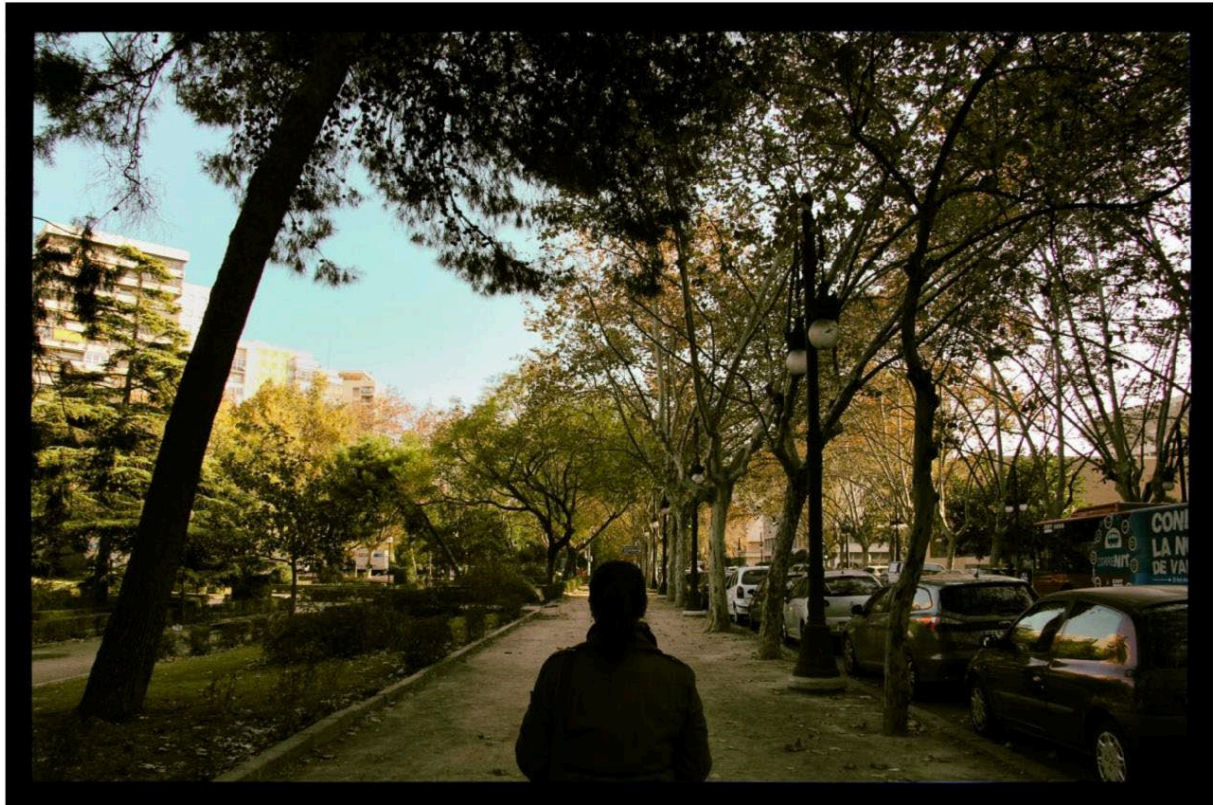


THE INCOMING

SURVIVAL GUIDE



¹ This guide has been written by students undertaking work placements at OREiP.

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Universitat de València (UV)

The Universitat de València is the first Erasmus host university in Europe. It is in the 201-300 position of the Jiao Tong ranking, which evaluates the universities worldwide, and second nationally. Out of the 50.000 Erasmus students worldwide, around 4000 incoming students come to study at the Universitat de València every year. In 2013 the Universitat received the honorific acknowledgment “Erasmus Institution of 2013” from the OAEPP (Organismo Autónomo Programa Educativos Europeos), which analyses the management of this international program. Nowadays, the UV, along with the Universitat Politècnica de València and the Centro Superior de Investigaciones Científicas, form the VLC/CAMPUS, an International Excellency Campus.

