

UNIVERSITAT DE BARCELONA

**FACULTY MANUAL FOR
INCOMING STUDENTS**

2019

(English Version)

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

COMPULSORY READING

23 october 2019

Version 2.0



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 2019/2020 – 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.



CONTENTS

MANUAL INFORMATION	5
COMPLIANCE WITH THE MANUAL	6
REGARDING INTERINSTITUTIONAL COOPERATION	6
FACULTY INFORMATION.....	7
IRO VISITING HOURS.....	8
IRO STAFF.....	8
E-MAILS TO AND FROM THE IRO	8
INSTITUTIONAL CONTACT DATA.....	8
GENERAL CONSIDERATIONS	9
PROCEDURES	10
PERIOD OF STUDY AND ACADEMIC CALENDAR	10
Period of Study	10
Academic Calendar	11
LANGUAGE OF INSTRUCTION	11
COURSES.....	11
EVALUATION AND EXAMS	11
GRADING SYSTEM.....	12
PAYMENTS AND TAXES.....	13
E-MAIL TRACKING.....	13
DOCUMENT TRACKING.....	13
MOODLE AND WIFI ACCESS.....	14
Moodle	14
Access to the UB WiFi.....	14
UB STUDENT CARD	15
BEFORE THE MOBILITY	16
ORGANIZATION CHART.....	17
NOMINATION	17
APPLICATION	18
Information for incoming students	18
Guide to making the Online Application	18
Requested documents.....	20



Learning Agreement (LA).....	21
LETTERS OF ACCEPTANCE.....	21
ACCOMODATION.....	22
VISAS.....	22
HEALTH INSURANCE.....	22
DURING THE MOBILITY.....	23
ORGANIZATION CHART.....	24
ARRIVAL AND REGISTRATION.....	24
Arrival.....	24
Welcome Session for Incoming Students.....	25
Registration.....	25
ENROLMENT (MATRICULATION).....	25
Enrolment requirements.....	26
EXTENSION OF THE PERIOD OF STUDY.....	26
AFTER THE MOBILITY.....	27
ORGANIZATION CHART.....	28
DEPARTURE.....	29
LA DURING THE MOBILITY / AFTER THE MOBILITY.....	29
TRANSCRIPT OF RECORDS.....	30
Timeline.....	30
Handling.....	30
Restrictions.....	30
LANGUAGE LEVEL REQUIREMENTS.....	31
FACULTY REQUIREMENTS.....	32
LANGUAGE CERTIFICATES.....	32
ENGLISH LANGUAGE LEVEL REQUIREMENTS.....	33
SPANISH LANGUAGE LEVEL REQUIREMENTS.....	33
Intensive Spanish Language Course.....	33
CATALAN LANGUAGE.....	34
COURSES AND COURSE SELECTION.....	35
GENERAL INFORMATION.....	36
Finding and choosing courses.....	36
COURSE AND CREDIT RATIOS.....	38



Course ratio	39
Credit ratio.....	39
Examples of course selection respecting ratios	40
ENROLMENT (MATRICULATION) AND ENROLMENT RESTRICTIONS	41
CHANGES IN ENROLMENTS AND <i>LEARNING AGREEMENTS</i>	41
BA AND MA LEVEL COURSES	42
FOR BA COURSES	43
FOR MA COURSES.....	43
INTERSHIPS/PLACEMENTS	44
INFORMATION FOR INCOMING STUDENTS.....	45
PLACEMENTS	45
OTHER INFORMATION.....	46



MANUAL INFORMATION



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 and Communication 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 and Communication does not restrict incoming students to a single department or degree:** 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 and Communication requires that all incoming students, full-year or one-semester students, take at least 55% of their courses at the Faculty of Philology and Communication.**
 - No Learning Agreements shall be neither accepted nor signed if they contain more than 45% of courses belonging to other faculties. For further information please check the *Courses and course selection* section
- The section in charge of international exchanges is the faculty IRO, the International Relations Office (in Catalan *ORI, Oficina de Relacions Internacionals*).



FACULTY INFORMATION



IRO VISITING HOURS

- The IRO visiting hours are posted on the section for incoming students website (http://www.ub.edu/filologia/atencio_est/mobilitat/incomers-en.htm) and notice board.
- The IRO takes no appointments except during registrations. Students are expected to come during visiting hours. In special occasions, the IRO shall have longer visiting hours and these shall be posted on the office wall and on the faculty website section for incoming students.
- The IRO has neither visiting hours nor online attention during the Summer Holidays, Christmas Holidays, Easter Holidays, as well as during the institutional, local, regional and national holidays.

