

# Institutional Factsheet

## 1. CONTACTS

<b>Name of the institution</b>	<b>Universitat Internacional de Catalunya (UIC Barcelona)</b>
<b>Erasmus Code</b>	EBARCELO24
<b>Institution website</b>	<a href="http://www.uic.es">www.uic.es</a>
<b>Email</b>	<a href="mailto:relint@uic.es">relint@uic.es</a>
<b>Phone (reception)</b>	+34 93 254 1800 (campus Barcelona) / +34 935 042 000 (campus Sant Cugat)
<b>Contact person</b>	Isabel Pera Segarra
<b>Responsibility</b>	Director of the International Relations Department

<b>Nominations &amp; applications / main contact for students:</b>	
<b>Faculties / Degrees</b>	<b>Law, Business Administration, Architecture, Humanities (cultural studies) and Communication Science</b>
<b>Contact person</b>	Reetta Heikkinen
<b>Responsibility</b>	International Mobility Coordinator, Campus Barcelona
<b>Email</b>	<a href="mailto:exchange.bcn@uic.es">exchange.bcn@uic.es</a>
<b>Phone</b>	+34 930182993

<b>Nominations &amp; applications / main contact for students:</b>	
<b>Faculties / Degrees</b>	<b>Education, Medicine, Nursery, Physiotherapy, Dentistry, Bioengineering, Biomedicine, Psychology</b>
<b>Contact person</b>	Mariloli Camara
<b>Responsibility</b>	International Mobility Coordinator, Campus Sant Cugat
<b>Email</b>	<a href="mailto:exchange.scu@uic.es">exchange.scu@uic.es</a>
<b>Phone</b>	+34 930192009

<b>Other contacts:</b>	
<b>Contact person</b>	Sharon Rauet
<b>Responsibility</b>	Administration
<b>Email</b>	<a href="mailto:relint@uic.es">relint@uic.es</a>

## 2. LANGUAGE INFORMATION

### Language of instruction

Courses in Spanish and English, with some courses in Catalan. Please check the Fact Sheet / Faculty guide the students will receive upon nomination.

The sending institution, following the agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period.

General overview of our degrees that **offer courses in English**:

- **Architecture:** 1<sup>st</sup> and 2<sup>nd</sup> year courses in English, 3<sup>rd</sup>-5<sup>th</sup> with some courses in English
- **Business:** all obligatory BA level courses in 100% Spanish or 100% English, optional courses offered in Spanish, some in English
- **Communication (audiovisual, journalism, public relations):** some courses in English in each degree (students can combine)
- **Bioengineering:** 1<sup>st</sup> and 2<sup>nd</sup> year in Spanish, 3<sup>rd</sup> and 4<sup>th</sup> year in English
- **Biomedicine:** some courses in English
- **Dentistry:** 1<sup>st</sup> and 2<sup>nd</sup> year courses in English, 3<sup>rd</sup> year onwards in Spanish
- **Education:** more than 70% of the courses are taught in English

### Language requirements

- Students need to be able to certify their language level **before** coming to UIC Barcelona, since we don't offer preparative language courses before the classes start.
- The student needs to provide a certificate for **the language/s s/he is going to study in**. Native speakers do not need to provide a certificate.
- **Some health sciences degrees accept a B1**; this information is available in the faculty specific Fact Sheet.
- **The OLS language test alone is not accepted as a proof of students' level.**

Type of mobility	Subject area	Language(s) of instruction	Required language of instruction level*
Student Mobility for Studies	Any	Spanish	<b>B2:</b> official DELE B2 Spanish certificate, or a certificate issued by a language school, home university etc.
Student Mobility for Studies	Any	English	<b>B2:</b> official English certificate B2, or a certificate issued by a language school, home university etc.
Staff Mobility for Teaching	Any	Spanish	<b>B2:</b> official DELE B2 Spanish certificate
Staff Mobility for Teaching	Any	English	<b>B2:</b> English certificate B2 (TOEFL: paper based: 550-computer based 213-internet based 6,5; IELTS: 6,5; Cambridge, etc.)

\*Level according to the Common European Framework of Reference for Languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

## Language courses

Our Department for Applied Linguistics offers Catalan, Spanish, English and French lessons through on-site, blended or online courses. Students in the Erasmus+ programme have access to reduced rates. The Department also offers a wide selection of other languages through the Rosetta Stone platform. All these courses are credit-bearing.

<b>Website</b>	<a href="http://uic.es/linguistica-aplicada">uic.es/linguistica-aplicada</a>
<b>Contact details</b>	<a href="mailto:multiling@uic.cat">multiling@uic.cat</a>

## 3. APPLICATION AND ACADEMICS

### Nomination requirements

Partner universities must select and officially nominate students for academic exchange **who have passed all first-year subjects** and who are able and willing to:

- Abide by UIC's academic calendar, rules, & regulations
- Comply with applicable visa/immigration policies & local laws
- Ensure complete medical coverage for their entire stay at UIC
- Have a sufficient level of the teaching language of the courses s/he has chosen
- Health Sciences students should provide immunization records

Visiting students don't have to be nominated, but should fulfill the requirements mentioned above.