Facultat de Filologia, Traducció y Comunicació (FFTic)

Around 900 incoming students come to study to the FFTiC every year. The faculty offers a total of nine Bachelor’s degrees, seven official Master’s degrees and three PhD programs. Furthermore, the Faculty offers training in additional areas. Even though they don’t have undergraduate studies, they offer some courses that complement the linguistic-literary offer. This is the case of Linguistics, Theory of Literature, Arabic and Islamic Studies, Galic-Portuguese Philology and Slavic Philology. The FFTiC also offers a great deal of undergraduate studies on its own (certificates and diplomas) that can be attended on-line or in-person. The FFTiC is managed by the [Dean Team](#).



Where is everything located inside the Faculty?

In this section you have detailed information to find the lecture halls and other spaces in the Faculty through a [map](#) available on the webpage.

PC-Rooms

In the Faculty building there are two PC-Rooms. One is on the main floor, and the other one is on the second floor. You can only use the PCs if you have been given a user account by the university. Once you are officially enrolled, you will be assigned a username and a password (that you can change afterwards) to access the Aula Virtual (online classroom) and also to look for books on the library webpage.

Arrival in Valencia

One of the first questions that may arise upon your arrival in Valencia is 'How do I get there?'

Looking for a flight

We recommend that you book the flight in advance because it is cheaper. It is highly recommended to arrive at least one week before classes start; this way you will have time to look for accommodation and to enroll in the course that you wish to take.

Valencia Airport and Metrovalencia

The airport is situated 10 km away from Valencia, in Manises. The best way to get to Valencia from the airport is by means of the underground: Metrovalencia. The ticket is 5€ due to the Airport tax, but the same ticket can be recharged at a lower price and can be used to move around the city again and again. The closest stop to our Faculty is “[Facultats-Manuel Broseta](#)”. If you happen to get to Valencia by other means, you will have to take the Metro in “Xàtiva”, at the very entrance of the “[Estació del Nord](#)”, the main train station.



Is it better to travel with all my stuff or to travel light?

There are some good webpages dedicated to the shipping of boxes, thanks to which you can save money on your flight. It will prevent you also from carrying all your stuff with you while you are looking for accommodation. Here are some of the companies' webpages:

- [Packlink](#)
- [Sin maletas](#)
- [Serviequipaje](#)
- [Mensajería Low Cost](#)

First night: where do I sleep?

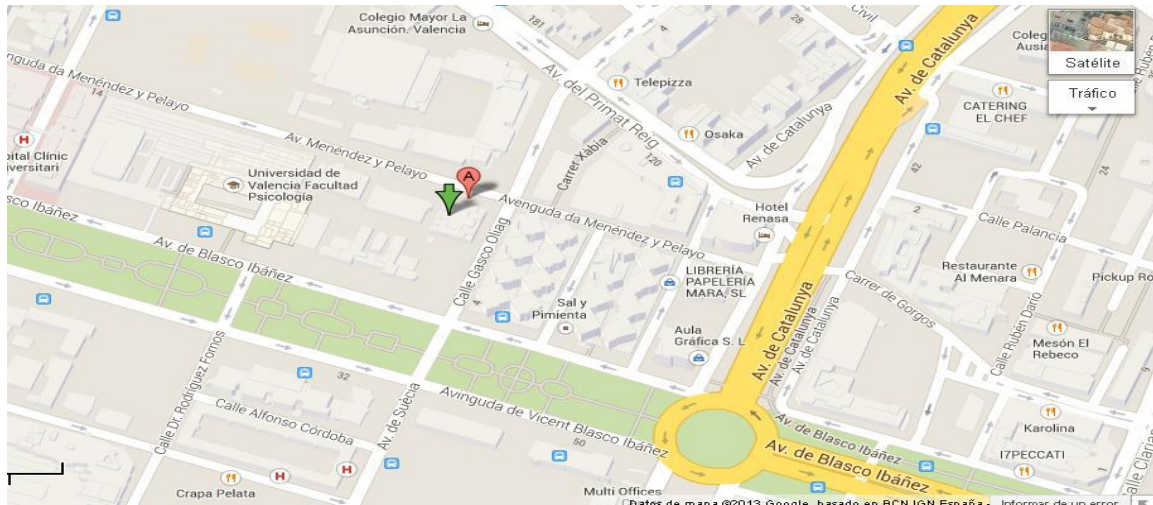
It would be ideal to look for accommodation before your arrival in Valencia. However, this is not as easy as it may seem. That is the reason why we recommend that you look at the following hostels and hotels webpages so that you can easily find a place to stay while you are looking for your definite accommodation in Valencia.

