INCOMING STUDENTS' ENROLLMENT INSTRUCTIONS

Spring Semester 2025-2026

Faculty of Law, AUTh

Dear Erasmus Students

You should send **AFTER YOUR REGISTRATION AT THE DEPARTMENT OF EUROPEAN EDUCATIONAL PROGRAMS** of Aristotle University (administration building, 1st floor) **– NOT THE ERASMUS OFFICE OF THE LAW SCHOOL -** the following documents **in pdf format (not in zip archive)** at the address <manios@law.auth.gr>:

1. The Erasmus **Identity Card** (ID)

2. The **Letter of Acceptance** sent to you before your arrival

3. A copy fully signed and stamped of your original **Learning Agreement**

4. 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 of the School of Modern Greek Language, 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 Secretariat of the other School in order to check whether the course can be offered to Erasmus students of the Law School (Please write: Code Number and Title - School/department – ECTS- Name of Instructor)**

c. You can see the courses that are offered to Erasmus students at the following link:
<https://law.auth.gr/en/erasmus-courses/>

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.

Please, pay attention to that: The correct course credits (ECTS) are those listed on our School's website:

https://law.auth.gr/en/erasmus-courses/

d. **Changes to your LA:**
You can make changes to your initial Learning Agreement **until the end of March (31st March).**

You should be very careful when deciding definitely about the courses because **you have the right to do changes only once per semester.**

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.**

ATTENTION: If your initial Learning Agreement has been submitted through the EWP Dashboard, if you wish to make changes you need to enter again the online platform of your Home University and your OLA and select *Changes*.

Please do not create a new Learning Agreement from the beginning, just indicate the courses that you wish to delete and add.

As soon as you submit and sign it and it is signed also by the responsible person at your Home University, it will be sent automatically to our University and we will be able to see it and sign it.

ii) Have the completed Changes document signed by the Coordinator of our School at AUTh (Prof. Timoleon Kosmides). Please send it at the email address <manios@law.auth.gr> to be forwarded and signed by the Coordinator.
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 (erasmus-incoming@auth.gr) 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 **12-02-2026** and last until **20-02-2026**.

Classes begin on the **24th February** 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 **(username - one time password - a website link that you must visit to set your account password) 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. **The**

Institutional account is absolutely necessary for your studies and gives you access to all the online services for University students. You will use this throughout your studies for matters that concern you such as course declarations and monitoring of grades, access to the e-courses platform, obtaining transcripts, institutional email, wireless wifi network in the University premises, etc.

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.**

In the event that you have completed your registration but you have not yet received an SMS, you can request a new shipment by contacting the AUTH Electronic Government Center via email at support@auth.gr and providing your details. From the website https://myaccount.auth.gr you can recover access to your Institutional account, if you have forgotten your password.

PAY ATTENTION – E-LEARNING:
In order to be able to log in to E-learning **you have to log in at least once to the students.auth.gr platform.**

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

- Thessaloniki – Exploring the City:

https://thessaloniki.travel/

- School of Modern Greek Language:

https://smg.web.auth.gr/may2019b/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