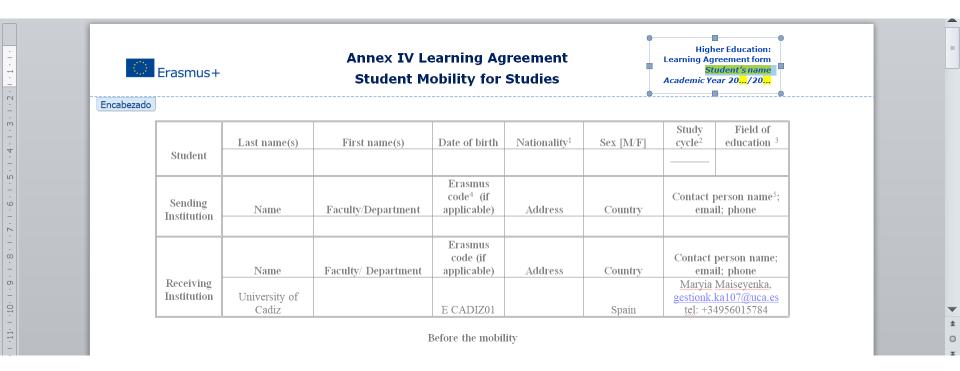
Instructions

How to fill in the *Learning Agreement* (Common errors)

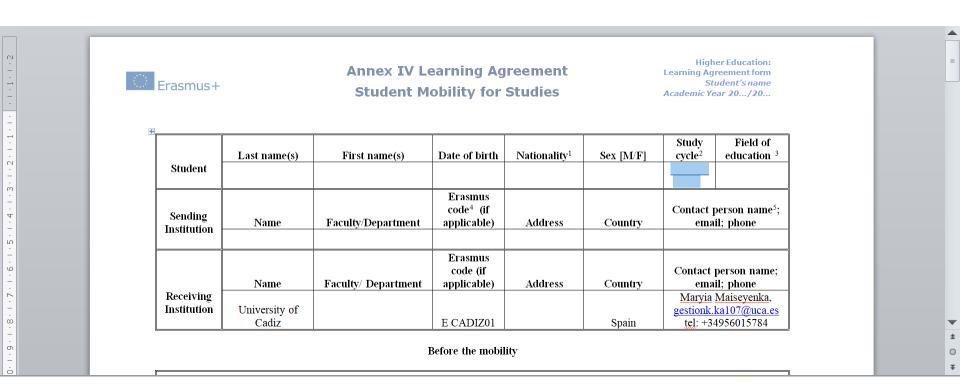
University of Cadiz
International Offcie2018



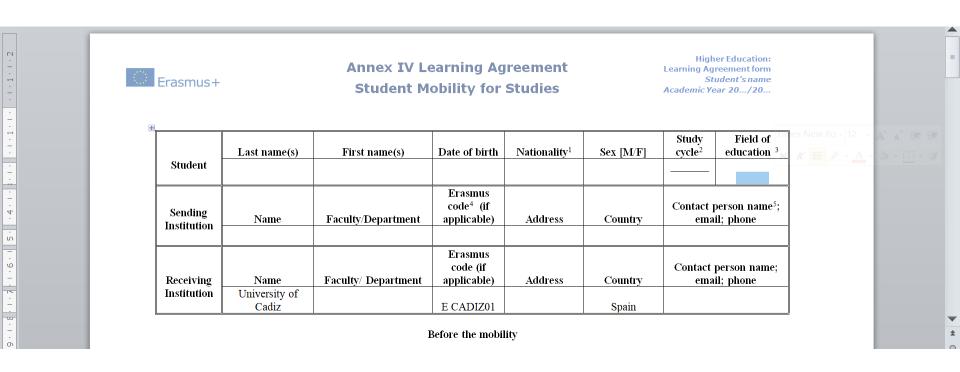
- 1- Write the Name and surname of the student
- 2- Write the academic year 2018-2019



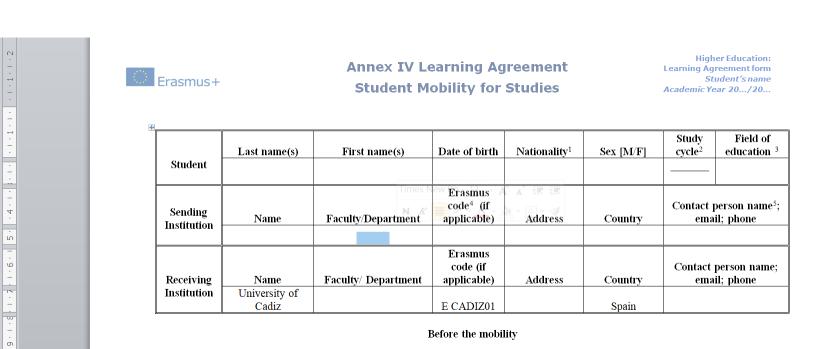
3- Write the Level of studies of the student: Bachelor or equivalent first cycle (EQF level 6) Master or equivalent second cycle (EQF level 7) Doctorate or equivalent third cycle (EQF level 8)