- [Booking](#)
- [HOSTEL WORLD](#)
- [eDreams](#)

We recommend that you look for a hostel in the city, not in the suburbs, so that you can move faster, cheaper and properly until you get to know the city.

Looking for accommodation

The university itself has a service (Sedi) that can help you to look for the right flat. You can ask for help on these webpages (the webpages are indicated under the map):



We recommend that you visit [Sedi's webpage](#), and especially [its housing options](#). Furthermore, the Universitat de València has three different kinds of dorms where you can stay:

- [Owned](#)
- [Affiliated](#)
- [Contributors](#)

University life

The average living costs in Valencia are no higher than 500€ per month, and the rent is probably the highest expense (around 300€ or 350€).

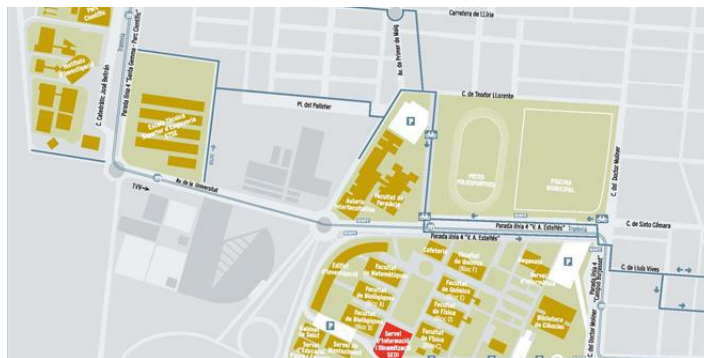
The campus

The Universitat de València has three different Campuses located in the city and in its surroundings (click the image to see it at a larger scale):

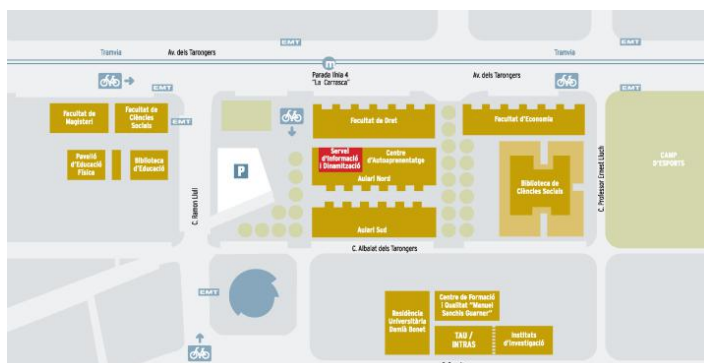
Blasco Ibáñez (Metro: Facultat)



Burjassot-Paterna (Tram: Burjassot-Godella)



Tarongers (Tram: Tarongers-La Carrasca)



Eating at the University

The Faculties usually have their own cafeteria, where you can eat lunch for a reasonable price (8-9€). You can also bring your own food and eat it at the cafeteria. You are free to sit anywhere you want in the cafeteria, but at lunchtime there are some tables reserved for the people who buy food at the cafeteria.



For those who bring their own food, the cafeteria has a microwave at your disposal to heat it. When the Spanish lunch time arrives (14:00h) queues are expected, so do not wait until the last minute! Besides, Blasco Ibáñez Campus has a great offer of restaurants, you can eat kebab, Chinese food or typical Valencian dishes for around 12-15€ (beverage included).