IRO STAFF

- 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 note that during August (for the Summer Holidays), the Winter Holidays and the Easter Holidays the Faculty of Philology and Communication 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.

Name of the Institution	Universitat de Barcelona
Erasmus Code	E BARCELO01
Address	International Relations Office, Faculty of Philology and Communication Carrer Aribau, 2, Planta Baixa (Edifici Josep Carner) E-08007 Barcelona
Head of International Relations	Dr. Josep Solervicens, Vice-Dean. Head of International Relations for the Faculty of Philology and Communication.
IRO Staff	Agnes Poles, MA. IRO Officer for inbound and outbound students
	Roger Loscertales, MA. IRO Coordinator for Inbound and outbound students and Bilateral Agreements (Faculty level)
E-mail	Inbound mobility: incoming.filologia@ub.edu Outbound mobility: outgoing.filologia@ub.edu Bilateral Agreements (Faculty level): ori-filologia@ub.edu



GENERAL CONSIDERATIONS



PROCEDURES

In order to be able to study in our faculty, candidates and the IROs of their home institutions must follow and abide by our following procedures. Any students that do not follow the procedures before the mobility shall not be accepted into our institution for neither a 1-semester nor a full-year stay as incoming students. Any students that do not follow procedure during the mobility will neither get enrolled nor will they have their documents signed until proper procedure is followed.

The basic mobility procedures for our faculty are as follows.

Before the mobility		During the Mobility		After the Mobility	Continuation/ Completion of Studies
Nomination Application Review Acceptance/denial	→	Welcome Session Registration C. Arrival Enrolment Changes (Enrolment/LA) Evaluation	→	C. Attendance Transcript of Records Re-Sit Exams Transcript of Records	

For detailed information on any or each of the procedures, please see the corresponding section.

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 (January/June)
- 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 and Communication, this student shall have to provide the IRO at the Faculty of Philology and Communication 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 dates for 2019-2020 will be set around early-to-mid June 2019. The manual will be duly updated with the corresponding dates.** The official academic calendar is only available in Catalan (the calendar is set yearly): <http://www.ub.edu/filologia/org/secretaria/avisos/calacad1920.htm>
- **Course dates (2019-2020).**
 - **Fall/Winter Term:** September 16 – December 20
 - Evaluation period: January 9 – 22
 - 2nd sitting: June 15 – 26
 - **Spring/Summer Term:** February 3 – May 22
 - Evaluation period: May 26 – June 12
 - Evaluation period: September 1 – 10
- For enrolment (matriculation) dates see the *Courses and course selection* section, specifically *Enrolment and enrolment restrictions* and *Changes in matriculations and Learning Agreements* sub-sections.

LANGUAGE OF INSTRUCTION

- For detailed information of our language level requirements please go to page 34 of the current Manual, the *Language Level Requirements* section.
- The main languages of instruction at the Universitat de Barcelona are Catalan and Spanish. Incoming students are expected to have medium proficiency in at least one of the two languages.

COURSES

- For detailed information on where to find and how to select courses, please go to page 38 of the current Manual, the *Courses and Course Selection* section.
- The courses of our faculty may be found in our faculty URL:
 - In Catalan: <http://www.ub.edu/filologia/>
 - In Spanish: <http://www.ub.edu/filologia/es/>
 - In English: <http://www.ub.edu/filologia/en/>

EVALUATION AND EXAMS

- **The Faculty of Philology and Communication 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 may 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: currently the Faculty of Philology and Communication does neither offer nor accept the possibility to take a second sitting via Skype or any other long distance method.

GRADING SYSTEM

- The official ECTS grading system used by the Faculty of Philology and Communication may be found under: 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

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

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.



