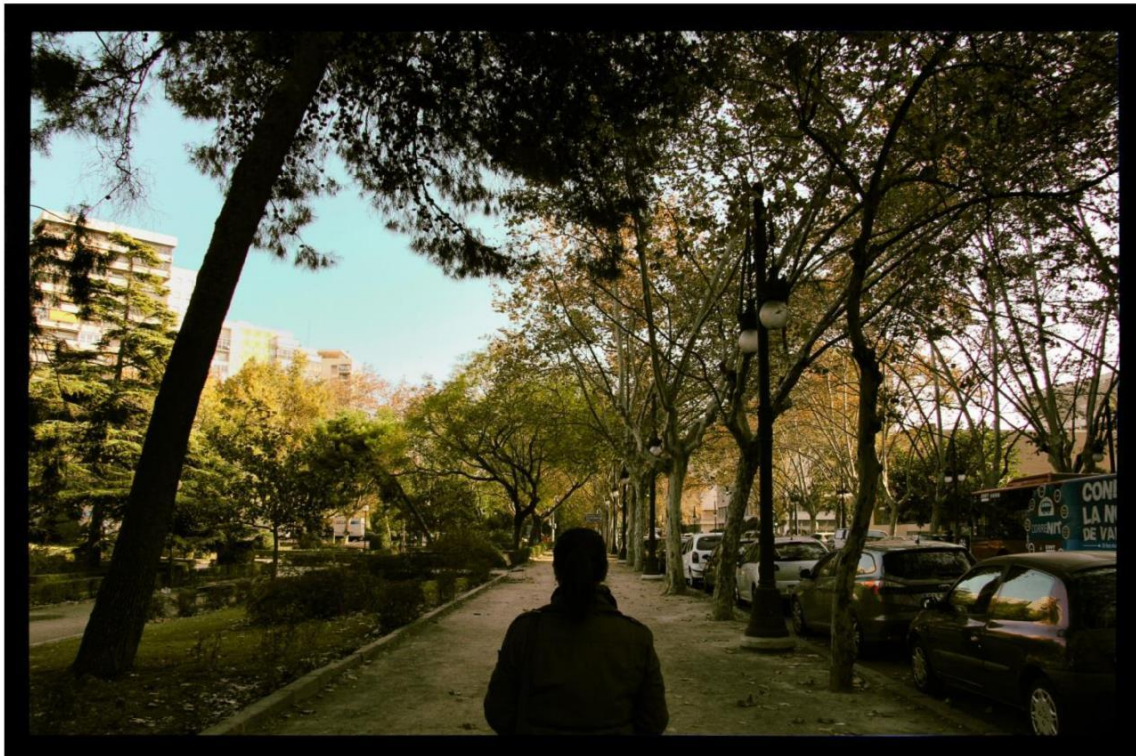


# THE INCOMING

## SURVIVAL GUIDE



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## **Universitat de València (UV)**

The Universitat de València is the second Erasmus host university in Europe. It is in the 207th position of the Jiao Tong ranking that evaluates the universities worldwide. Around 2000 incoming students every year come to study at the Universitat de Valencia out of the total Erasmus students worldwide that is 45.000. In 2013 it 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 700 incoming students come to study every year to the FFTiC. The faculty offers a total of eight Bachelor’s degrees, seven official Master’s degrees and three PhD programs. Furthermore, the Faculty gathers other areas, that even though they don’t have undergraduate studies, they offer some courses that sum up to the linguistic-literary offer. This is the case of Linguistics, Theory of Literature, Arabic and Islamic Studies, Galaic-Portuguese Philology and Slavic Philology. The FFTiC also offers a bunch of undergraduate studies on its own (certificates and diplomas) that can be attended on-line or in-person. The management of FFTiC is the Dean Team, with Amparo Ricós Vidal (Dean) on top. Ana R. Calero Valera is the Vice-Dean of Internationalization and Innovacion, and also the highest responsible for the mobility programs of the Faculty.



### **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 in 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 to 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 you to book the flight in advance because it is cheaper. It is highly recommended to arrive at least one week before the course starts; this way you will have time to look for accommodation and to enroll in the university.

### **Valencia Airport and Metrovalencia**

The airport is situated 10 Km far 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 with lower prices and can be used to move

around the city again and again. The closest stop to our Faculty is “Facultats”. In the case you 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?

