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 Mª 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 (personal accounts are not allowed, hotmail, gmail…)

- Access to 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.
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!