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 and Communication **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: 120€ per credit
 - UB credits (ECTS credits) – MA Level: 150€ 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: $18 \times 120 = 2160€$
 - Matriculation tax: 54,54€
 - Total price: 2214,54€
 - Example of a one-semester, MA level, 3-course matriculation (15 credits, 5 ECTS per course)
 - Amount for the credits: $15 \times 150 = 2250€$
 - Matriculation tax: 54,54€
 - Total price: 2304,54€

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 and Communication 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 and Communication may validate the previously scanned copies as originals in case no new originals may be issued.
- We recommend the scanned documents be stored according to the following pattern



PROPOSED STRUCTURE					
Last name/s, First and Middle name/s	<i>hyphan</i>	Document type	<i>space</i>	Date (YYYYMMDD)	.file extension
Proposed coding					
Code	Type of document	Examples			
CArrival	Certificate of Arrival/ Confirmation of Arrival	Du Rochelle, Dauphine – CArrival 20190912.pdf			
CAttendance	Certificate of Attendance/ Confirmation of Attendance/ Confirmation of Departure	Reiter, Kristine Maria – CAttendance 20200128.pdf			
LA Before	Learning Agreement <i>Before the Mobility</i>	Morrigan, Saoirse – LA Before 20190726.pdf Morrigan, Saoirse – LA Before 20190903.pdf			
LA During	Learning Agreement <i>Before the Mobility</i>	Morrigan, Saoirse – LA During 20191017.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.
 - 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 enrolled in.
 - In case a student changes groups of a given course (following the proper procedure as stated in *Courses and course selection → Changes in enrolments and Learning Agreements*), students may request the professor in charge of the new group to add them manually to the new group if once the changes in enrolment have been made and the proper group does not appear.
- **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 identifier 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.
- 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.
 - 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 *During the Mobility → 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.



BEFORE THE MOBILITY



ORGANIZATION CHART

Step	Who	To whom	What
1 Nomination	Home Institution	IRO of the Faculty of Philology and Communication (UB)	The Home Institution sends the nomination. The IRO acknowledges receipt and send the student the <i>Faculty Manual for Incoming Students</i> in order for the student to make an application
↓ ↓ ↓			
2 Application	Student	IRO of the Faculty of Philology and Communication (UB)	The student makes an online application as instructed in the Manual and sends by mail the required documents
↓ ↓ ↓			
3 Review of applicants	IRO of the Faculty of Philology and Communication (UB)	Student	The IRO reviews the applicants and their documents. In case documents are missing or wrong, the IRO instructs the student on how to correct the errors spotted. The student then makes the required corrections.
↓ ↓ ↓			
4 Acceptance/ Denial	IRO of the Faculty of Philology and Communication (UB)	Student	The IRO sends the student an official <i>Letter of Acceptance</i> to the student, scanned version by e-mail and official version by post.

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.
- 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 of Philology and Communication:** students should comply with the faculty requirements. Please check the following sections for all the details:
 - *Before the Mobility → Application*
 - *Language Level Requirements*



APPLICATION

Information for incoming students

- URL: <http://www.ub.edu/uri/estudiantsNOUB/intercanvis/welcomeang.htm>
- Students wishing to study at the Faculty of Philology and Communication 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 and 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.
 - Information for students with disabilities and information regarding housing may be found on this website.
- Students, whether nominated or not, must complete an online application, which is found at the following URL: http://www.ub.edu/uri/estudiantsNOUB/intercanvis/accep_a.htm
- Once the application has been completed, the student shall have to print two copies, sign them, have them signed and stamped by the coordinator of their home institution.
- The student will have to scan as PDF and send by e-mail to the IRO of the Faculty of Philology and Communication one copy of the application.

Guide to making the Online Application

<p>The student accesses the URL for temporarily studying at the UB.</p>	
---	--



Students enter the form by inserting their Passport or ID Number (current document, not an expired version); followed by their date of birth, country of the home university and Exchange Program.

Please make sure you select the correct exchange program, otherwise payments may apply.

HOME UNIVERSITY DATA

The fields *Country* and *Exchange Programme* will appear completed.

Select your home institution.

PERSONAL DATA

The fields marked with an asterisk (*) are compulsory. ID Card number and Date of Birth will already appear completed.

Do not use any special characters (i.e.: ê, ð, ð, ð, ð, ð, ð,...)

Family Name 1: Last Name. Write down the Patronymic (i.e: Kennedy)

Family Name 2: Fill in ONLY if you have a 2nd family name (i.e: López Gracia). Otherwise leave blank

First Name: Write your 1st name + middle names (if any) in the same order they appear in your ID. (i.e.: John Fitzgerald)

Phone Number 1: Cell phone number you may be contacted at, including country code (i.e.: +44 XXXXXXX...)

