

## **REGISTRATION AND ENROLLMENT PROCEDURE FOR INTERNATIONAL MOBILITY (ERASMUS AND CONVENTION) ENTRANTS**

### **GENERAL INFORMATION PRIOR TO YOUR STAY AT THE UNIVERSITY OF SEVILLE**

<https://www.us.es/internacional/oficina-welcome>

#### **1º. REGISTRATION AT THE UNIVERSITY OF SEVILLE**

Enrollment at the University of Seville is done at the International Center:

**International Center**

*(Avenida Ciudad Jardín, 20-22)*

<https://internacional.us.es/centro-internacionalmovilidad@us.es>

#### **2º. LEARNING AGREEMENT - CHOICE OF SUBJECTS**

Once enrolled and admitted at the International Center, students must **send the Learning Agreement**, signed by the University of origin, to the e-mail of the Law School Secretariat in charge of mobility: [secreder8@us.es](mailto:secreder8@us.es)

*In the subject of the email, you must put "Learning Agreement Erasmus + Name and Surname +ID number".*

The Secretariat will review the Learning Agreement and send it back to you via e-mail, signed by the Vicedean of International Relations of the Law School.

Learning Agreements will not be signed through the OLA (*Online Learning Agreement*) application.

Mobility students may enroll in **any subject of the different degrees** taught at the Law School, **except**:

- First year subjects in any of the Degrees and Double Degrees (in the case of the Double Degree in Law and Management and Public Administration and in the case of the Degree in Management and Public Administration, it will not be possible to choose subjects from the first or the second year).
- External Internships
- The Final Degree Project/ Final Master's Degree Project

Students can choose the subjects, according to the period of stay at the University of Seville:

- **Full Course:** first term subjects (C1), second term subjects (C2) and annual subjects (A). In the case of a full-year mobility, students can enroll in up to 3 subjects in non-priority centers. The enrollment of these subjects must be done at the International Center.
- **First Semester:** First semester subjects (C1).
- **Second Semester:** Second semester subjects (C2) and annual subjects (A). Please note that the enrollment of annual subjects (A) for students whose stay coincides only with the second term, especially in cases where Professors have followed a system of continuous evaluation in which the continued presence of students in the first term is required, does not guarantee the passing of the subject,

It is important to specify the **numerical code** of the subjects in the Learning Agreement. You can check the codes and subjects that you can select in the following link:

<https://derecho.us.es/relaciones-internacionales/erasmusconvenio>

Enrollment, extension and modification deadlines will be determined by the official Academic Calendar of the course.

Group changes due to schedule compatibility adjustments will always be made in the corresponding priority center.

It is the **student's responsibility** to ensure that his/her Learning Agreement **coincides** with the actual enrollment (last modification of the same). In the case of non-coincidence, a new Learning Agreement must be submitted and, if applicable, signed.

The student may request a change of **term by means** of a form signed by those in charge of mobility of origin and destination:

<https://derecho.us.es/index.php/impresos>

**Only two changes** in the Learning Agreement are allowed (one per term).

### 3º. ARRIVAL IN SEVILLE

Student must go to the International Center to request the **certificate of arrival**, where he/she will also register for the subjects that **do not correspond** to the curriculum of the Law School.

**International Center**

*(Avenida Ciudad Jardín, 20-22)*

<https://internacional.us.es/centro-internacionalmovilidad@us.es>

### 4º. REGISTRATION/EXTENSION OF REGISTRATION IN THE LAW SCHOOL

Students must formalize the enrollment of the subjects corresponding to the Law School, in the **Secretariat of the Center**, in the period of ordinary enrollment according to the Academic Calendar of the corresponding academic year.

Registration will be done in person at the Secretariat's Office of the Faculty of Law (window 5), by appointment: <https://institucional.us.es/cprevias>

The Secretariat will provide you with a form, in which you must specify the code, name and at least three groups in order of preference, for each of the subjects you are going to register for.

**IMPORTANT:** The subjects and their codes for which you are going to register **must coincide** with the subjects of the Learning Agreement. The enrollment of the subjects that do not correspond to the curriculum of the Law School will be done at the International Center.

Make your **timetable** taking into account that for some subjects there are several groups and, therefore, you have to check that there is no timetable overlap between the enrolled subjects. Admission to a group will depend on the existence of vacancies.

**IMPORTANT:** Admission to a group will depend on the existence of vacant places. You can consult the timetable at the following link:

<https://derecho.us.es/docencia/horarios>

For the **extension of enrollment**, steps 2 and 4 will be carried out in the period of extension of enrollment according to the Academic Calendar of the corresponding academic year.

### 5º END OF STAY

The check-in and check-out of mobility students is done at the International Center, and the International Center will be responsible for sending the grades obtained to the University of origin.