

- EST. 1837 ———

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School of Science
Faculty of Geology and Geoenvironment
Academic Registry

# ERASMUS+/ERASMUS MUNDUS/CIVIS STUDENT GUIDELINES AND SERVICES

# **Registration Procedures**

The documents needed for your enrollment at the Secretariat of the Faculty of Geology and Geoenvironment, are the following:

- a copy of passport or identity card
- the "Certificate of acceptance"

After your enrollment you will be given a personal academic identification number.

## Administrative staff for Erasmus+/Erasmus Mundus/CIVIS students:

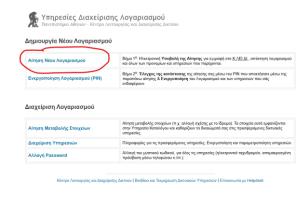
Chorafopoulou Kelly
 secr@geol.uoa.gr
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 Secretary of Dpt. of Geology & Geoenvironment
 School of Science
 University Campus
 15784, Zografou

# PLEASE NOTE:

Secretariats are open to students on Monday, Wednesday and Friday 11:00 a.m.-13:00 p.m.

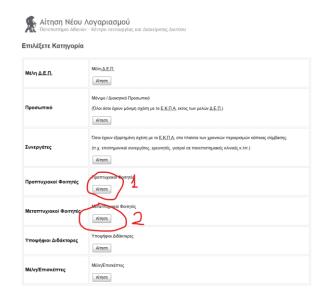
#### **Academic Account**

Visit the webpage of the Academic Account and follow the steps below: <a href="https://webadm.uoa.gr/">https://webadm.uoa.gr/</a>



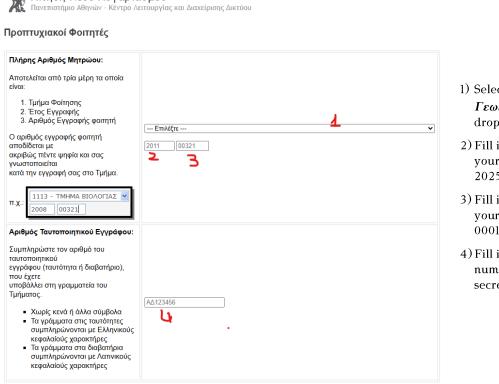
Press "Αίτηση Νέου Λογαριασμού"

Αίτηση Νέου Λογαριασμού



Apply as an undergraduate (1)/postgraduate (2) student for a personal academic account.

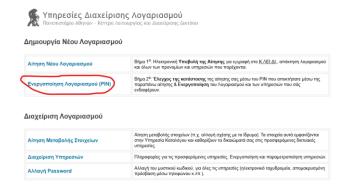
# Fill in your personal information in the next screen as follows:

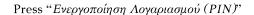


- Select "Τμήμα Γεωλογίας και Γεωεριβάλλοντος" from the dropdown menu
- 2) Fill in the middle part (date) of your student number (e.g. 2025)
- 3) Fill in the last five digits of your student number (e.g. 00015)
- 4) Fill in your ID/passport number that you used in the secretariat

In the following screen tick the box in the right and fill in your family name and given name in the relevant boxes. After you submit your application a screen with your Application Number and PIN will appear. Be sure to keep those two numbers as they are important for the activation of your academic account.

You can activate your account in <a href="https://webadm.uoa.gr/">https://webadm.uoa.gr/</a>





Ενεργοποίηση Λογαριασμού Πανεπιστήμιο Αθηνών - Κέντρο Λειτουργίας και Διακείρισης Δικτύου			
Είσοδος			
Αρ. Πρωτοκόλλου:	4		
PIN:	2		
Αποστολή			

Fill in the required numbers

- 1) Application Number
- 2) PIN number

After the activation of the academic account, you get a username and password.

Since the on-line procedure for the academic account is in Greek you can ask either for the assistance of a buddy (from ESNKAPA student organization) or of the secretariat of your Department.

#### E-class

By using your Username and Password you can enroll yourself to the e-class platform of NKUA in the following site:

https://eclass.uoa.gr/

Once in e-class make sure that you inscribe yourself to all the courses you are going to follow, as well as in course *GEOL706*: "*ERASMUS - international students: announcements, information*" (<a href="https://eclass.uoa.gr/courses/GEOL706">https://eclass.uoa.gr/courses/GEOL706</a>) in order to receive all notifications concerning the Department's announcements and activities ect.