Phone Number 2: Home number (including country code) for emergencies

E-mail: E-mail address you DO check. Any communications from our institution will be sent to this e-mail address.

UB ACADEMIC DATA

UB Centre: receiving faculty, which is the Faculty of Philology and Communication.

UB Studies: Name of your home degree

Study Period:

1: 1st semester **2:** 2nd semester **0:** Full year

Expected dates: Write down set estimates

	Arrival	Departure
1 st semester	12092019	25012020
2 nd semester	01022020	25062020
Full year	12092019	25062020



Subjects that you intend to study at the UB

Code	Name	Semester	UB credits
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
(+)			

<http://www.ub.edu/web/ub/ca/estudis/estudis.html>
<http://www.ub.edu/sl/ca/socio/llengraus.php>

Subjects that you intend to study at the UB

Code	Name	Semester	UB credits
1	Es un camp obligatori.	Es un camp obligatori.	Es un camp obligatori.
2			
3			
4			
5			
6			
8			
9			
10			
(+)			

THE SELECTED COURSES MUST BELONG TO THE FACULTY OF PHILOLOGY!
LAS ASIGNATURAS SELECCIONADAS DEBEN PERTENECER A LA FACULTAD DE FILOLOGÍA

<http://www.ub.edu/web/ub/ca/estudis/estudis.html>
<http://www.ub.edu/sl/ca/socio/llengraus.php>

Foreign languages knowledge

Mother tongue:

Home University tongue:

Language	Knowledge level
Catalan	A1
Spanish	B2
English	C2
Latvian	C2

Specify denomination

Key level: 0= Null knowledge, 1=Basic user (A1, A2), 2=Independent user (B1, B2), 3=Proficient user (C1, C2)

If you would like to attend to an on-line course of Catalan language, visit the URL: <http://www.intercat.gencat.es>

Oficina de Mobilitat i Programes Internacionals
© Universitat de Barcelona

Àrea de Tecnologies de la Informació i la Comunicació
Aplicacions - Projectes de Gestió Acadèmica (010A)

SUBJECTS YOU WANT TO STUDY AT THE UB

The courses **must be selected** from among all the offered courses at the Faculty of Philology and Communication.

Any applications that do not contain **at least 55% of the courses in the Faculty of Philology and Communication** will be turned down.

For detailed information on courses, please see the *Courses and course selection* section of this Manual.

Students coming to the Faculty of Philology and Communication must choose their courses here:

BA
<http://www.ub.edu/filologia/queoferim/en/index/grau.htm>

MA
<http://www.ub.edu/filologia/queoferim/en/index/postgrau.htm>

If you do not select and enter manually the proper information, you will not be able to complete the application (as shown in the image)

FOREIGN LANGUAGES KNOWLEDGE

Please state your **Mother tongue** and the **Home University tongue**.

For Spanish, English and Catalan, please, answer truthfully.

Unless the stated level is backed by some document (see the *Language Level Requirements* section) we will not acknowledge the specified level.

If you know any other language, please specify.

In order to complete the application click "Send". Otherwise the contents of the application will be erased.

Requested documents

- Once the application is completed, students are to send to the IRO a set of documents by e-mail (incoming.filologia@ub.edu) in order to be accepted.
- Students are expected to send scanned versions in PDF format of the requested documents.
- **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 mobility 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.
- **The IRO at the Faculty of Philology and Communication WILL NOT sign any Learning Agreements unless they contain the proper institutional data of the receiving institution section for signature.**
- Data for the signature of the Learning Agreements:

Main Contact	Alternative Contacto
Contact: Josep Solervicens, PhD	Contact: Roger Loscertales, MA
Position: Head of International Relations	Position: IRO Coordinator
E-mail address: incoming.filologia@ub.edu	E-mail address: incoming.filologia@ub.edu
Tel.: +34 934 031 380 / +34 934 034 440	Tel.: +34 934 031 380 / +34 934 034 440

- 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, if everything checks out, 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.

