how to get a username and password.
• The list of courses a student has chosen shall not appear on the student’s moodle until the enrolment (matriculation) procedure has finished.
  o The procedure of getting access to our moodle, including a login and password, may take up to a month in worst case scenarios. We encourage students to be patient.
• Our moodle automatically shows all the courses the student has been matriculated (enrolled) in, with access to all the class materials professors post.
  o In case a student changes groups of a given course (following the proper procedure as stated in Courses → Changes in enrolments and Learning Agreements), students are to request the professor in charge of the new group to add them manually to the new group in moodle given that this is not automatic.
  o Should there be any delays in issuing the enrolment documents, students may ask the professors of every single course they are in to grant then manual access to the course moodle section in the meantime.
    ▪ The IRO can neither affect nor make any changes in order to add a student’s course in their moodle space.
• Grades posted on the virtual section of a given course within the moodle are provisional. This implies that although a student can see his/her grades they are not in the student’s record and the ToR cannot be handed out.

Access to the UB WiFi
• Once the students have been enrolled (matriculated), students will get an identifiers and a UB e-mail address, which are automatically generated and can be used by the student to log in to the UB WiFi system.
• Given that the access to WiFi is linked to the enrolment (matriculation) process, we encourage students to be patient and, should they have pressing need to access the World Wide Web, we suggest they visit an internet café in the meantime.
• Students are encouraged to get registered whilst in their home institutions to the EduRoam (Education Roaming) network which will enable them to have WiFi access in our institution before, during, and after the enrolment process.
  o All the information regarding the free registration and places where EduRoam can be used may be found in their official website: https://www.eduroam.org/

UB STUDENT CARD
• Incoming students may get a UB student card once the whole of the enrolment procedure has finished. For details about matriculation (enrolment) please refer to General Considerations → Enrolment (Matriculation).
• Once the students have finished their enrolment procedure, they shall take a copy of their matriculation paper to the office of Banco Santander found in the faculty where their UB student card will be issued.
The UB student card has the following advantages:
- Allows students to take books from the library
- Discounts on the price of museums and other cultural institutions, including cinemas, may be applied by showing the card.

PAYMENTS AND TAXES

- Exchange students are exempt from any payments regarding matriculation and exam rights.
- Free Movers that wish to take courses at the Faculty of Philology are to pay for individual credits plus matriculation (enrolment) taxes.
  - Free moving students are expected to take a minimum of 18 ECTS per semester at BA level (3 courses) and 15 ECTS per semester at MA level (credit number varies depending on the MA degree, minimum required 3 courses).
  - Prices:
    - UB credits (ECTS credits) – BA Level: 90€ per credit
    - UB credits (ECTS credits) – MA Level: 120€ per credit
    - Matriculation tax: 54,54€ (approximately)
  - Example of a one-semester, BA level, 3-course matriculation (18 credits, 6 ECTS per course)
    - Amount for the credits: 18 x 90 = 1620€
    - Matriculation tax: 54,54€
    - Total price: 1674,54€
  - Example of a one-semester, MA level, 3-course matriculation (15 credits, 5 ECTS per course)
    - Amount for the credits: 15 x 120 = 1800€
    - Matriculation tax: 54,54€
    - Total price: 1854,54€
LANGUAGE LEVEL REQUIREMENTS
FACULTY REQUIREMENTS

Please bear in mind the language requirements of our faculty as stated in the agreements between our institutions:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional Subject area ISCED</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level</th>
</tr>
</thead>
<tbody>
<tr>
<td>E BARCEL001</td>
<td>All subject areas</td>
<td>Catalan</td>
<td>Spanish</td>
<td>B2 (Spanish, English) A2 (Catalan)</td>
</tr>
</tbody>
</table>

Most agreements were signed in the period 2013-2014, which means that it was stated “Recommended language of instruction level”.
However, our faculty has had to enforce a stricter language policy given the problems both the IRO as well as our teaching staff have encountered in recent years with incoming students.