#### Student ID Card

By using your Username and Password you can apply for your Academic Identification Card (Academic ID Card).

Visit the webpage of the Academic ID:

https://submit-academicid.minedu.gov.gr/

Please note that the issuing of the card may take approximately two weeks.

The card identifies you as a student at the NKUA and it gives the right of access to libraries, sport facilities, museums etc. It also enables you to buy at half of the regular price, tickets or cards for all means of transport. The card must be presented to controllers of public transportation organization whenever there is a ticket control.

# **Students Restaurants**

Meal applications are submitted online at sitisi.uoa.gr

The Student Meals Department is located on the 4th floor of the University Club, at 15 Ippokratous Street, (Tel. +30 210-3688216, +30 210-3688253).

Our university offers two free meals on a daily basis at specific student restaurants from **September 1**<sup>st</sup> to **June 30**<sup>th</sup>, except for Christmas and Easter holidays.

#### The opening hours of the restaurants are:

- · Monday-Friday: 12:00pm 14:00pm and 18:00pm 21:00 pm.
- On Saturdays and Sundays: 12:00pm 16:00pm and 18:00pm 20:30 pm.

#### The Students restaurants can be found in the following locations:

# • University Campus:

The restaurant is located at the University Campus at Zografou, in the School of Philosophy building and serves students who attend courses at the Faculties of the University Campus. (https://goo.gl/maps/hShqrxdVsq957nDJ7)

# • Faculty of Medicine:

The restaurant is located in the Medical Laboratories building and serves students who attend courses at the Faculties of the University in Goudi.

#### • Centre of Athens:

The restaurant is located at Lycavittou 14, in the centre of Athens and serves students who attend courses at all Faculties of the University in the centre of Athens.

## • Faculty of Physical Education and Sport Science

The restaurant is located at the Faculty of Physical Education and Sports Science in Dafni and serves students who attend courses at this Faculty.

#### Healthcare

Students who are residents of the EU countries (and also of Norway, Iceland, Liechtenstein or Switzerland) should obtain, before their departure from their country, the European Health Insurance Card, which must cover the whole period of Erasmus+ participation. Further information about the European Health Insurance Card you will find at the <a href="https://ec.europa.eu/social/main.jsp?catId=559&langId=en">https://ec.europa.eu/social/main.jsp?catId=559&langId=en</a> and <a href="https://ec.europa.eu/social/main.jsp?langId=en&catId=857&intPageId=1304&">https://ec.europa.eu/social/main.jsp?langId=en&catId=857&intPageId=1304&</a> Moreover, at the <a href="http://ec.europa.eu/social/main.jsp?catId=1021&langId=en&intPageId=1739">https://ec.europa.eu/social/main.jsp?catId=1021&langId=en&intPageId=1739</a> you will be able to find information for emergency health treatment in each European country.

Students of countries that do not issue the European Health Insurance Card should have a private health insurance

#### **Computer Laboratories**

Personal computers are available for students at the University Club [15, Ippokratous str. - 3<sup>rd</sup> floor-, Tel.: 210 368 8261,8271]. Opening hours: from Monday to Friday (9.00a.m.- 15.45p.m.).

In addition, there are rooms with PC facilities in most of the Faculties.

For the students who reside on the University Campus (A' FEPA) there is also a computer laboratory with a capacity of 20 work stations (21, Oulof Palme Str., tel.: 210 7275589).

# **University Sports Centre**

Sports services have been provided to students and academic staff of the University of Athens since 1930.

The University Sports Centre and its sports facilities at the University Campus in Ano Ilissia gives students the opportunity to participate in various athletic programmes, which include exciting leisure activities contributing both to their physical and mental health.

SPORTS ACTIVITIES			
Exercise (conditioning aerobics)	Table tennis	Traditional dancing	
Basketball	Football	Chess	
Volleyball	Classical sports	Tennis	

The Centre, which has recently acquired modern exercise equipment, is open from October 1<sup>st</sup> to June 30<sup>th</sup>, from 09:00a.m. to 18:00p.m (daily except Saturdays and Sundays). For the enrollment in the Sports Centre students should submit the following (from Monday to Friday, 10:00-13:00):

- one photograph
- a photocopy of their student identification card
- a certificate from a cardiologist or pathologist

Students' teams and individual students take part in internal, inter-university and international championships.

Information: Tel. 210 7275551, 210 7275556-7, 210 7275560

Webpage: https://gym.uoa.gr/