ACCOMODATION

- The IRO does not secure any form of accommodation for incoming students nor interacts in any way with any residence hall (public or private) nor in the rental of apartments.
- Incoming students must find accommodation themselves, either through the University of Barcelona or through either real-estate companies or individuals.
- For more information see the following:
 - University-run or administered residence halls:
 - <http://www.ub.edu/sae/allotjament/en/index.html>
 - *Uniplaces* portal
 - <http://www.resahousing.com/>

VISAS

- All students are required have a Student Residence Card (NIE). However, conditions may vary depending on whether the student is or is not a EU national.
- If the student is not a EU-national a visa will be mandatory in order for him/her to study in Spain.
- For more information please check the following link:
 - http://www.ub.edu/uri/estudiantsNOUB/nie_en.htm

HEALTH INSURANCE

- 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.ferrerojeda.com/es-ES/MOVILIDAD-IN.aspx>



DURING THE MOBILITY



ORGANIZATION CHART

Step	Description	Documents
1 Arrival	The student arrives in Barcelona	No documents are signed
↓ ↓ ↓		
2 Attendance at the Welcome Session	The student attends the compulsory Welcome Session where he/she is informed about the faculty, enrolment procedures, and other elements.	The IRO hands out the pre-registration and pre-enrolment forms. The student returns the filled-in pre-registration form to the IRO staff.
↓ ↓ ↓		
3 Registration	The student visits the IRO for registration during the scheduled visiting hours	The student gets a copy of his/her registration, a signed Certificate of Arrival, and hands in the pre-enrolment form.
↓ ↓ ↓		
4 Enrolment	The student is officially enrolled	The student signs and collects a copy of the official enrolment at the IRO.
↓ ↓ ↓		
5 Changes in Enrolment	The student changes the courses he/she had originally chosen	The student hands in one or more Course-Change-Forms and after a few days signs and collects the final enrolment document at the IRO.
↓ ↓ ↓		
6 Updating LA (Changes in the LA)	The student hands in his/her LA and after been reviewed the IRO signs it	The student drops the LA at the IRO. The staff at the IRO thoroughly check that the courses coincide with the official enrolment and if affirmative, the <i>LA During the Mobility</i> is signed.
↓ ↓ ↓		
7 (optional) Request for extension	The student (1 st semester only) requests and extension of his/her stay at both his home institution and the IRO of the Faculty of Philology and Communication before December 1	If both the home institution and the IRO at the Faculty of Philology and Communication agree, the student will get an extension confirmation signed, by either all parties involved or the IRO at Faculty of Philology.

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.
- 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.

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 and Communication 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.
 - 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.**
- 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 and course selection → Enrolment (Matriculation) and Enrolment Restrictions.*

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.
 - 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, we shall provide one for the students who wish to extend their period.
 - The extension document must be handed in to the IRO at the Faculty of Philology and Communication 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 and Communication is not compelled under any circumstances to accept any extension requests: extension requests may be turned down.
 - 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.
- **Should by chance a modification of the LA be signed by IRO at the Faculty of Philology and Communication, 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 *Before the Mobility → Application as Free Movers* and they shall be bound to payment of taxes related to their second semester at the UB.



AFTER THE MOBILITY



ORGANIZATION CHART

Step	Description	Documents
1a Departure Documents	The student gets the <i>Certificate of Attendance/Confirmation of Departure</i> signed by the IRO. The stay is officially over.	The student shows the staff at the IRO the <i>Certificate of Arrival</i> handed out to the student at the beginning of his/her stay in order to receive the UB <i>Certificate of Attendance</i> . The IRO may also sign the C.Att./Con.Dep. of the student's home institution.
↓ ↓ ↓		
1b LA Update	If the student had not done it earlier, the student hands in his/her LA and after been reviewed the IRO signs it.	The student brings the LA at the IRO as he/she brings the <i>Certificate of Attendance/Confirmation of Departure</i> . The staff at the IRO thoroughly checks the document and the LA During the Mobility is signed. The IRO will NOT sign the <i>After the Mobility</i> section of the LA.*
↓ ↓ ↓		
2 Departure	The student returns to his/her country of origin or remains in the city, no longer accounted as a student at the UB.	-
↓ ↓ ↓		
3 Transcript of Records	The student gets the official <i>Transcript of Records</i> .	The official ToR is sent to the student generally within 8 weeks after the evaluation period is over. Students get a scanned copy by e-mail and the official ToR is sent by post to their home institutions. Students with failed courses will not receive a ToR unless they inform the IRO they will take no re-sit.
↓ ↓ ↓		
4 (optional) Re-Sit Exams	The student takes a re-sit for a failed course.	The student returns to Barcelona to take a re-sit exam at our faculty to try and pass a failed course. The student covers his/her own expenses.
↓ ↓ ↓		
5 (optional) Final Transcript of Records	The student gets the official <i>Transcript of Records</i> .	The student receives the final ToR generally within 8 weeks after the re-evaluation period is over. Students get a scanned copy by e-mail and the official ToR is sent by post to their home institutions.
↓ ↓ ↓		
EXCHANGE / STUDY ABROAD PERIOD IS OVER		