**Thus, our levels are no longer recommended but required.**

- All incoming students must know that the official teaching languages at the *Universitat de Barcelona* are Catalan and Spanish. Some faculties may offer courses in English but this is not the usual.
  - At the Faculty of Philology, degree-specific courses may be offered in the target language instead of the official teaching languages (i.e. French, German, Latin, Arabic, Portuguese, Russian...).
  - In the official course lists of the faculty the language of instruction for every single course may be found. Some courses have more than one group and the language of instruction may vary.
    - For the language of instruction of every course, please see the *Courses → General Information* section.
- The Faculty of Philology **requires** that the students interested in coming to our faculty possess a certain degree of knowledge of languages in order to be accepted and to be able to follow courses. The required levels are as follows:
  - English: B2
  - Spanish: B2
  - Catalan: A2
- **No students will be accepted without any knowledge of Spanish.**
  - Spain is a country whose people often have a very limited knowledge of foreign languages. Do not expect to be understood solely in English.
- **Please be honest regarding your language level** during the completion of the application. Language levels in the application form are:
  - 0= null knowledge
  - 1= Basic user (approximately A1-A2)
  - 2= Intermediate user (approximately B1-B2)
  - 3= Proficient user (approximately C1-C2)
LANGUAGE CERTIFICATES

- All incoming students are expected to include some form of language proof along with their application documents.
  - Language proof documents cannot be taken in to account if they are older than 4 years.
  - Language proof documents must be presented for both Spanish and English.
- The IRO at the Faculty of Philology accepts both official and non-official language certificates provided they have been produced by an official entity.
- Courses at the home institution in which the student learns of a certain language may be accepted as language proof, provided the students present a document produced by official members of the teaching staff in which the language level is specified according to the CEFR levels (ie.: Spanish I, graded B, University of XXXX is equivalent to B2 in Spanish).

ENGLISH LANGUAGE LEVEL REQUIREMENTS

- Students wishing to take courses which are solely taught in English are required to have at least a B2 level of English. A certificate is mandatory.
  - Students wishing to take courses which are taught only in English are required to present some form of language proof of a A2-B1 level of Spanish. This language proof document is mandatory.
- The IRO shall thoroughly check that the students are thus choosing only courses which are taught in English.
- Students not interested in courses taught in English do not require neither any English language certificate to be accepted, provided they have the proper level of Spanish required (B2) with a proper certificate.

SPANISH LANGUAGE LEVEL REQUIREMENTS

- Incoming students who are to take courses which are not taught solely in English are required to have a B2 level of Spanish. A certificate is mandatory.
- Students with a B1 level of Spanish may be accepted under condition (non-negotiable) that they take an intensive 40-hour Spanish language course offered by Estudios Hispánicos through which they can improve their language level up to a B2 level.
  - URL: http://www.eh.ub.edu/en/
  - The intensive language course yields ECTS credits which can be of use to the student’s academic equivalence, but cannot be added in the student’s LA.
  - The Faculty of Philology does not add these courses to the Transcript of Records under any circumstances given that they do not belong to the faculty per se.
  - These language courses have a cost of 374€ for exchange students.
Students must present a copy of their enrolment in the course.

- In case they fail to meet the condition set, any courses taught in Spanish the student has chosen shall be removed immediately without possibility of an appeal.

- Estudios Hispánicos offers intensive-language-courses for other levels.

### CATALAN LANGUAGE

- Students may take intensive Catalan courses in Serveis Lingüístics in order to learn or improve their knowledge of the local language.
  - This is not compulsory but we like to encourage everyone to learn some Catalan while in Barcelona.

