

Dear Sir/Madam,

At the moment I am reading at the Teacher Training Faculty (Universitat de Barcelona, Spain) to become a fully qualified primary school teacher. This is my second year and I am specialising in Physical Education.

I have been awarded an Erasmus exchange grant to continue my reading at (*universitat – ciutat*) during the **Autumn semester (September-January) this year (2007)**. It is my intention to enrol for (**30** ECTS) credits during the semester. Some of these credits are compulsory for me; for other credits I can choose any subject I think appropriate.

The compulsory subjects I must enrol in at the University of Barcelona are:

- Music and its Methodology (4,5 ECTS)
- Corporal Expression (6 ECTS)
- English and its Methodology (4,5 ECTS)

I would be very grateful if you could tell me if I could enrol in reasonably similar subjects as the ones mentioned, during my stay at? What other subjects would you recommend for me to read? Your indications would help me a great deal in filling out my Learning Agreement. If I could fill out my Learning Agreement before my arrival it would probably save us all time and unnecessary paperwork.

I would also appreciate if you could let me know about:

1. The date of the beginning of term
2. Which is the date you recommend for me to arrive (before term classes begin)
3. How can I apply for accommodation (and approximate monthly cost)
4. Will I have the possibility to attend a free course in (*Danish, Finnish, German, French, etc.*) upon arrival
5. What would you consider the approximate cost of living (per month) in....
6. Is there a section in the university web where I can find specific information about my stay at..... so I can get as much information as possible before my coming over.
7. Is there a section in the university web where I can find the subjects I can choose from.
8. Do I have to register on-line or is there any other protocol to do so.
9. Since my fluency in (Danish, Finnish, Dutch, etc.) is very limited, is there a possibility of enrolling in subjects taught in English in your university.

Any other recommendations from you will be most welcome. Thank you so much for taking your time and considering my case.

I am looking forward to meeting you in the near future.

Yours sincerely,

Núria Borrell Santillana
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Teacher Training Faculty
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email:

Anotacions generals:

1. Recorda que cada vegada que escriguis un correu t'has d'identificar amb el màxim detall, ja sigui amb la universitat d'acollida, ja sigui amb la UB
2. Sempre, al final del correu, posa el teu nom complet i els detalls d'especialitat que estàs cursant, facultat, universitat, país (tant si escrius a l'estranger com si ens escrius a Relacions Internacionals!)
3. Respecta les formalitats
4. Consulta regularment les teves adreces de correu electrònic
5. Consulta regularment l'adreça d'internet de la UB (OMPI) amb molta atenció a partir d'ara:
http://www.ub.edu/uri/erasmus07_08.htm
6. Fes servir el WEBLOG UB Estudiants de la la URI (Unitat de Relacions Internacionals): <http://uri-ub.blogspot.com/>