

**UNIVERSITAT DE BARCELONA**

**FACULTY MANUAL FOR  
INCOMING STUDENTS**

**2024-2025**

**(English Version)**

**INTERNATIONAL RELATIONS OFFICE – FACULTY OF PHILOLOGY AND  
COMMUNICATION**

February 2024



## 1. FACULTY INFORMATION

### INSTITUTIONAL CONTACT DATA

Name of the Institution	Universitat de Barcelona
Erasmus Code	E BARCELO01
Address	International Relations Office, Faculty of Philology Gran Via de les Corts Catalanes, 585 08007 Barcelona (Catalunya) Spain
Head of International Relations	<b>Vice-Dean Dr. Josep Solervicens.</b> Responsable de Relaciones Internacionales de la Facultad
IRO Staff	Oscar Cabaco (incoming students) Eugeni Boix (outgoing students) Alba León (agreements)
E-mail	Inbound mobility: <a href="mailto:incoming.filologia@ub.edu">incoming.filologia@ub.edu</a> Outbound mobility: <a href="mailto:outgoing.filologia@ub.edu">outgoing.filologia@ub.edu</a> Bilateral Agreements (Faculty level): <a href="mailto:ori-filologia@ub.edu">ori-filologia@ub.edu</a>

### IRO VISITING HOURS

- The IRO visiting hours are posted on the section for incoming students website:  
<https://www.ub.edu/portal/web/filologia-comunicacio/mobiltat-estudiants-d-entrada>.
- We recommend to set an appointment before coming to the office:  
<https://www.ub.edu/portal/web/filologia-comunicacio/mobiltat-estudiants-d-entrada>.

### ACADEMIC CALENDAR

- The official academic calendar is only available in Catalan (the calendar is set yearly):  
<https://www.ub.edu/portal/web/filologia-comunicacio/detall-avisos/-/detall/calendari-academic-del-curs-2023-2024>
- 2024-2025 dates are still not confirmed.



## 2. BEFORE THE MOBILITY

### 2.1 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.
- **Should there be no agreement** between both institutions, students shall need no nomination and they should instead apply as free movers.
- Once the nomination is received, the IRO at the Faculty of Philology and Communication will check 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:** students should comply with the faculty requirements.

### 2.2 APPLICATION

- Online application form: [http://www.ub.edu/uri/estudiantsNOUB/intercanvis/accep\\_a.htm](http://www.ub.edu/uri/estudiantsNOUB/intercanvis/accep_a.htm)
  - Students may already select courses in their applications. Please check the *Course selection* 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 and Communication has a higher standard of language level requirements and students wishing to apply to this faculty should comply with this standard. Check the *Language Level Requirements* section for more information.
- Application deadlines:
  - 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).
  - 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 accidents and repatriation
  - Copy of the student's ID card or passport (used in the online application)
- **Send all the documents by email to: [incoming.filologia@ub.edu](mailto:incoming.filologia@ub.edu).**



### 3.2 LETTER 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.

### 3.3 HEALTH INSURANCE AND ACCIDENTS AND REPATRIATION INSURANCES

- All incoming students are required to have health coverage, either through their EU health system or by means of a private health insurance policy.
- All health insurance policies, if they are not the EU Health Insurance Card, must be written in either English, Spanish or Catalan.
- Students are also required to have an insurance policy that covers repatriation in the event of bodily harm or death. If such a clause is included in the student's health insurance policy, such description must be clearly stated and, in either English, Spanish or Catalan.
- In case a student has no health insurance policy that covers repatriation, one may be purchased through *Ferrer&Ojeda SL*, the insurance company the UB has an agreement with for such cases.
  - More information may be found here:  
[http://www.ub.edu/uri/estudiantsNOUB/intercanvis/abans\\_a.htm](http://www.ub.edu/uri/estudiantsNOUB/intercanvis/abans_a.htm)

## 3. LANGUAGE LEVEL REQUIREMENTS

- Incoming students who are to take courses which are taught in Spanish or Catalan are required to have a **B2 level of Spanish**. A certificate is mandatory.
- Students wishing to take courses which are solely taught in English are required to have at least a **B2 level of English and a B2 level of Spanish**. Both certificates are mandatory.
- 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 and Communication, 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 each course information and group the language is detailed.



### 3.1. LANGUAGE CERTIFICATES

- The IRO at the Faculty of Philology and Communication accepts both official and non-official language certificates provided they have been produced by an official entity (home institution language certificate, letter from a given department...).
- 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).