### Nomination and application deadlines

September-January (semester 1) / whole academic year
<b>Nomination 31 May / Student's application 15 June*</b>
<i>* Deadline for clinical rotations/ medical electives for both Semester 1 &amp; 2 is: <u>first week September 2022</u></i>
January-June (semester 2)
<b>Nomination 31 October / Student's application 15 November*</b>
<i>* Deadline for clinical rotations/ medical electives for both Semester 1 &amp; 2 is: <u>first week September 2022</u></i>

### Nomination and application procedures

The partner institution should send a **nomination email** to [exchange.bcn@uic.es](mailto:exchange.bcn@uic.es) or [exchange.scu@uic.es](mailto:exchange.scu@uic.es) according to the student's study field (see 1. Contacts). We should receive the following information:

- Student's full name
- Student's email (that s/he actively uses)
- Period of studies (semester 1 or 2 / whole academic year)
- Faculty of UIC Barcelona where the student wishes to study

Students will receive detailed instructions by email. Students need to do the following:

- 1. Create an online profile / application in the Relint platform**
- 2. Send in the required documents by email**, depending on the exchange programme / study field

## Learning Agreement

### **Students have to create their Learning Agreements online.**

We will inform students about course timetables and academic calendar during June-July. Information on courses can be found in Fact Sheets of each faculty (sent to students by email after the nomination).

### **Learning Agreement and changes have to be submitted according to the faculty's deadlines.**

The main contact for Learning Agreement is the academic coordinator (contacts in faculty Fact Sheets).

## Study regulations

**Assistance to classes is obligatory.** Students must present a justification in case of absence. Too many absences may result in failing the course.

**Examination dates cannot be changed** unless a justification is presented to the faculty in advance.

**Students may extend their stay** by making a formal request in advance to International Relations who will pass it on to the faculty in question for assesment. Students should take into account the possible **visa extension process and requirements**.

## Acceptance Letter

Students will receive an Acceptance Letter once they have completed their Relint profile and sent in the required documents. The Letter will be sent by email, and **the original can be sent to the student's university by post when requested**.

## Transcript of Records

A Transcript of Records will be issued in February for semester 1 students and in late July for annual / semester 2 students. The exact dates may vary. We will send a signed PDF by email to the students and universities, and the original by post to the home university only when requested.

## Grading

	A+	The best student(s) of the class may receive a "Matrícula de honor" / First-Class Honors. It will be stated as A+.
9 – 10	A	Excelente / Excellent
7 – 8.9	B	Notable / Notable
5 – 6.9	C	Aprobado / Passed
0 – 4.9	F	Suspenso / Fail
NP	NP	No Presentado / Not Presented

## 4. GENERAL INFORMATION

### Welcome Session and semester dates

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Each semester we organise a **Welcome Session** to new exchange students. The fall session takes place in the beginning of September, and the spring session in mid-January. In addition, we also offer other activities, e.g. City tour and workshops. **Assistance in these activities is highly recommended.**

Students will receive more information and an invitation by email after acceptance.

**Classes** start in the beginning of September (semester 1) / mid-January (semester 2), but the exact date may vary depending on each faculty and degree.

**Exams** are held in January (semester 1) / May (semester 2). Retakes for both semesters are in the end of June.

**Please note:** Business Administration exams in 3rd and 4th year courses are held in December.

**The most up-to-date information is sent to the students in the Fact Sheet of the faculty.**

## Visas

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

<b>Contact person</b>	Ida Quintian
<b>Contact details</b>	<a href="mailto:iquintian.extern@uic.es">iquintian.extern@uic.es</a>
<b>Website</b>	<a href="https://www.uic.es/en/international/study-uic-barcelona/required-procedures">https://www.uic.es/en/international/study-uic-barcelona/required-procedures</a>

## Insurance

UIC Barcelona recommends all exchange students get a private health and travel insurance, that covers at least the following, during their whole stay in Barcelona:

- Accidents
- Travel assistance
- Medical assistance
- Liability

<b>Contact person</b>	International Relations Department
<b>Contact details</b>	<a href="mailto:exchange.bcn@uic.es">exchange.bcn@uic.es</a> <a href="mailto:exchange.scu@uic.es">exchange.scu@uic.es</a>
<b>Website</b>	<a href="https://www.uic.es/en/international/study-uic-barcelona/required-procedures/european-community-students-ue-countries-1">https://www.uic.es/en/international/study-uic-barcelona/required-procedures/european-community-students-ue-countries-1</a>

## Accommodation

The receiving institution will guide incoming mobility participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. UIC Barcelona doesn't offer on-campus housing, but can help students to search for different options, and give them recommendations.

<b>Contact person</b>	Student Services
<b>Contact details</b>	<a href="mailto:estudiants@uic.es">estudiants@uic.es</a>
<b>Website</b>	<a href="https://www.uic.es/en/university/services/accommodation">https://www.uic.es/en/university/services/accommodation</a>