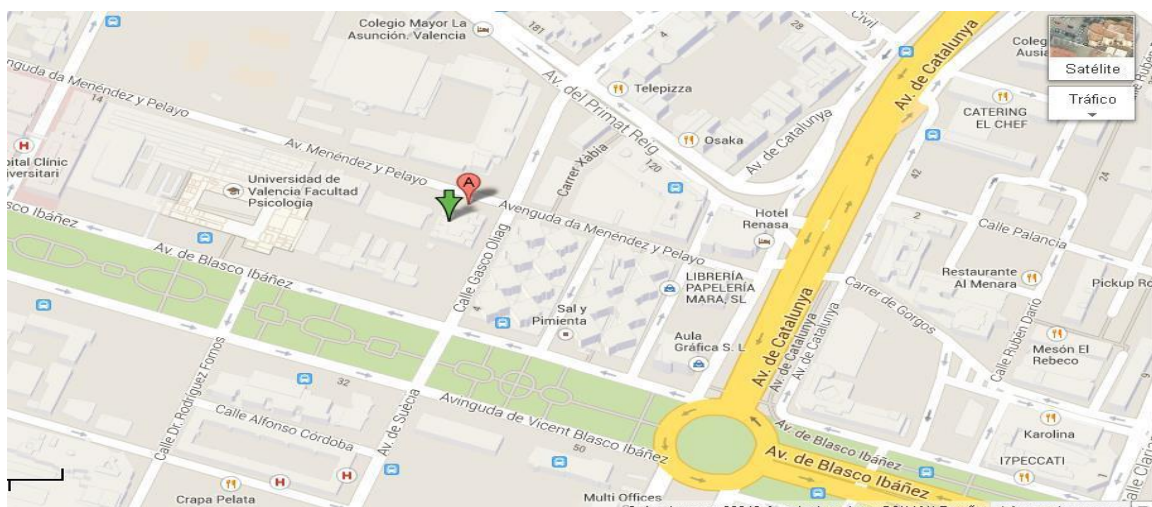
It would be ideal to look for accommodation before your arrival in Valencia. However, this is not as easy as it may seem. That is the reason why we recommend you to look at the following hostels and hotels webpages so that you can easily find a place to stay while you are looking for your definite accommodation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

- [Booking](#)
- [Hostel Bookers](#)
- [eDreams](#)

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

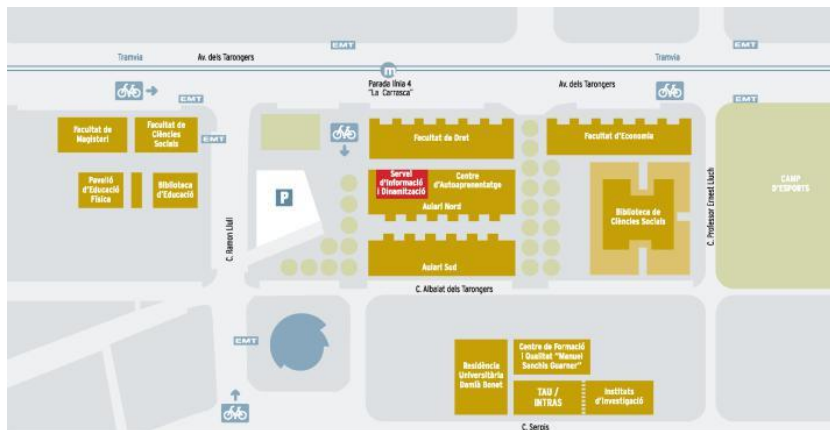
### Looking for accommodation

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





## Tarongers (Tram: Tarongers-La Carrasca)



## Eating at the University

Usually, every Faculty has its own cafeteria, where you can have lunch for a reasonable price (5-6€). You can also bring your own food and eat it at the cafeteria. You are free to sit wherever you want in the cafeteria, but at lunch time there are some tables reserved for the people who buy food at the cafeteria.



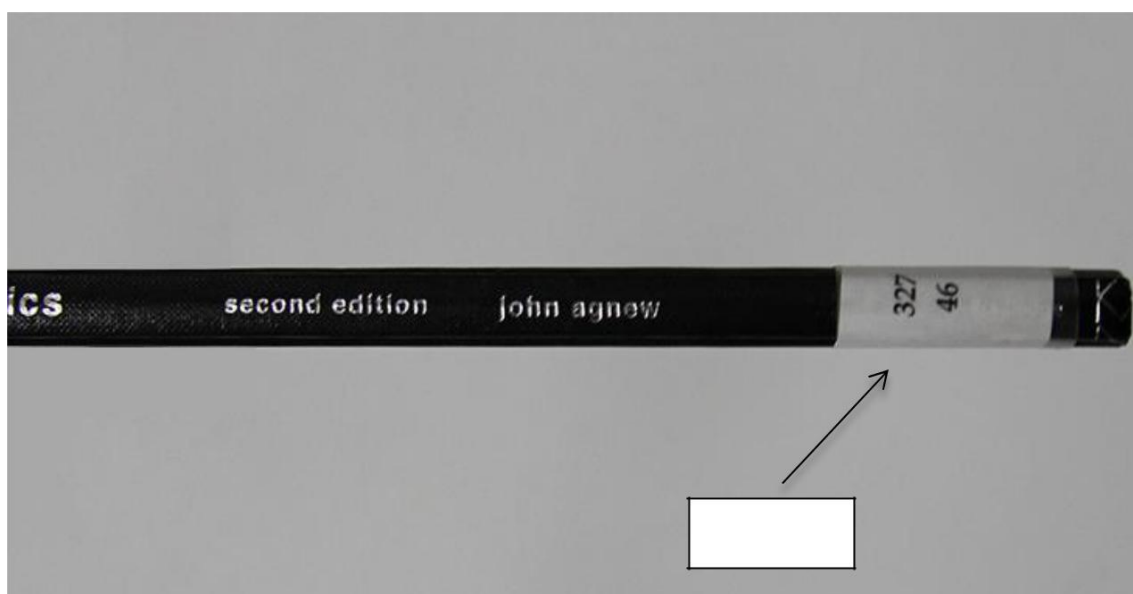
For those who bring their own food, the cafeteria has a microwave on disposal to heat it. When the Spanish lunch time arrives (14:00h) queues are expected, so do not wait until the last minute! Besides, Blasco Ibáñez Campus has a great offer of restaurants, you can eat kebab, Chinese food or typical Valencian dishes for just 10€ (beverages 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 in 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 grades 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 [Trobos](#), a search-engine which shows the exact location and availability of the book you look for. Once you have found the book you have to go to the library where you can borrow it.



