

INCOMING STUDENTS' REGISTRATION GUIDELINES

Spring Semester 2022-2023

Faculty of Law, AUTH

Dear Erasmus Students

You should send the following documents **in pdf format** (not in zip archive) at the address <manios@law.auth.gr>:

1. The Erasmus **Identity Card (ID)** after your registration at the main **Erasmus Office** of Aristotle University (administration building, 1st floor).
2. The **Letter of Acceptance** sent to you before your arrival.
3. A copy fully signed and stamped of your final **Learning Agreement**
4. A copy of your **Health Insurance Card** (both sides)
5. The attached **Personal Information Sheet (in word format) (!)**

ATTENTION:

a. You need to fill in **not only the courses but also the component code of every course (for example ELE 70 Crime in Cultural Perspective). In your Learning Agreement you should also include the Greek language courses if you want to attend them (title and component code, for example GRL-A1L Greek Language On-line).**

b. If you wish to enrol in a course offered by another school **you need to first contact the Secreteriat of the other School in order to check whether the course can be offered to Erasmus students of the Law School.**

c. You can see the courses that are offered to Erasmus students at the following link:

<https://law.auth.gr/en/news_english/erasmus-courses-2022-2023-winter-and-spring-semester/>

The list of courses offered may be modified under exceptional circumstances and for good cause before the beginning of the semester. In this case the student must replace the selected course with another one.

d. Changes to your LA:

You can make changes to your initial Learning Agreement **until the end of March.**

For the Changes you need to follow the steps below:

- i)** Complete the Changes document. You can use the template of the main Erasmus Office AUTH (see attachment) or the template of your University; you do not need to complete both.
- ii)** Have the completed Changes document signed by the Coordinator of your School at AUTH (Prof. Timoleon Kosmides)
- iii)** Send it to your Home University for their approval, and finally,
- iv)** Submit one copy with all the signatures by e-mail to the Erasmus Office and a second copy - only if your University does not approve the signed changes by our Coordinator- to the Secretariat (manios@law.auth.gr) of the Law School, AUTH, in order to complete the registration to the courses.

Registrations will open on **20-02-2023** and last until **28-02-2023**.

Classes begin on the **1st March** and they will be held with physical appearance. In case you cannot arrive in time due to other obligations of yours, I kindly ask you to inform us.

After the completion of your registration in our School you will receive a message from the IT Center of AUTH on your cellphone containing the necessary codes and instructions, so that you can activate your University account and then apply electronically for your academic ID. The codes you will receive **are valid for two days**, so make sure that you activate your account within these two days.

It is **extremely important** to activate your institutional account in due time in order to have access to e-learning. We should draw your attention to the fact that if you fail to do so, **you will not be able to participate in the final exams of the semester**.

Lastly, you are strongly advised to check the School's website regularly for announcements < https://law.auth.gr/en/new_english/erasmus/ >.

We are looking forward to welcoming you to Aristotle University of Thessaloniki.

Useful Links

- Institute of Modern Greek Studies:

https://www.auth.gr/en/university_unit/ins-en/

- IT Center AUTH:

https://www.auth.gr/en/university_unit/it-en/

- International Exchange Erasmus Student Network

<http://auth.esngreece.gr/>

- Central Macedonia Greece – Do something GREAT:

<https://visit-centralmacedonia.gr/en-us/>

Applications: <https://visit-centralmacedonia.gr/en-us/USEFUL/Applications>

Secretariat of the Erasmus +
Manios Dimitris
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06-02-2023