

ENROLMENT INSTRUCTIONS

Please follow the next steps to complete the registration procedure:

1. Fill in the registration document with the courses you wish to enrol in. It is essential to include the code, course name, group, and subgroup (if applicable).
2. Send the registration document to your assigned mobility coordinator at the University of Valencia (UV) for their approval and signature from 8 January 2024 onwards.
3. To officially complete your enrolment, please print the registration document (signed by your UV mobility coordinator) on the day and time appointed to you. The dates for registration will be published on the Faculty website.

A video with the **registration instructions** can be found at the following link:

https://www.uv.es/oreip/ERASMUS/MAT_ENG.mp4

Registration form:

In the following link you will find the registration form that you have to fill in, and that, once prepared, must be sent to your coordinator by e-mail, from 8 January onwards for approval.

https://www.uv.es/oreip/ERASMUS/DOC_MATRICULA.pdf

Please note that this form is a **registration proposal and is therefore non-binding**. Enrolment in the desired courses and groups will only be guaranteed if places are available on your registration date. It is not allowed to advance the enrolment date allocated.

As places in each group are limited, it is advisable to include different alternatives in your registration form that are compatible with that time slot in case there are no more places available in some of the desired courses.

Changes after registration will be accepted until **published date** (<https://links.uv.es/hBuE5Vg>), following the regular procedure:

https://www.uv.es/oreip/ERASMUS/MOD_ENG.mp4

<https://links.uv.es/WD8fn1g>

Information on the academic programmes

Courses, groups, and timetables:

BA Programmes at the Faculty: <https://links.uv.es/sj5x8hD>

All BA Programmes at the UV:

https://secvirtual.uv.es/p/wwwuv/oca/ciclos_1.html

Important: Please note that a course can have different groups (and time slots) and that each group or subgroup can be taught in a different language.

We remind you that all classes at the UV are **on site (face-to-face)**. On choosing your courses, please check that there are no timetable clashes.

You can **include courses from other BA programmes and other Schools** in your registration form. However, although registration will still be completed at the Faculty of Philology, Translation and Communication, the registrar's office will request confirmation of the other Schools of availability of places and, eventually, of registration. Otherwise, you will be requested to provide (an) alternative course(s) and subsequently modify registration.

UV Academic Calendar:

<https://links.uv.es/iraqE00>

The spring term for BA programmes at the UV begins on 29 January 2024.

Coordinators at the UV:

The allocation of your grant to a specific BA programme and a coordinator is an administrative matter. Thus, it may not coincide with the studies you are pursuing at your home institution. This issue has no academic effects.

List of coordinators: <https://ir.uv.es/bv0NrG0>

Important: 23 December to 7 January are non-teaching days at the UV.

Appointment for registration

The date and time for registration will be published on the Faculty web page <https://links.uv.es/7PzDIQB>.

Registration will take place at the first floor of the Faculty of Philology, Translation and Communication on the date of your appointment.

How to get there: <https://ir.uv.es/bJsH0cm>

If you have any questions, please do not hesitate to contact oreip@uv.es

See you soon!