- The Faculty of Philology does not add these courses to the Transcript of Records under any circumstances given that they do not belong to the faculty per se.
COURSES
GENERAL INFORMATION

- Credits at the UB are fully ECTS-compatible.
- We encourage students to visit [http://www.ub.edu/filologia/en/](http://www.ub.edu/filologia/en/) prior to their trip to Barcelona in order to see whether what we offer suits every student’s needs.
  - Unlike other Universities, our courses suffer little to no change from year to year except for changes in the teaching staff or schedule; however, contents, semester and duration are constant.
- **Students are to select courses that are only taught during the semester the student is in our faculty.**
  - Neither applications nor LAs will be accepted if the courses selected do not correspond to the period the student is in.
- **Please be flexible and keep an open mind:** last minute changes regarding schedules or teaching staff do happen from time to time and we do our best to help you out, but your understanding is appreciated. Even though the Learning Agreement Before the Mobility may be signed, this does not imply that changes cannot occur.
- We encourage students to check the schedules in order to see the teaching language for each course and when do classes take place depending on the group.
  - The official schedules are only in Catalan. The schedules are usually found under:
    - **EHEA bachelor’s degrees or Master’s degrees, postgraduate degrees and doctoral programs →**
      - For BAs: *Academic guide: teaching staff, programs, calendars, examinations and other subjects of related interest → Horaris, exàmens i plans docents*
      - For MAs: Select the MA you are interested in and then check the master’s degree website.
    - The abbreviations for the days of the week found on our site are as follows:
      - DL/DX: Dilluns/Dimecres →Monday/Wednesday
      - DM/DJ: Dimarts/Dijous →Tuesday/Thursday
    - Classroom location:
      - Courses which take place in 3-number rooms take place within the Historic Building (ex: Aula 203, Aula 104b...)
      - Courses which take place in split-number rooms take place in the Josep Carner Building (ex: Aula 4.1, 3.4, 1.2...)
    - Course codes must be included in the application form. Lack of codes makes the process longer and more difficult. Course codes usually are 6-digit numbers.
      - BA Level courses offered by the faculty generally begin with a 36.
      - MA level courses offered by the faculty generally begin with either 56 or 57.
    - Many courses are offered in different groups, please make sure to check the schedules, every group has classes on different days and different times of the day
      - Professor and language of instruction may be different from one group to another.
- Incoming students may take any courses offered by the Faculty of Philology provided their knowledge of the teaching language is enough, regardless of their home degree.
- Students need to make sure that the group they are enrolled in and the group they visit and in which they take the tests coincide.
Students whose groups do not coincide need to make course changes according to our course change procedure. Should they fail to do so, they will not receive a grade even if they pass any given course.

COURSE AND CREDIT RATIOS

- **Incoming students shall not be allowed under any circumstances to take only one single UB course under the pretext they do not require the credits at their home university for they are writing their final thesis.**
- Such requests will be automatically disregarded and documents shall remain unsigned until the student fulfills the faculty requirements regarding amount of courses per semester.

**Course ratio**

- **It is compulsory for students coming to the Faculty of Philology to choose 60% of their courses from those offered by the Faculty of Philology.** They may take the remaining 40% in other faculties.
- In case students desire to take courses in other faculties they should hand in a form (provided by our IRO) in which the other faculties should authorize the student to take said courses.
  - **The IRO will thoroughly check that the students comply with the ratio and shall require the students change courses should the student not comply with the given ratio.**
- A student’s matriculation/enrolment may be blocked if he/she fails to comply with the given ratio until he/she fixes the imbalance properly.

**Credit ratio**

- Generally, full time students take a workload of 30 ECTS per semester, 60 ECTS credits per year. This equals 5 courses per semester. Incoming students are allowed to take slightly less credits per semester.
- **All incoming students must comply with the given credit ratios.**
- The credit ratios must be respected at all times, regardless of how many credits the student is expected to take according to either his/her home institution or home institution coordinator.
- Enrolment documents and LAs which do not comply with said ratios will not be signed until the student complies with said requirement.

**Exchange students (Erasmus+ KA103, Erasmus+ KA107, Bilateral Agreements)**

- **BA-Level**
  - **At least 24 ECTS per semester,** thus LAs containing less than 24 ECTS (4 BA courses) per semester at the UB shall not be accepted.
  - **Up to 36 ECTS per semester,** but we discourage greater numbers due to the impossibility of coping with all the out-of-class work expected from the student.

