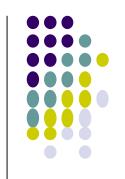


- Welcome to the Faculty of Law, University of Valencia (Universitat de València)
- Incoming mobility students: SICUE, ERASMUS AND INTERNATIONAL PROGR.

 Undergraduate studies : Law, Political Sciences, Criminology and Double Degrees



1. FIRST STEP COMPULSORY

To attend the welcome meeting of the International Relations Service of the University of Valencia

In order to get your Certificate of arrival and obtain more relevant information





To attend the welcome meeting at the Faculty of Law on the 6th September 2018, 12.30pm

Enrollment at the Faculty of Law usually takes place the week before the beginning of the classes (according to the instructions sent via email approximately one month before in advance)

Enrollment rules(1)



- First semester students can only choose first semester courses (never annual nor second semester subjects)
- Second semester students can only choose second semester courses (never annual nor first semester subjects)
- Annual students can choose subjects of any duration: first semester, second semester and annual courses.

Credits cannot be modified!!

Subjects charged with 9 or 7,5 ECTS are taught during the whole academic year and cannot be divided.

Enrollment rules (2)



Incoming students **CANNOT** be enrolled in the following groups:

- √ groups PT (Postgraduate programmes)
- ✓ Final Degree Paper nor External internships (except for SICUE students if previously accepted by the Faculty)

Incoming students **CAN** be enrolled in subjects taught in other Faculties <u>BUT</u> minimum 50% of the credits included in the Learning Agreement must belong to the Law Faculty.

Enrollment rules (3)



Minimum and maximum Credits

(advisable)

- Semestral students: between 18 and 36
- Annual students: between 36 and 72

Where do I have to enroll?

Every subject MUST be enrolled at the Law Faculty, except from language courses from "Centro de Idiomas"

After the enrollment(1)



- Students will get a payment document of aproximately 7,00 € which must be paid at the Bank Office (for student card and insurance)
- Once paid, they will obtain a username and a password in order to have access to their email account (xxx@alumni.uv.es) and other services of the UV.

www.uv.es /"login":

√U.V. mailbox

- Aula virtual of the enrolled groups
- Aula virtual of Incoming Students Community
 - Virtual Secretariat



After the enrollment (2)

- Communication with the University of Valencia, including Professors and administrative staff, must always be done through with this email account xxx@alumni.uv.es
- Incoming students will obtain their student card upon evidence of the payment of the referred fee.

Enrollment changes

- Professors never do the enrollment, nor the changes.
- These changes can only be done at the International Relations Office (E02) of the Law Faculty.
- Changes deadlines:
- 1st semester and annual courses : 24 September to 15 October 2018
- 2nd semester courses: 11 February to 1 March 2019

IMPORTANT!!!

If changes are done in the enrollment, the Learning Agreement must be updated accordingly. This change is not automatic. The Learning Agreement and the enrollment sheet are two different documents which MUST include the same courses in order to validate the grades obtained at the UV at the home University at the end of the stay.

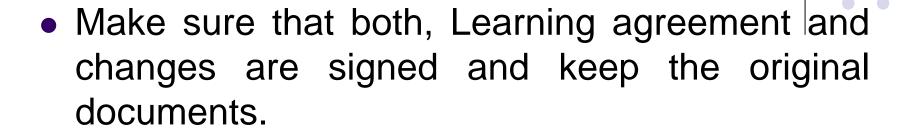
EXAMS



 Every student have two opportunities to pass an exam (first and second call)

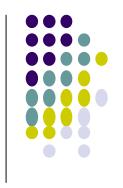
 The second call can only be used in case the student has not make use of the first one or he/she has failed the subject. It is not allowed to ask for the waiver of the grade obtained in the first call in order to achieve a higher grade in the second call.

AT THE END OF THE STAY



- The Law Faculty will provide the Transcript of records (official grades) to the home University and to the student at the end of the stay.
- Partial Transcript of records will not be provided unless explicitly requested by the home University.





Follow the instructions received via email from the Service of International Relations of the UV

In order to get your Certificate of stay (through "Entreu")

Other available Services at the Campus



- Library
- Medical Service
- Sports Service
- Linguistic support service

QUESTIONS AND ASSISTANCE



- At the Law Faculty
 - 1.- Administrative support: Erasmus Office (E02). Monday to Frida: 9h -12h30.
 - 2.- Academic support: Mobility coordinators and Vice-Dean of International Relations

 At the Service of International Relations of the UV: <u>Incoming Section</u>