## 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 in the webpage](#) and you can download it as a [PDF file](#)<sup>1</sup>.

## Working out in the University

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

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<sup>1</sup> This document corresponds to academic year 2017- 2018



## Processing in Valencia

### First step: International Relationships Office

Once you are established in Valencia, you must go to the International Relationships Office (Servei de Relations Internacionals i Cooperació) to sign the very first important papers. This office is located in Plaza Cisneros, 4.

### 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

### 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 are going to take. Be sure that they are given in the semester you are staying and choose the groups that best match with 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 the academic world along with Spanish. Anyway, if you have any doubt, you can always ask your coordinator so that he or she can help you with revalidation of the courses and the different schedules and lecturers.

### How to choose the groups?

At 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?

Initially you can include these courses in your Learning Agreement. The only requirement is that the 50% of the subjects must be from the degree you are studying.

### Fourth Step: Time and location of the courses

At 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 and a list of the courses will be shown; on the right side there will be the tab “veure fitxa”. When you click there, you will see the information about the course you are interested in. Also, you can see the Guia Docente (Course Guide), the basic document with information about the course.

### Changing courses

In order 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 the application of “cambio de matrícula” (changing of the enrolment). You have to be aware that other students are enrolling in the courses, 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 had any problem in 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 (First step). Then you go to the secretary's office of the Faculty, where they will tell you what to do so as to enroll properly and quickly in the Faculty. You can go to 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

In order to obtain the extension of your academic contract, first of all you have to obtain the permission from your home university. Once you are allowed, you have to obtain the permission of your coordinator in Valencia. Then, you have to follow the instructions that 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 principally 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 fits 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 millions of 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 you to take the opportunity of learning and improving both languages, Valencian and Spanish.

Besides, 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 is no level test to study in the Faculty, it is necessary for you to speak Spanish at user level in order to avoid day a day problems.

## Moving around Valencia

Valencia is a city with almost one million inhabitants. Its location and geographical characteristics, together with its 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 go to places.

### Valenbisi

The city counts on a bicycle service that lends its bikes up to half an hour for free (after the payment of an annual fee of 27,12€ and the acquisition of a card). Valenbisi net spreads throughout several points in the city. Also, there are numberless 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 net that also vertebrates the city. Apart from buying single tickets on the bus, you can also buy bonus of all kinds in corner stores and other establishments. You can learn about the prices at the [service's webpage](#).



## Temporary Residence Permits<sup>2</sup>

If your country is not part of the Schengen Treaty<sup>3</sup>, 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 to Spain at the Diplomatic Office or at the Consular Post of your country. You will be asked to show your transcript of records as a proof of your previous academic curriculum.

As soon as you get to Spain, you will need to apply for permission to stay for a determined amount 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 proof that you attach to 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.

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<sup>2</sup> Information excerpted from <http://www.conpapeles.com/>

<sup>3</sup> Nowadays, the following countries are part of the Schengen Treaty: Germany, Austria, Belgium, Denmark, Slovenia, Spain, Estonia, Finland, France, Greece, The Netherlands, Hungary, Island, Leetonia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Czech Republic, Slovenia, Sweden, and Switzerland.

## The Foreign Affairs and Participation Office (OREiP)

It exists in the Faculty since 2013. Students who work there are in charge of coordinating the activities of the [Entreiguals](#) (buddy) program; they guide the INCOMING & OUTGOING students of the Faculty; and they organize activities dedicated to promote cultural exchange.

At the beginning of each semester, students at the OREiP attend the doubts 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 & OUGOING 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 advices provided by the mentors, the former incoming students, the lecturers and employees of the faculty, etc.

### Contact and office hours

The office is located in the ground floor of the Faculty, next to Administration. The office hours are from Monday to Friday, from 11.00h to 14.00h and on Wednesday and on Friday, from 16h to 18h. Also, you can contact us via e-mail; our address is [oreip@uv.es](mailto:oreip@uv.es).

### 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](#)