*See the *LA During the Mobility / After the Mobility* sub-section



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 stays.**
- **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).**
- **Certificates of Attendance/Departure shall only be signed during visiting hours, regardless of the hurry a student is in.**
- 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, 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).

LA DURING THE MOBILITY / AFTER THE MOBILITY

- Students who did not bring their LAs with the During the Mobility section duly updated at an earlier date may bring said documents to the IRO as they come get their *Certificate of Attendance/Departure/Confirmation of Departure*.
- Should the document not coincide with the student's official enrolment, the IRO will not sign the document.
 - Should the student have changed/added any courses to his/her LA which had previously been eliminated or turned down by the IRO, the IRO will not sign the document, not even if the student forgot to make proper changes in the enrolment during the period for enrolment and changes in the enrolment.
- The IRO will not sign the LA *After the Mobility* sections with the study outcomes as the official ToR will be sent separately. Only in those cases where neither grades nor changes have been made may the LA *After the Mobility* be signed.



TRANSCRIPT OF RECORDS

Timeline

- Students' grades may take up to 5 weeks to be posted on the Online Campus (Moodle). 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.

Handling

- **ToRs are never handed directly to the student.** As soon as the IRO receives the officially signed ToRs, and once they have been duly scanned, the IRO sends the PDF scanned version to the student by e-mail and the official ToR by post to the IRO of the student's home institution.
- 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 and Communication 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/partial ToR under any circumstances.

Restrictions

- Should the student not wish to take a second sitting, he/she should inform the IRO by e-mail (incoming.filologia@ub.edu).
- Once students receive their ToR, should they spot a course they passed to have either the *NQ* (Not Qualified) designation or none, they should contact the professor in charge of said course and group and request an amend be made to their records.
 - The IRO is not allowed do this for the student. It is the student's responsibility to thoroughly check whether he/she is missing any grades or any grade is wrong.



LANGUAGE LEVEL REQUIREMENTS



FACULTY REQUIREMENTS

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

Receiving institution	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level
				Student Mobility for Studies
E BARCELO01	All subject areas	Catalan	Spanish	B2 (Spanish, English) A2 (Catalan)

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 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 the official course lists of the faculty (see the section *Courses and Course Selection* of this manual) the language of instruction for every single course may be found.
- The Faculty of Philology and Communication **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.**
- Language resources for non-Catalan speaking students: <http://www.ub.edu/sl/en/acollida/>

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 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).

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 also 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 any English language certificate** in order 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 *Instituto de Estudios Hispánicos*.
 - In these cases, unless the student shows a copy of the enrolment in said courses, the official faculty enrolment will NOT be carried out and the student will not be graded.

Intensive Spanish Language Course

- The *Instituto de Estudios Hispánicos* offers intensive Spanish language courses for incoming students. Students who take such courses do improve their proficiency in Spanish.
- For students who are accepted conditionally with a B1 in Spanish, enrolment and participation in these courses is mandatory and non-negotiable. **These courses have a cost of 171€ for exchange students.**
 - Students will have to 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.
- 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, and it can be added to the student's LA. However, given that the language course does not belong to the faculty per se, the results cannot be added to the student's official ToR.
 - It is the responsibility of the student to get a certificate of the language course by himself/herself.
- The *Instituto de Estudios Hispánicos* offers intensive-language-courses for levels other than B1.



CATALAN LANGUAGE

- Students may take intensive Catalan courses in *Serveis Lingüístics* in order to learn or improve their knowledge of the local language.
 - URL: <http://www.ub.edu/sl/en/>
 - This is not compulsory but we like to encourage everyone to learn some Catalan while in Barcelona.
- The Faculty of Philology and Communication 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 AND COURSE SELECTION



GENERAL INFORMATION

- Credits at the UB are fully ECTS-compatible.
- We encourage students to visit check the faculty URL (<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.