- **MA-Level students**
The number of credits for MA-level courses varies from MA to MA. Thus, students are expected to take at least 4 MA courses per semester.

- **Students who take BA and MA courses**
  - Minimum 2 BA and 2 MA courses per semester.
  - Maximum 3 BA and 3 MA courses per semester.

**Free-moving students**
- BA-Level: At least 18 ECTS per semester
- MA-Level: At least 15 ECTS per semester (or 3 courses if credit numbers are greater than 5 per course).

**ENROLMENT (MATRICULATION) AND ENROLMENT RESTRICTIONS**

- **Students are expected to come to the IRO to get their official enrolment papers, sign them and keep a copy.**
  - Enrolment papers without student signatures are considered void and students will not receive any Transcript of Records if this is their case.
- Students handing in matriculation documents are expected to come and get a copy of their matriculation within two weeks from their request.
  - Should the students fail to comply, the matriculations shall be considered void as the faculty understands there is lack of interest on the student’s part.
  - Should there be any delays on the IRO’s part, such condition will not apply and students will be contacted in order to get the documents as soon as they are ready.
- When students’ enrolments are ready, their names shall be posted in a list outside the IRO.
  - Students must check the list daily, as it is updated on a daily basis.
- **Students may change the courses they are enrolled in provided they follow the appropriate procedures and deadlines.** For changes check the Changes in the Learning Agreements and matriculations section.
- If a course, once enrolled, is removed upon a student’s request, the student may not be re-enrolled in the same course again, even if it was a mistake by the student.
- **The acceptance of a student in a given course by a given professor does neither imply nor guarantee under any circumstances that the student is automatically matriculated in said course.**
  - Incoming students must hand in a course change form duly signed to the IRO in order to have their courses matriculated. Should this document be handed in beyond the deadline set for changes, the change shall not come into effect.
  - Should a student not hand in a course registration form, the student will not be officially enrolled in said courses and LAs containing such courses will not be signed until the proper document is handed in.
    - Enrolment documents and LAs are completely different documents and imply different procedures.
    - Having an LA accepted does neither guarantee nor imply proper enrolment.
No Fall/Autumn courses may be enrolled (matriculated) during the Spring/Summer Term, even if the student failed to get enrolled by mistake and had already been assessed and graded.

CHANGES IN ENROLMENTS AND LEARNING AGREEMENTS

- In order to simplify procedures, incoming students are allowed to select courses and attend classes the first days of the semester in order to check whether they are really interested in them before getting them matriculated.
- **The IRO strongly advises against making many changes:** it is better to take it slow and hand in papers just once with the courses the student wishes to take, instead of taking in changes every week.
- **Students will only be allowed to make changes 3 times per semester, all during the first month after the beginning of lessons.**
  - Students are encouraged to be patient and only make changes once they have visited the courses they are interested in at least twice in order to know for certain that the course adequate for them.
  - The IRO shall keep track of all changes intended and requested.
  - **Further changes beyond said deadline will be dismissed.**
- **Changes made on the LA do not imply under any circumstances that the student is officially enrolled in the courses stated in the aforementioned document.**
  - Students are compelled to hand in *Course Change Form* that shall be provided by the IRO at the Faculty of Philology.
  - **No LA modifications shall be approved by the IRO unless the student provides the Course Change Form duly filled in and signed.**