## 4. COURSE SELECTION

- 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 are to enter to the Faculty webpage: <https://www.ub.edu/portal/web/filologia-comunicacio>.
- On the right side of the screen you can find a list of our bachelor and master degrees.
- You should select one of the degrees and click on “Information for UB students”, then “Calendar, timetables, classrooms and assessment” and after “Timetables” and “Timetables for the academic year” to see the list of courses.
- On the upper side you can select the type of courses (formació bàsica, obligatòries or optatives).
- To check the course curriculum, click on “Pla docent”.
- To check the Schedule, group, teaching language or exam date, you should click on “tardor” (first semester) or “primavera” (for second semester).
- Different groups mean different schedules, so please, check which one do not overlap with your other courses. We will need to know the group you want to attend to to enroll you on it.

<b>Assignatura</b>	<b>Course name (required for the application and enrolment)</b>			
<b>Codi</b>	<b>Course code (required for the application and enrolment)</b> 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			
<b>Grup</b>	<b>Group (required for the enrolment).</b> Professor and language teaching may vary depending on the group			
<b>CA</b>	ECTS per course	BA level: 6 ECTS	MA level: 2,5 or 5 ECTS	
<b>Dies</b>	Days of the week the course takes place in DL: Dilluns (Monday)   DM: Dimarts (Tuesday)   DX: Dimecres (Wednesday)   DJ: Dijous (Thursday)			
<b>Hores</b>	Schedule. Classes take place 2 times per week in slightly different timeframes			
<b>Durada</b>	<b>Course duration. It must match the student's period of study in our faculty</b>			
	<b>Q1 or tardor</b> 1 <sup>st</sup> semester (Fall/Winter Term) Available to 1 <sup>st</sup> semester or full-year students	<b>Q2 or primavera</b> 2 <sup>nd</sup> Semester (Spring/Summer Term) Available to 2 <sup>nd</sup> semester or full-year students	<b>A or Q1/Q2 (12 ects)</b> Full academic year Available <b>ONLY</b> to full-year students	
<b>Aula</b>	The room the course takes place in. It may vary depending on the day the course takes place in			
	XYZ	Rooms in the Historical Building (i.e. 111, 203...)	X.Y	Rooms in the Josep Carner building (i.e. 1.4)
<b>Professor/a</b>	Professor in charge of a particular group and course			
<b>Llengua</b>	Teaching language of the course			



#### 4.1 COURSES IN OTHER FACULTIES

- It is compulsory for students coming to the Faculty of Philology and Communication to choose at least the 51% of their courses from those offered by the Faculty of Philology and Communication. They may take the remaining 49% 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.

#### 4.2 MASTER LEVEL COURSES

- The master courses require an acceptance by the master coordinator that is made by the IRO.
- 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.

#### 4.3 ENROLMENT RESTRICTIONS

- Incoming students are not allowed to enroll in the BA or MA thesis courses.
- Incoming students that have come here via an Erasmus+ agreement for studies are forbidden from having an internship whilst in their stay as Erasmus+ students.
- The acceptance of a student in a given course by a given professor does neither imply nor guarantee that the student is automatically matriculated in said course.

### 5. DURING THE MOBILITY

#### 5.1. WELCOME SESSION

- Students are expected to arrive in Barcelona 1 week before to the beginning of the semester to assist to the Welcome Briefing.
- **Attendance is compulsory.**
- Students will be informed at the earliest convenience of the scheduled date for the *Welcome Session*.

#### 5.2. CERTIFICATE OF ARRIVAL

- The Certificate of Arrival will be signed at the office or by email with the Welcome Session data or after that.



### 5.3. ENROLMENT

- Students should check, complete and sign the document “Ficha de Inscripción” that the IRO will provide you at the Welcome Session. In this document there are already the courses that each student introduced at their application form, so only the groups are missing. Each group may have a different schedule, professor or teaching language.
- Once the IRO receives this document, the enrolment will be processed and you will have access to the Campus Virtual, the platform where all the materials are uploaded.

### 5.4. ENROLMENT CHANGES

- You have 5 weeks to do changes in your enrolment.
- To make any change, you should fill in a form that the IRO will provide you.

### 5.5. 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 and Communication.
- The deadline for the document to be handed in shall be December 1<sup>st</sup>
- Once the IRO at the Faculty of Philology and Communication receives the extension request the IRO shall check whether the request is not over quota and whether it can be accommodated.

## 6. AFTER THE MOBILITY

### 6.1. CERTIFICATE OF STAY

- The Certificate of Stay (Certificate of Attendance/Departure/Confirmation of Departure) will be signed in person or by email.
- 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
- Certificates of attendance won't be signed any later than 5 days after the end of the evaluation period (not the 2<sup>nd</sup> sitting period).
- 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.

### 6.2. TRANSCRIPT OF RECORDS - ToR

- Students' grades may take up to 5 weeks to be posted on the Virtual Campus. Grades on the online campus are not final.
- ToRs usually take around up to 8 weeks after the end of the evaluation period (not the end of the exams the student has taken) to be issued and signed by the faculty's Secretary. As soon as these are issued, they are transferred to the IRO.
- ToRs will be sent in PDF by email to the student and the home university.