



Frequently Asked Questions

- **I am enrolled mostly in the G1 subjects, but also in some G2 ones. Does that mean that I will go to class every morning and some afternoons?**

Usually G1 refers to the morning classes and G2 to the afternoon classes, but several subjects have up to 4 groups. In that case, G1 and G2 correspond to the morning classes and G3 and G4, to the afternoon classes.

- **How can I request a group change?**

You must present a petition form to the Secretary, attaching a work contract that proves that your work and your class schedules conflict. The change will have to be authorized by the Head of Studies.

- **When can I enrol in the TFG?**

If you meet the requirements to enrol in the TFG (you need to have passed 180 credits and to be enrolled in the rest of the credits needed to finish the degree), the Secretary will authorize you to enrol in the TFG afterwards. It will be announced in the bulletin board of the Faculty's website.

- **What do I have to do on the first day of class?**

You have to go directly to the classroom of the first class in which you have enrolled.

- **How can I know the classroom and schedule of a class?**

You can check the classrooms and schedules of every course on the Faculty's website: www.ub.edu/filologia/guia_grau_com_ind_cult/horaris.htm. This website is constantly updated, since teachers can request a change of classroom according to their needs.

- **What does DL, DM, DX, DJ, DV mean?**

It is the abbreviation of the days of the week in Catalan. *DL* - *Dilluns* (Monday), *DM* - *Dimarts* (Tuesday), *DX* - *Dimecres* (Wednesday), *DJ* - *Dijous* (Thursday), *DV* - *Divendres* (Friday).

- **In the schedules, what does the double bar between two days of the week mean?**

The double bar is used in practical sessions when the class is split in two groups. On those days, both the morning and the afternoon groups are subdivided into two smaller ones - usually A and B, being A the first shift and B the second shift.



- **How do I know where a classroom is located?**

Classrooms numbered with three figures (e.g. 203) are located in the Historical Building of the Faculty of Philology. For instance, 203 means 2nd floor of the Historical Building, classroom 3.

Classrooms numbered with two figures (e.g. 2.3) are located in the Josep Carner Building of the Faculty of Philology. For instance, 2.3 means 2nd floor of the Josep Carner Building, classroom 3.

- **How can I know the exam dates?**

You can check the exam dates and classrooms of every course in the Faculty's website: www.ub.edu/filologia/guia_grau_com_ind_cult/horaris.htm. This website is constantly updated, since teachers can request a change of classroom according to their needs.

1st semester subjects have their first evaluation call in January and their re-evaluation call in June. 2nd semester subjects have their first evaluation call in June and their re-evaluation call in September.

- **In the exam calendar, what does the sign "/ V" mean?**

In Roman numbers, it refers to the 5th month of the year: May.

- **How can I know the holidays / non-school days of the Faculty?**

You will find the academic calendar of the course in the Faculty's website: www.ub.edu/filologia/guia_grau_com_ind_cult/calendari.htm. Watch out! The calendar varies according to the Faculty / University. The Faculty will be open on non-school work days.

- **Where can I check in which non-school days the Faculty is still open?**

You can check it on the following link: www.ub.edu/ce-pas/Calendari/CalendariC.html

- **Can I access the library on weekends?**

Not all UB libraries are open on weekends. You can check which ones are on this link: <http://crai.ub.edu/ca/coneix-el-crai/biblioteques>

- **When are group lists closed?**

When the academic year begins, around October.

- **How is the absence of a teacher notified?**

A teacher's absence is notified through the subject's virtual campus, by email and / or with a notice sign on the classroom door.

- **How can I request a classroom reservation to do an academic project?**

As a student of the CIC Degree, you can make your request by going to the CIC Technical Space in person or by addressing them by email. You must indicate your name and/or the name of all the members of the group, the subject and the project you will be working on, and the day and schedule that you want.



These kind of procedures should be done well in advance. Classroom reservations in the afternoons and on Fridays will be prioritized.

- **How can I request the reservation of audiovisual materials to do an academic project?**

As a student of the CIC Degree, you can make your request by going to the CIC Technical Space in person or by filling out the following online form: <https://goo.gl/forms/mqV94azZZE7xshad2>.

- **How can I request the reservation of a post-production room to do an academic video editing or design project?**

As a student of the CIC Degree, you can make your request by going to the CIC Technical Space in person, by calling 93 402 09 34 or by sending an email to tecnic.graucic@ub.edu, indicating your full name, your course and the schedule you want.

- **Where can I make photocopies?**

Go to the *Letters Courtyard* of the Historical Building. In the corridor on the right side of the information point you will find a space where you can make photocopies and bind your projects. During the academic period, it is open from Monday to Friday from 9:00 a.m. to 2:00 p.m. and from 3:00 p.m. to 7:00 p.m.

Likewise, at the CRAI in the Historical Building you will also find printers that work with rechargeable cards.

- **Where can I find the Faculty Cafeteria?**

In the Historical Building's underground. You will find the stairs in the corridor that connects the *Letters Courtyard* with the *Maths Courtyard*.

- **Which one is the *Letters Courtyard* and which one is the *Mathematics Courtyard*?**

The *Letters Courtyard* is the one that is closest to the Josep Carner Building and Aribau street. The *Maths Courtyard* is the closest to Balmes street.

- **Where can I find computers?**

In the Josep Carner Building: on the 4th floor and in the underground.

In the Historical Building: at the CRAI.

- **Where can I find the Study Room?**

Go to the *Letters Courtyard* of the Historical Building. You will find it to the left of the information point.

- **Where can I find a teacher's mailbox?**

Go to the *Letters Courtyard* of the Historical Building. You will find it in the corridor to the left of the information point.



- **Where can I find a professor's office and contact information?**

On the UB directory (<http://directori.ub.edu/>) or on the subject's virtual campus.

- **Where can I check a professor's visiting days and hours?**

On the Degree Coordination's or on the subject's virtual campus.

- **Where can I check the Head of Studies' visiting days and hours?**

On this link, which is constantly updated: www.ub.edu/filologia/org/aministracio/coordinacio.htm.

- **Where can I request to take a subject in single assessment mode?**

On this link, you will find the documentation that you will have to deliver to the teacher during the first 30 days from the start of the classes of the subject:
www.ub.edu/filologia/org/secretaria/avisos/sol_avaluacio_unica.html

- **Where can I check the Faculty norms and the material reservation and loan regulations?**

On the following link: <http://www.ub.edu/graucic/ca/recursos/>