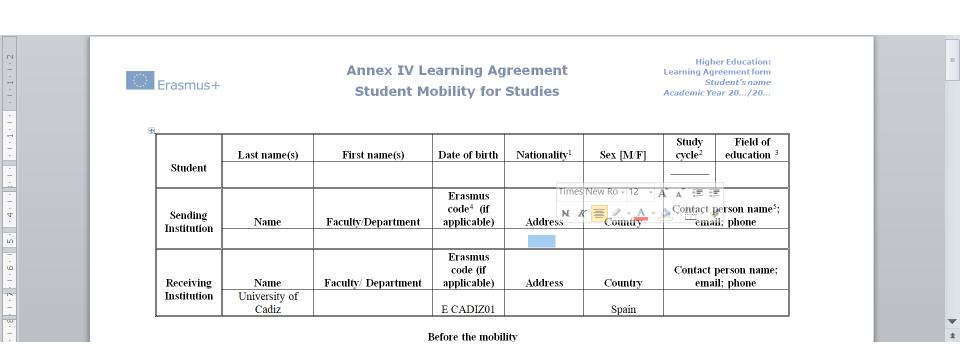
4- Write the Field of Education of the student. You should indicate the code (number). You can find the code here: https://internacional.uca.es/wp-content/uploads/2018/04/Cadiz_isced-f_2013_codes.pdf



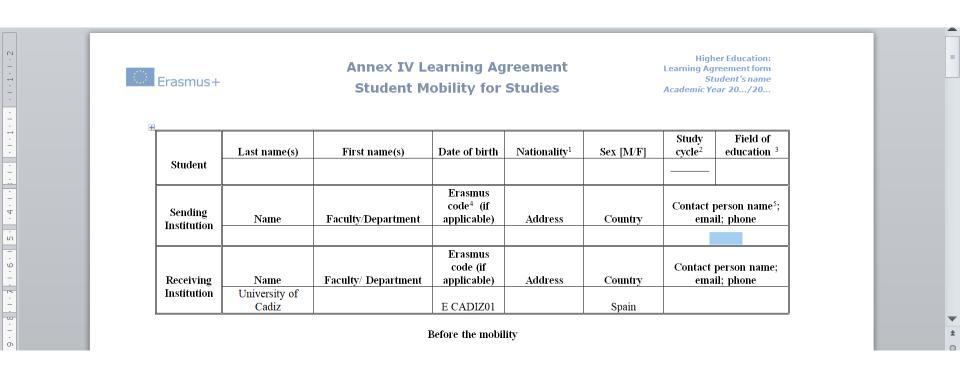
5- Write the name of the Faculty at the Home University where the student is studying normally (Not International Office or Department).



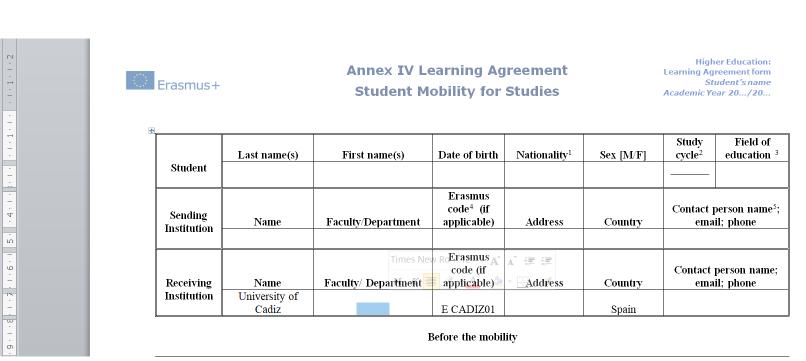
6. Write the Post Address of the Home University.



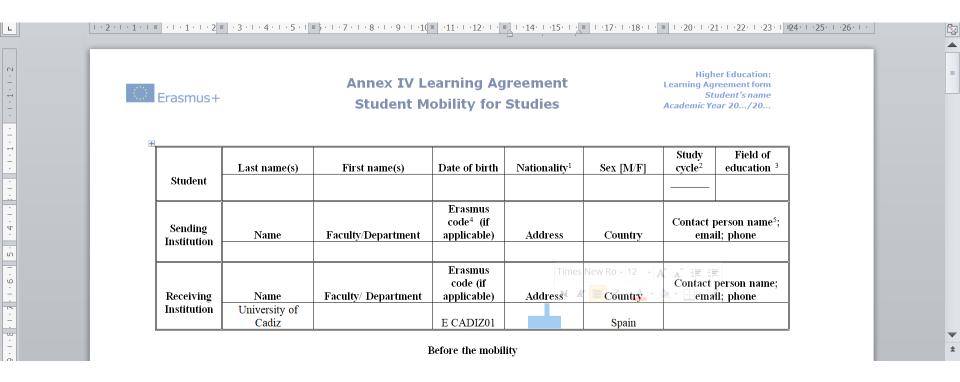
7- Write the information about the contact person at the Home University (International Office, Faculty/Department): name, surname, email, phone number. This information was automatically filled in at the online registration process.



