



- 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

## 2. SECOND STEP COMPULSORY



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 BUT 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 approximately 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](mailto: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](mailto: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



- Make sure that both, Learning agreement and changes are signed and keep the original documents.
- 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.

# LAST STEP, **also COMPULSORY**



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 Friday: 9h -12h30.
  - 2.- Academic support: [Mobility coordinators and Vice-Dean of International Relations](#)
- At the Service of International Relations of the UV: [Incoming Section](#)