



APPLICATION PROCEDURE FOR EXCHANGE STUDENTS

ACADEMIC YEAR 2022-2023

In order to undertake an exchange period at the Faculty of Law of the University of Barcelona (UB), you need to follow the steps described below:

1. Complete the online application form, available at:

https://www.ub.edu/acad/estada/sol_alumne/identificacio_2022.php?lang=3

The form can only be completed once and afterwards it cannot be modified, so it must be filled out as complete as possible. If you want to modify or cancel your application after saving your data, you must contact us by e-mail at incoming.dret@ub.edu.

2. Select your courses:

The academic offer for the academic year 2022-2023 is not available yet; for this reason, you will have to make a provisional selection of subjects with the information of the academic year 2021-2022. Please note that the language of instruction may change in 2022-2023.

- **Academic workload:** Students should take between 15 and 30 ECTS credits per semester.
- **Courses offer:** There are no restrictions as to the degree of the subjects you choose. You can take classes from different study areas, as long as they are offered at the Faculty of Law, and your home University approves your choices.

Use the following links to access the current module catalogue for each study field at undergraduate level¹:

- Criminology (updated academic offer for the academic year 2022-2023):

<http://www.ub.edu/grad/infes/fitxaInfe.jsp?n0=L&n1=0&n2=1&tipus=&curs=2022&ens=TG1059>

- Industrial Relations (list of subjects from 2021-2022):

<http://www.ub.edu/grad/infes/fitxaInfe.jsp?n0=L&n1=0&n2=1&tipus=&curs=2021&ens=TG1056>

- Law (list of subjects from 2021-2022):

<http://www.ub.edu/grad/infes/fitxaInfe.jsp?n0=L&n1=0&n2=1&tipus=&curs=2021&ens=TG1055>

- Political Science (list of subjects from 2021-2022):

<http://www.ub.edu/grad/infes/fitxaInfe.jsp?n0=L&n1=0&n2=1&tipus=&curs=2021&ens=TG1058>

¹ Master students should choose 4th year subjects.

- Public Management & Admin. (list of subjects from 2021-2022):

<http://www.ub.edu/grad/infes/fitxaInfe.jsp?n0=L&n1=0&n2=1&tipus=&curs=2021&ens=TG1057>

To see the relevant details of each course, you must click on the "TARDOR" (Fall) or "PRIMAVERA" (Spring) buttons, next to the title of the course you are interested in. The information displayed will include the class groups available, the timetable, and the language in which the class is taught (Catalan, Spanish, or English). Most courses can be taken in Spanish, although incoming students are advised to check that information before choosing a subject.

IMPORTANT! Please bear in mind that international students are not allowed to enrol in groups with the code "O"; therefore, you must choose groups with the codes "**M**" (*mañana*) or "**T**" (*tarde*).

Example:

To see the content of the course, click on "Pla docent".

Subject Code

SISTEMA DE DRETS I LLIBERTATS

Codi: 362452

[Pla docent](#) [campusvirtual](#)

Tipus	Impartició	Crédits	Curs/Semestre	Unitat Acadèmica
Obligatòria del grau	Quadrimestral	6	1 / 2	Dept. Dret Constitucional i Ciència Política

Aquesta assignatura s'ofereix al segon quadrimestre pels alumnes de primer curs

Programació de l'oferta docent del Segon semestre

Activitat										
Grup	Dies					Horari	Professorat	Aula	Idioma	
Teoricopràctica										
M1	di.	dt.	dc.	dj.	dv.	2n sem.	12.00-14.00	EXPOSITO GOMEZ, ENRIQUETA	Aula 26	Castellà
	di.	dt.	dc.	dj.	dv.	2n sem.	10.00-12.00			
M2	di.	dt.	dc.	dj.	dv.	2n sem.	12.00-14.00	PEREZ MONEO AGAPITO, MIGUEL	Aula 32	Castellà
	di.	dt.	dc.	dj.	dv.	2n sem.	10.00-12.00			
M3	di.	dt.	dc.	dj.	dv.	2n sem.	10.00-12.00	AGUILERA VAQUES, MAR	Aula 29	Català
	di.	dt.	dc.	dj.	dv.	2n sem.	12.00-14.00			
M6	di.	dt.	dc.	dj.	dv.	2n sem.	12.00-14.00	AGUILERA VAQUES, MAR	Aula 25	Anglès
	di.	dt.	dc.	dj.	dv.	2n sem.	10.00-12.00			
O1	di.	dt.	dc.	dj.	dv.	2n sem.	12.30-14.00	MARTIN NUÑEZ, ESTHER	Aula 34	Català

Group Codes (M1, M2, M3...)

