



- **Welcome** to the Law Faculty,  
Universitat de València
- Incoming mobility students ERASMUS,  
SICUE & INTERNATIONAL PROGRAMME
- Undergraduate studies: Law, Political  
Sciences, Criminology and Double Degrees



**24.1.2018** Welcome by Service of  
International Relations, Faculty of Philology

**25.1.2018** Welcome at the Law Faculty

**Enrollment** (*matrícula*), usually the week before the  
beginning of the classes (according to the guidelines  
provided via email)

# INTERNATIONAL MOBILITY TEAM ☺



Vice-Dean of International Relations

Carmen Azcárraga

Administrative staff M<sup>a</sup> Dolores Cubells

Mobility coordinators

Ester Machancoses

Sergio Villamarín

Asunción Colás

Carlos García

Ana Isabel Blanco

# Important enrollment rules



- ECTS cannot be divided
- Groups have a maximum number of students
- Professors do not enroll (always at Erasmus Office)
- You can select subjects from other Faculties but at least 50% must belong to the Law Faculty

# After the enrollment



- Fee of **7,00 €** aprox. which must be paid at the Bank Office (for student card and insurance)
- Once paid, bring it to the Erasmus Office:  
username and password [xxxxx@alumni.uv.es](mailto:xxxxx@alumni.uv.es)  
(personal accounts are not allowed, hotmail, gmail...)
- Access to [www.uv.es](http://www.uv.es) “login”:
  - UV mailbox
  - Aula virtual of the enrolled groups
  - Aula virtual of Incoming Students Community.
  - Virtual Secretary to check timetables, exams...

# Enrollment changes



- **Deadline:**

Second semester courses: **From 11 February until 1 March 2019**

- Maximum twice.
- Any change in the enrollment must be accordingly changed in the Learning Agreement (!!!!)

Learning agreement and enrollment sheets are two different documents but must be consistent: they must contain the same courses.

# EXAMS and ACADEMIC INFO



- Every student has **two opportunities** to pass an exam (first and second call). The second call can only be used when the first call has not been taken, or it has been failed.
- Only in the official dates (already available)
- Any questions or doubts: make use of **TUTORÍAS** (every week). Read Syllabus + Annex first.

# AT THE END OF THE STAY



- Make sure that both, **Learning agreement** and changes are signed. Keep the original document.
- The Law Faculty will provide you the **Transcript of records** and will also send a copy to your home University.
- **Partial Transcript** of records will **not** be issued, unless so requested by the Faculty of origin.





## FURTHER INFORMATION

### Law Faculty:

1. Administrative information: Erasmus Office (E02) Monday/Friday, 9h-12h30
2. Mobility coordinators and Vice-Dean of International Relations

### International Relations Service UV: Incoming Unit

**THANK YOU!!  
¡GRACIAS!**



**Dziękuję!**

**Дзякуй!**

**Danke!**

**благодаря  
blagodarya**

**Aitäh!**

**Sag oelm!**

**Teşekkür!**

**Merci!**

**Grazie!**

**Schnorrhakaltsinn!**

**THANK YOU FOR LISTENING!**

**ACHÜ**

**Muçtımesc!**

**KJTTOS**

**!!**

**spasibo!**

**Děkuji!**

**Спасибі!**

**Gmadelob!**

**pateiciĭba**

**Gràcies**

**vd'aka**

