

Dear Partners,

Thank you for your continued support and cooperation in the frame of the Erasmus exchange programme.

With this message we would like to inform you on our application procedure for students who wish to spend an academic period at the Universitat Autònoma de Barcelona (E BARCELO02) during the academic year 2012/13.

### **APPLICATION FORM:**

The UAB has an on-line application form which will be available on the web site <http://sia.uab.es> within the following periods:

- From May 1st to June 15th 2012, for students wishing to start their exchange stay on September 2012.
- From November 1st to December 10th 2012, for students wishing to start their exchange stay on February 2013.

**VERY IMPORTANT:** The application form will be only available in the periods detailed above. After these periods students won't be able to apply. We would therefore be very grateful if you could please inform your students about these deadlines, since once the application period is closed, admission at the UAB within the Erasmus programme will not be possible.

### **NOMINATIONS:**

Before students submit their on-line application forms, it is required that you send us a list with the names of the students selected to come to the UAB within the Erasmus programme to the following e-mail address: [Erasmus@uab.cat](mailto:Erasmus@uab.cat).

This list must contain the following information:

- name and Erasmus code of the sending institution
- student's full name
- student's e-mail address
- field of studies (if possible, please indicate the Erasmus area code specified in our bilateral agreement)
- period of stay (1st term, 2nd term, full academic year)

The on-line application forms filled in by students will be contrasted with the information sent by their home universities. Please note that any application form sent without prior communication of the student's home university will not be considered.

Once we have screened all the application forms received and after having verified them with the information sent by our partner universities, students will receive an e-mail confirming their admission as exchange students and giving them useful information about their future stay at the UAB.

**This first e-mail is a provisional admission letter. Admission will not be definitive until students receive the approval to their Learning Agreements. This approval will be made by the Faculty or School coordinator.**

**Please send your nominations to the following e-mail address: [erasmus@uab.cat](mailto:erasmus@uab.cat)**

The application procedure described above is also valid for all the UAB affiliated schools except for Escola Massana. Escola Massana has only one deadline for applying as an exchange student which is the 31st May, and students wishing to spend an academic stay at this Design school must submit a portfolio and a paper application form provided by Escola Massana. All these procedures have been also explained with more detail by the own Escola Massana to all its Erasmus partners.

### **FREE –MOVERS:**

As announced two years ago, the UAB does not accept free-mover students. For that reason, any student wishing to spend one or two semesters at the UAB and who cannot come under the Erasmus scheme, must apply for admission as a visiting student (fee-paying). Visiting students have two different ways to apply: directly to the Dean of the Faculty where they wish to be enrolled so as that they can study their application or to the Study Abroad programme (<http://www.uab.es/servlet/Satellite/INTERNATIONAL-MOBILITY-AND-EXCHANGE/Pre-established-Study-Abroad-programmes-1096479876015.html>) to the following e-mail address ([study.abroad@uab.cat](mailto:study.abroad@uab.cat)).

To have access to the list of the Deans' offices at the UAB and their e-mail addresses, you must enter our main web page (<http://www.uab.es>) and write in the section of "directori" (the box set at the top of the web page) the word "decanat".

### **ADMISSION POLICY:**

We also remind you that the admission policy of the UAB establishes that the exchange students will be admitted at the faculty where the agreement has been signed with. At this faculty the exchange student must be enrolled of at least the 50% of the subjects they wish to follow at the UAB. The rest of the subjects may be chosen among the different centres of the UAB, provided that groups are still open.

### **LANGUAGES OF INSTRUCTION:**

Concerning the language of instruction, lectures at the UAB are taught either in Catalan or in Spanish. The usage of either language depends only on the lecturer who gives the course.

The Faculty of Economics and Business, though, also offers lessons in English. There is a degree fully taught in English and some lessons taught in English in the rest of degrees of that Faculty, however the courses which correspond to the degree fully taught in English have limited seats for exchange students.

The information concerning these courses in English is not still available, but it will be on the web page of the Faculty soon:

<http://www.uab.cat/economia-empresa/>

or contacting from May onwards to the exchange office:

[intercanvis.economia.empresa@uab.cat](mailto:intercanvis.economia.empresa@uab.cat)

On the other hand, of course, there are lectures taught in English for the degrees of English and Germanic Philology and of Translation and Interpreting. It is well understood that these subjects are preferably offered to the exchange students of these degrees.

### **LANGUAGE REQUIREMENTS:**

At the UAB there is not any official language requirement for our incoming international students, but it is well understood that they have to be proficient enough to be able to attend lessons and sit exams in Spanish.

### **SPANISH AND CATALAN LANGUAGE COURSES:**

We would also like to mention that the Erasmus students of the UAB have the right to attend one Spanish language course with a 25% discount and also one Catalan language course free of charge. Information on these courses is available at the website of the UAB <http://www.uab.cat/servlet/Satellite/language-courses-1196343269476.html>.

The exchange students accepted at the Faculty of Translation and Interpreting can follow the Spanish and Catalan lessons at the same Faculty as these language courses are part of the degree offered in that centre.

### **NEW:**

### **MASTER'S PROGRAMMES:**

After the implementation of the European Space of Higher Education (ESHE) Spanish universities are following the 4+1 system (4= 4 year undergraduate studies (bachelor) + 1 =1 year postgraduate studies (master)). This means that in many cases European students enrolled at master's programmes and that are following at their home universities 3 year bachelors and 2 year masters, can take subjects at the UAB of our 4th year undergraduate programmes, as these courses are equivalent to the 1st year of other European master's.

In some exceptional cases, exchange students can be admitted to take master's modules. In these cases it is compulsory that the master's coordinator at the UAB gives the authorization for admission to the exchange student. In these cases, exchange students can enrol a maximum of 30 ECTS credits.

Due to the particularities for admission of regular students to the master's programmes at the UAB, the admission of exchange students is only possible when the Erasmus agreement has been signed for a specific master's programme (the name of the master's programme has to be clearly mentioned in the agreement). If the agreement does not specify any particular master's programme, admission will be done attending the procedure explained in the first paragraph.

Admission to master's programmes at the Universitat Autònoma de Barcelona (UAB) is only possible when the agreement specifies a particular UAB master's programme. Otherwise admission will be done at the fourth year of our 4 year bachelor programmes.

In order to be admitted to a Master's programme at UAB as an exchange student, it is compulsory to receive the written approval from the coordinator of this Master. Otherwise, admission will be done to the fourth year of undergraduate studies.

Should you have any query please don't hesitate in letting us know. Our e-mail contact address for Erasmus matters is:

[erasmus@uab.cat](mailto:erasmus@uab.cat)

Please find attached our data form with useful information concerning the application procedure and Erasmus programme and our academic calendar for the coming academic year 2012/13

Information concerning exchange stays at the UAB is available at the English version of the UAB website: <http://www.uab.cat> link Mobility and exchange.

I look forward to continuing our fruitful cooperation.

With best regards,

Marta Vilalta  
Head of the International Relations Office  
Universitat Autònoma de Barcelona (E BARCELO02)

Bellaterra (Cerdanyola del Vallès), the 9<sup>th</sup> March 2012