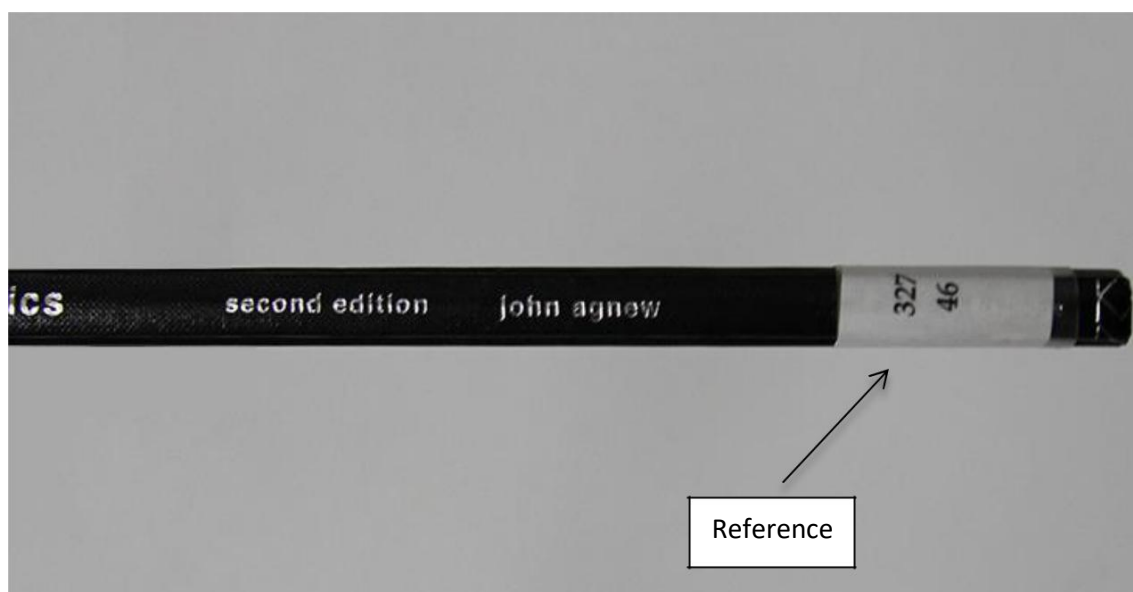
Study and documentation

The Universitat de València has a system of libraries and document services for all the students. In the libraries you can borrow books or study, read academic magazines or use the private room for working groups. The libraries' timetable and its location are available on the [Servei de Biblioteques i Documentació's webpage](#).

[Joan Reglà Library of Humanities](#) is located close to the faculty and has useful materials for the degree programmes of Humanities and Social Sciences. In order to access the library, you will need to show your University card.

For book borrowing, you can use [Trobes](#), a search engine which shows the exact location and availability of the book you are looking for. Once you have found the book, you have to go to the library where it is located and borrow it.

Once you have done your research, you will have to go to the corresponding library. There, you will find a map with each book's location and reference.



Academic schedule

In order to know the right dates of the beginning and the end of the terms and also to know the holiday periods, it is important that you look up the academic calendar available on the webpage and you can either download it as a PDF file or add it to your electronic calendar.

Working out in the University

For those who love practicing sports, the Universitat de València offers facilities and specialized instructors that run classes of various sport disciplines. You can apply for these activities through the [Servei d'Educació Física i Esport's webpage](#).

A screenshot of the uvspòrts website. At the top, there is a row of six icons with labels: 'Steps and Procedures', 'Rates', 'ECTS', 'Electronic site', 'Photo gallery', and 'Empodera't UV Mou-te amb la Uni'. Below this is a 'Highlight uvspòrts' section with three featured images: a swimmer, a group of people, and a sailboat. A red box with the text 'In this panel you will find all the activities available' is overlaid on the right side of the featured images, with an arrow pointing down to the 'Sports - Activities' section. This section contains a row of eleven icons representing different sports: Abdominal crunching, Aerobic-GAC, Aerobics, Aerobox, Aerotone, Aikido, Archery, Athletics, Bachata, and Badminton.