BA AND MA LEVEL COURSES

- Students may take BA and MA courses offered by the faculty, however there are certain aspects that need to be taken into consideration:
  - Students coming from institutions with which the Faculty of Philology has only BA level agreements are not allowed to take any MA courses.
  - **For all levels**
    - **Course duration**
      - *Q1 (Fall/Winter Term)* – Only available to 1st semester and full year students.
        - BA level: 6 ECTS
        - MA level: 2,5 or 5 ECTS
      - *Q2 (Spring/Summer Term)* – Only available to 2nd semester and full year students.
        - BA level: 6 ECTS
        - MA level: 2,5 or 5 ECTS
• A or Q1/Q2 (Whole year courses) – Only available to full year students. 12 ECTS
  o Should any one-semester student choose a 12-ECTS course, the students matriculation shall be blocked until he/she chooses either one or two single 6-ECTS courses which are taught during the semester the student is in.
  o Students taking a whole year course will not be allowed under any circumstances to take the first part of the course and get a grade and credits.
  o Students may not get un-enrolled from whole-year-courses during the Spring/Summer semester under any circumstances.
  ▪ Students may not un-enrol from any courses they have failed under any circumstances.
  ▪ Grades and credits are only awarded once the full course has been finished and evaluated.
    o Grade complaints
      ▪ Incoming students may file complaints should they feel their grades are not correct. In order to file a complaint a student must contact the professor responsible for the course/courses directly. The IRO shall not be a mediator in these cases.

FOR BA COURSES

• URL: http://www.ub.edu/filologia/queoferim/en/index/grau.htm
• Students may take 1st, 2nd, 3rd and 4th year courses. Given that the study plans differ from institution to institution, some 1st or 2nd year courses may be equal to 3rd and 4th year courses at the student’s home institution.
  o BA Thesis
    ▪ Incoming students are not allowed to enroll in any BA thesis courses.
    ▪ Incoming students are not allowed to write and have their BA theses graded.

FOR MA COURSES

• URL: http://www.ub.edu/filologia/queoferim/en/index/postgrau.htm
• Students wishing to enroll in one or more MA-level courses shall have to hand in a form (which shall be provided by the IRO) in which the professor in charge of every MA-course the student is interested has to authorize the student's participation.
• This form, once signed by the student and authorized by the professor, shall have to be approved by the Vice-Dean and Head of International Exchanges. Only then shall the student be enrolled.
  o MA-Level students failing to comply shall not be enrolled in the selected courses and shall neither be graded nor receive any credits.
Please bear in mind that acceptance in MA courses is not guaranteed given that the coordinators may freely choose to accept no incoming students in a particular MA degree.

- Faculty of Philology-run MA courses and other courses
  - Students may take MA courses at other faculties but the 60-40 ratio must be maintained. Should the student fail to maintain the ratio, the enrolment shall be kept in hiatus until corrected.
  - Students may take both MA and BA courses should they wish to, but authorization for an MA course is compulsory.

- MA Thesis
  - Incoming students are not allowed to enroll in the MA thesis courses.
  - Students are not allowed to write and have their MA theses graded at our faculty.
  - Students are not, under any circumstances, allowed to write their MA thesis at our faculty and have it graded at their home institution.
INTERNSHIPS/PLACEMENTS
INFORMATION FOR INCOMING STUDENTS

- The Faculty of Philology currently does not offer bilateral placements/internships through the Erasmus+ program. However, single students who would like to have an internship with one of our departments may freely do so by contacting said department directly and reaching an agreement with them.

- **Incoming students that have come here via an Erasmus+ agreement for studies are strictly forbidden from having an internship whilst in their stay as Erasmus+ students.** Any such requests shall be discouraged.

- **Incoming students are strictly forbidden from taking any courses which are described as curricular internship/placement,** even if they do require the hours for their own study plans back home. Any requests in this regard shall be dismissed.

PLACEMENTS

- Given that individuals coming for internship/placements are accounted as trainees/interns, and not as students, they formally have no matriculation and no access to the UB WiFi.

- Such individuals are expected to make an online application for a traineeship/placement through our online application system (as described in General Considerations → Application) so the IRO may keep track of trainees/interns.
  
  o **Trainees should come to the IRO with their traineeship papers duly signed and stamped by the departmental liaison in our faculty.**
  
  o The IRO shall then get the trainees’ data and provide a method for temporary UB WiFi access for the duration of their stay.
    
    ▪ **This method is exclusively for trainees and shall not be activated for incoming students.**
OTHER INFORMATION

Should the student require further information, we urge you to ask your home university IRO and home institution coordinators, as well as to our URL for incoming students:

http://www.ub.edu/url/estudiantsNOUB/intercanvis/welcomeang.htm