Finding and choosing courses

The screenshot shows the website interface with a navigation menu at the top. A yellow arrow points to the 'GRADUAT' (Bachelor's) section. Below the navigation, there are sections for 'L'actualitat a la Facultat' (Faculty News) and 'Agenda' (Calendar). The footer contains information about 'The Faculty', 'EHEA bachelor's degrees', and 'Visiting students, teaching staff and researchers'.

Students are to enter the faculty website (<http://www.ub.edu/filologia/>), and choose whether to browse through in either Catalan, Spanish or English (language selection may be found top right)

Mid-section for information on our different BA and MA degrees.

Depending on the language, you should selected either *EHEA bachelor's degrees / Master's degrees, postgraduate degrees and doctoral programs* or *Oferta de estudios de grado / Oferta de másteres, posgrados y doctorado*



Selecting a degree to choose from (BA)

Select one degree from the main URL.

If a BA degree has been selected, click on *Academic guide: teaching staff, programs, calendars, examinations and other subjects of related interest*

This will lead you to detailed information which is found only in Catalan.

There you should click on *Calendari, horaris i exàmens* (Calendar, schedule and exams). You will be led to choose from one of the 4 years of the BA degree. You may choose from any of the years offered.

Curs 2018-2019: Estudis Anglesos: Horaris										
Veure les dates d'EXÀMENS										
Segon curs										
Assignatura	Codi	Grup	Tipus	CA	Dies	Hores	Durada	Aula	Professor/a	Llengua
Ensenyament de l'anglès com a llengua estrangera I	362739	G1	OB	6	DI/DM	12.30-14/12.30-14.30	Q2	1.2	Vasylets, Olena	Anglès
Ensenyament de l'anglès com a llengua estrangera I	362739	G2	OB	6	DI/DM	12.30-14/12.30-14.30	Q2	2.2	Barón Parés, Júlia	Anglès
Ensenyament de l'anglès com a llengua estrangera I	362739	G3	OB	6	DI/DM	19-20.30/19-21	Q2	4.1	Gilbert Guerrero, Roger	Anglès
Fonètica i fonologia angleses II	362729	G1	OB	6	DI/DX	09.30-11/10-12	Q1	4.1	Mora Bonilla, Juan Carlos	Anglès
Fonètica i fonologia angleses II	362729	G2	OB	6	DI/DX	09.30-11/10-12	Q1	4.2	Alana Carris, Cristina	Anglès

Assignatura	Course name (required for the application and enrolment)			
Codi	Course code (required for the application and enrolment). 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			
Grup	Group (required for the enrolment). Professor and teaching language may vary depending on the group			
Tipus	Type. This is of no importance to incoming students. It only applies to general UB students			
CA	ECTS per course	BA level: 6 ECTS		MA level: 2,5 or 5 ECTS
Dies	Days of the week the course takes place in			
	DL: Dilluns (Monday)	DM: Dimarts (Tuesday)	DX: Dimecres (Wednesday) DJ: Dijous (Thursday)	
Hores	Schedule. Classes take place 2 times a week in slightly differing timeframes			
Durada	Course duration. It must match the student's period of study in our faculty			
	Q1	Q2	A	
	1 st semester (Fall/Winter Term) Available to 1 st semester or full-year students	2 nd Semester (Spring/Summer Term) Available to 2 nd semester or full-year students	Full academic year Available ONLY to full-year students	
	The room the course takes place in. It may vary depending on the day the course takes place in.			
Aula	XYZ	Rooms in the Historic Building (i.e 111, 203,...)	X.Y	Rooms in the Josep Carner Building (i.e 1.4)
	Dept	A given department, either Historic Building or Josep Carner Building	CIC	Basement of the Josep Carner Building
	CatRadio	Catalunya Radio Radio Station	S2	Basement of the Josep Carner Building
			Sala G.Oliver	Basement of the Josep Carner Building
Professor/a	Professor in charge of a particular group and course			
Llengua	Teaching language of the course.			