Paperwork in Valencia

First step: International Relationships Office

Once you settle up in Valencia, you must go to the International Relationships Office (Servei de Relacions Internacionals i Cooperació) to sign the very first important papers. This office is located in Espai Vives, Av. Blasco Ibáñez, 23, Valencia.

Second step: Information meetings

Before your arrival, you had been sent an e-mail with all the information about the dates and schedules of the meetings. It is of capital importance for your stay that you attend ALL of them:

- University Meeting
- Faculty Meeting
- Meeting with your exchange coordinator (if required)

Third Step: Enrolment

Along with the meeting dates, in the e-mail you received the date and time of your enrolment in the university. This procedure is very important, and you need to be sure about the courses you want to take. Be sure that they are given in the semester of your stay and choose the groups that best fit your schedule. It is also important that you check the language of the lessons. Besides, remember that in Valencia we speak Catalan (which is the same as Valencian), and we use it in our classes along with Spanish. If you have any questions, you can always ask your coordinator so that he or she can help you with the courses and the different schedules and lectures.

How to choose the groups

On the webpage of the Faculty (in Spanish, Valencian, and English), you can find all the [updated study plans](#).

Is it possible to enroll in subjects taught in other faculties?

You can include courses taught in other Faculties in your Learning Agreement. The only requirement is that 50% of the courses must be from the Faculty of Philology, Translation and Communication.

Fourth Step: Time and location of the courses

On the webpage of the university you will find all the [schedules](#), the lecturers, the dates and the classrooms where the courses are given. To access this information, choose the degree you are willing to study from the list. Then click on **“Degree in... > What can you study? > Degree Programme > Curriculum”** and a list of the courses will be shown; on the right side of each course name there will be the tab **“Check info”**. When you click there, you will see the information about the course you are interested in. You can also see the **“Course Guide”**, the basic document with information about the course.

Changing courses

To make changes in the enrolled courses, you have to go to the secretary's office on the main floor of the faculty and ask for a “cambio de matrícula” (registration change). You have to be aware that other students are enrolling in the courses, so there may be no places available in

that group anymore. To be able to make this change, your coordinators should accept it (both, from your home university and from the Universitat de València). These changes are an exception, so try to be conscious when you first choose your courses.

I arrived late and I missed my enrolment date, what should I do now?

If you had any problem getting to Valencia, don't worry! The first thing you have to do is to go to the International Relationships Office (Servei de Relations Internacionals i Cooperació). Then, go to the secretary's office of the Faculty, where you will be told what to do so as to enroll properly and quickly in the Faculty. You can attend the courses even if you are not enrolled yet. Even though you can go without being enrolled, you have to normalize your stay here as soon as possible. Be sure that you have all the information you need and do not hesitate to ask; they are there to help you.

How to extend your stay

To obtain the extension of your academic contract, first of all you have to obtain permission from your home university. Once you are allowed, you have to obtain the [permission](#) from your coordinator in Valencia. Then, you have to follow the instructions that you will be given to extend your enrolment.

The language

In Valencia we speak two languages, Spanish or Castellano, a romance language that nowadays has more than 500 million speakers spread mainly between America and Europe. If you wish to improve your Spanish, you have the [Centre d'Idiomes de la Universitat de València](#). There you can look for the course that best matches your level. The other language is Valencian (Valencià) or Catalan, a language deeply rooted in the Valencian region. Currently, it is spoken in some regions of Europe. The language has 11 million speakers and derives from the Romance language, like Spanish, Italian, French and Portuguese do. The [Servei de Política Lingüística \(SPL\)](#) offers all level courses of several languages.

We highly recommend that you take the opportunity of learning and improving both languages, Valencian and Spanish.