Group "O1" not available for international students.

Languages

For instance, the class groups M1 and M2 are taught on Tuesdays from 12 to 14h and Thursdays from 10 to 12h in Spanish (you must attend both days), while the class group M6 is taught on Thursdays from 12 to 14h and Fridays from 10 to 12h in English. The class group M3 is offered in Catalan, so it cannot be chosen unless you can prove your knowledge of the language.

3. **Send the following documents by e-mail to the International Relations Office:**

1. A copy of the **UB application** form that you have completed online with your selection of subjects. You must download the document and send it to us by email. It must be stamped by your university and signed by you and your exchange coordinator (please provide his/her contact details in the section "tutor", as shown below):

Home University academic data	
Name and Surname of the tutor at your Home University(*)	<input type="text"/>
Tutor's e-mail address	<input type="text"/>
Tutor's telephone number:	<input type="text"/>

2. A copy of your **passport/ID card**.
3. Non-native speakers of Spanish (or Catalan) / English: **certificate of language proficiency** (at least B1 of the CEFR).

Please send all three documents in one single email to incoming.dret@ub.edu.

Application deadlines: We should receive the above mentioned documents no later than

- **June 15th** (for first semester or full academic year applications).
- **November 15th** (for second semester applications).

Once we have received all the required documents, your application will move forward to the review process. Applicants will be contacted by email when an official decision has been made on the acceptance or rejection of the application.

IMPORTANT! Please remember that it is your responsibility to ensure that all materials required for the evaluation of your application are received by our office before the deadline, and that your application is complete. **Late or incomplete applications will be rejected.**

IMPORTANT! Any changes to your initial selection of subjects should be exceptional, and will only be approved for the following reasons:

- Reasons for **deleting** a subject (or changing the class group):
 - The previously selected subject is full or no longer offered.
 - The subject is offered in a different language than previously specified in the course catalogue.

- Reasons for **adding** a subject:
 - Substituting a deleted component.
 - Adding a subject offered at another UB Faculty (you may request, upon arrival, to include subjects from other faculties, as long as there are places available and at least 51% of your overall study plan corresponds to the Faculty of Law).
 - List of bachelor's degrees at the UB: <https://www.ub.edu/sl/en/socio/transparencia.php>
 - Adding a Catalan or Spanish language course offered by the UB.
 - Catalan courses offered by the UB Language Services: <https://www.ub.edu/sl/en/>
 - Spanish courses offered by the UB Hispanic Studies: <https://www.eh.ub.edu/home/>

IMPORTANT! Changes will only be allowed for the above reasons, even if your university has told you that you can change your program of study upon arrival in Barcelona. Therefore, it is extremely important that you **check your chosen subjects well**, paying attention to the following information:

- **Number of credits:** make sure that you meet your university's requirements concerning the number of credits you need to take.
- **Academic content:** read the course descriptions on the website. Look at the course syllabus, goals, materials and assessment system to make sure it is right for you. Also check if there are prerequisites for each course.
- **Timetable:** avoid overlapping schedules.

Please, **take the time to carefully review all of this information when planning your program of study**. Do not assume that you can simply change your subjects when you arrive in Barcelona.

IMPORTANT! All exchange students must have **medical, accident and repatriation insurance**, valid for the entire duration of their stay in Barcelona, otherwise they will not be allowed to enrol at the UB. If you are a citizen from the European Union, Iceland, Liechtenstein, Norway or Switzerland, you can also apply for a European Health Insurance Card (EHIC). All students have the option of purchasing the *Ferrer&Ojeda* insurance of the UB (contacto@ferrerojeda.com): <https://net.ferrerojeda.com/en-US/MOVIDAD-IN.aspx>

Accepted students should also visit our web page *Before arriving at the UB* in order to prepare their stay in Barcelona (accommodation, visa application, etc.):

http://www.ub.edu/uri/estudiantsNOUB/intercanvis/abans_a.htm

We look forward to welcoming you to the University of Barcelona!



International Relations Office · Faculty of Law · University of Barcelona
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