Selecting a degree to choose from (MA)

The screenshot shows the website for 'Advanced Studies in Spanish and Latin American Literature'. The 'Basic Information' box is highlighted with a green border and a green arrow pointing to it from the 'Introduction' section. The 'Basic Information' box contains the following details:

- Number of ECTS credits awarded: 60
- Number of places available: 30
- Approximate price: 46,50 euros per credit (65,87 euros for students who are not EU nationals and do not currently reside in Spain). Fees for the academic year 2018-2019.
- Faculty or school: Faculty of Philology
- Master's degree course homepage: [Master's degree course homepage](#)

If you have selected an MA degree, you will be directed to an MA presentation site with general information. For detailed information click on the Basic Information box where you will find the link to the official URL for the selected MA degree.

- Incoming students may take **any courses** offered by the Faculty of Philology and Communication **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 and Communication to choose 55% of their courses from those offered by the Faculty of Philology and Communication.** They may take the remaining 45% 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 23-24 ECTS per semester**, thus LAs containing less than the specified amount shall not be accepted.
 - **Up to 35-36 ECTS per semester.** 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).



Examples of course selection respecting ratios

Examples of correct/acceptable BA-Level course selection (4 courses)							
Philology and Communication-only courses		Philology + Other faculty courses		Philology + Other faculty courses + language course			
Courses	ECTS	Courses	ECTS	Courses	ECTS		
Course – Philology and Communication	6	Course – Philology and Communication	6	Course – Philology and Communication	6		
Course – Philology and Communication	6	Course – Philology and Communication	6	Course – Philology and Communication	6		
Course – Philology and Communication	6	Course – Philology and Communication	6	Course – Other faculty*	6		
Course – Philology and Communication	6	Course – Other faculty*	6	Spanish Language Course	5		
Total	24	Total	24	Total	23		

*This course requires acceptance from the other faculty. Acceptance is not guaranteed.

Examples of correct/acceptable BA-Level course selection (6 courses)							
Philology-only courses		Philology + Other faculty courses		Philology + Other faculty courses + language course			
Courses	ECTS	Courses	ECTS	Courses	ECTS		
Course – Philology and Communication	6	Course – Philology and Communication	6	Course – Philology and Communication	6		
Course – Philology and Communication	6	Course – Philology and Communication	6	Course – Philology and Communication	6		
Course – Philology and Communication	6	Course – Philology and Communication	6	Course – Philology and Communication	6		
Course – Philology and Communication	6	Course – Philology and Communication	6	Course – Other faculty*	6		
Course – Philology and Communication	6	Course – Other faculty*	6	Course – Other faculty*	6		
Course – Philology and Communication	6	Course – Other faculty*	6	Spanish Language Course	5		
Total	36	Total	36	Total	35		

*This course requires acceptance from the other faculty. Acceptance is not guaranteed.

Examples of incorrect/unacceptable BA-Level course selection (3-5 courses)							
Courses	ECTS	Courses	ECTS	Courses	ECTS	Courses	ECTS
Course – Philology and Communication	6	Course – Philology and Communication	6	Course – Philology and Communication	6	Course – Philology and Communication	6
Course – Philology and Communication	6	Course – Other faculty*	6	Course – Philology and Communication	6	Course – Philology and Communication	6
Course – Philology and Communication	6	Course – Other faculty*	6	Course – Other faculty*	6	Course – Other faculty*	6
Course – Philology and Communication	6	Course – Other faculty*	6	Course – Other faculty*	6	Course – Other faculty*	6
Total	18	Total	18	Total	24	Total	29



Insufficient credits	Insufficient credits + too many credits in other fac.	Insufficient credits at the Faculty of Philology and Communication.	Insufficient credits at the Faculty of Philology and Communication.
----------------------	---	---	---

*This course requires acceptance from the other faculty. Acceptance is not guaranteed.

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 enrolment documents are expected to come to the IRO and get a copy of their enrolment 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 enrolled.



- **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 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 and Communication.
 - **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 and Communication 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.
 - Q2 (Spring/Summer Term) – Only available to 2nd semester and full year students.
 - A or Q1/Q2 (Whole year courses) – Only available to full year students.
 - Should any one-semester student choose a full-year 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.
 - 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.
 - Students may not un-enrol 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.**
 - **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.
 - **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.
 - 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 and Communication -run MA courses and other courses**
 - Students may take MA courses at other faculties but the 55-45 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 thesis 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 and Communication 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.
 - **Trainees should come to the IRO with their traineeship papers duly signed and stamped by the departmental liaison in our faculty.**
 - 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 check out the URL for incoming students:

<http://www.ub.edu/uri/estudiantsNOUB/intercanvis/welcomeang.htm>