Additionally, there is [the Centre d'Autoaprenentatge de Llengües \(CAL\)](#), a service for people who want to learn a language on their own. There you can ask for material to carry out the task of independent learning of the language you choose.

Last but not least, we remind you that, despite there being no level test to study in the Faculty, it is necessary for you to speak Spanish at a user level in order to avoid daily problems.

The Foreign Affairs and Participation Office (OREiP)

The OREiP has been a part of the Faculty since 2013. Students who work there are in charge of coordinating the activities of the [Entreiguals](#) (buddy) program; they guide both the incoming and outgoing students of the Faculty; and they organize activities dedicated to promoting cultural exchange.

At the beginning of each semester, students at the OREiP answer the questions of the incoming students to make their adaptation easier. They indicate the steps to follow in order to enroll at the university, to solve the various possible bureaucratic hindrances.

During the academic year, apart from taking care of the different questions of both the incoming and outgoing students, the OREiP organizes exchange activities such as **“Tómate un Speed-Cafenet”**, or participatory contests like **“Com veus la Facultat?”** They also help mentors to coordinate and find activities, as well as provide them with the necessary information or better development of their tasks. The OREiP students created this “Survival Guide”, which picks the pieces of advice provided by mentors, former incoming students, lecturers, employees of the faculty, etc.

Contact and office hours

The office is located on the ground floor of the Faculty, next to Administration. Office hours are from Monday to Friday, from 11.00 am to 14.00 pm and on Wednesday and on Friday, from 16 pm to 18 pm. You can also contact us via e-mail; our address is oreip@uv.es.

Moving around Valencia

Valencia is a city with almost one million inhabitants. Its location and geographical characteristics, together with its warm weather, make it comfortable to move around on foot or by bike. Besides, the city also counts on public transport services that make it easy to move around.

Valenbisi

The city counts on a bicycle service that lends its bikes up to half an hour for free (after payment of an annual fee of 27,12€ and the acquisition of a card). The Valenbisi network spreads throughout several points in the city. Also, there are a lot of kilometers of bike lane. For more information, have a look at the service's [webpage](#).



Metrovalencia

Valencia counts on an underground service, including both tube and tram, which connects several points of the city and its nearby towns. You can buy the tickets in almost every underground station; there are ticket machines: you need to select the type (single, return, daily, 10-bonus) and areas (AB-C-D).



It is important that you plan your journey in advance, so that you can check the schedule, the price zones, and other details in the [service's webpage](#).

EMT

The Empresa Municipal de Transportes (EMT) is a bus network that also vertebrates the city. Apart from buying single tickets on the bus, you can also buy a ten-trip ticket in stores and other establishments. You can learn about the prices at the [service's webpage](#).



Temporary Residence Permits

If your country is not part of the [Schengen Treaty](#), you will need to apply for a student's visa. A student is a person who comes to Spain with the only purpose of studying, carrying out research work or training in any academic institution, without a salary.

You must apply for the student's visa **before you arrive in Spain** at the Diplomatic Office or at the Consular Post of your country. You will be asked to show your transcript of records as proof of your previous academic curriculum.

As soon as you get to Spain, you will need to apply for permission to stay for a specific period of time; you can do so at the Foreign Office, at the Superior Police Department, or at the nearest Police Station. You will be asked to provide documents to prove that you fulfil all the requirements, both for entering and for staying in Spain (included the student's visa). You will also need to indicate the duration of your stay for at least three months, as well as your curriculum (learning agreement), research program, or training contract. Remember that you can always renew your stay document.

Useful links

- [Faculty of Language Studies, Translation and Communication](#)
- [University of Valencia](#)
- [Libraries](#)
- [CAL \(center for languages self-learning\)](#)
- [Languages Centre of the University of Valencia](#)
- [SeDI \(Information and Consumer Services for Students\)](#)
- [Physical Education and Sports Service](#)
- [Residence Halls](#)
- [Metrovalencia](#)
- [Valenbisi](#)