8- Write the Faculty at UCA where the student is going to study during his/her Erasmus+ period. You can see the information about each faculty here https://internacional.uca.es/wp-content/uploads/2018/10/Fact-Sheet-Erasmus-2.pdf



9- Post address UCA: The UCA has 4 campuses and 15 Faculties, so, please indicate the address of the International Office: Edificio Hospital Real, Plaza Falla nº 8, 11003, Cádiz.



PhD students should indicate Gerard Fernández Smith (secretaria.educa@uca.es)

Erasmus+

Annex IV Learning Agreement Student Mobility for Studies

Higher Education: Learning Agreement form Student's name Academic Year 20.../20...

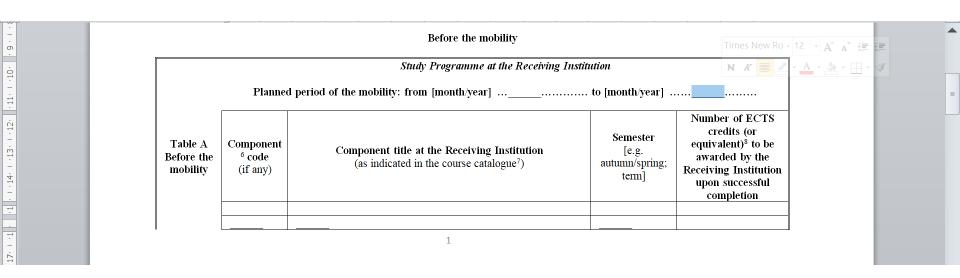
+							
	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Student							
			Erasmus				
Sending			code ⁴ (if			Contact p	person name ⁵ ;
Institution	Name	Faculty/Department	applicable)	Address	Country	ema	il; phone
Institution							
			Erasmus				
			code (if			Contact	person name;
Receiving	Name	Faculty/ Department	applicable)	Address	Country	ema	il; phone
Institution	University of						
	Cadiz		E CADIZ01		Spain		

Before the mobility

11- Write the date of the beginning of the stay at UCA.

		Before the mobility		
		Study Programme at the Receiving In:	stitution	
	Planned	period of the mobility: from [month/year]	to [month/year] .	
Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
		1		

12- Write the date of the end of the stay at UCA.



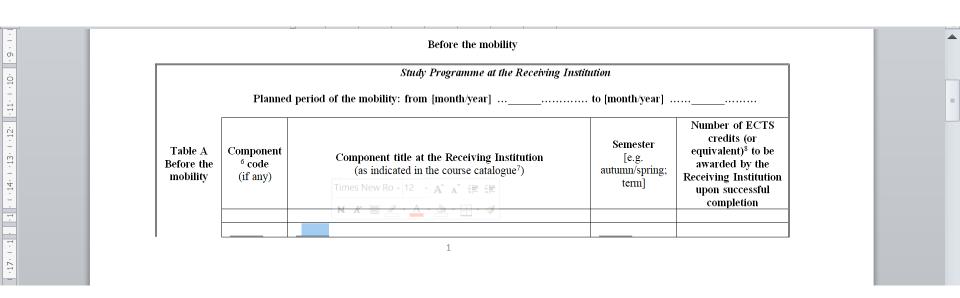
13- Code of each course at UCA. Each course at UCA has its own code. More information about the codes here: asignaturas.uca.es/asig/
The PhD students have the indicate code 9999002 of the course *Estancia d e investigación*.

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		Study Programme at the Receiving Insti	tution	
	Planne	d period of the mobility: from [month/year]	. to [month/year]	
Table A Before the mobility		Component title at the Receiving Institution es New Ro 12 (as indicated in the course catalogue ⁷) K	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion

Before the mobility

14. Name of the Course at UCA. More information here: http://asignaturas.uca.es/asig/
The PhD students have to indicate the course "Estancia de investigación"



15. Semester of the Course at UCA. ALL the courses could be from the second semester (2S). There must not be courses from the first semester (1S) or annual courses (A). More information about the semesters of the courses here::

http://asignaturas.uca.es/asig/ and https://internacional.uca.es/wp-content/uploads/2018/10/EN-Courses.pdf

		Study Programme at the Receiving I	nstitution		
	Planned per	riod of the mobility: from [month/year]	to [month/year] .		
Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]nes No	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion	

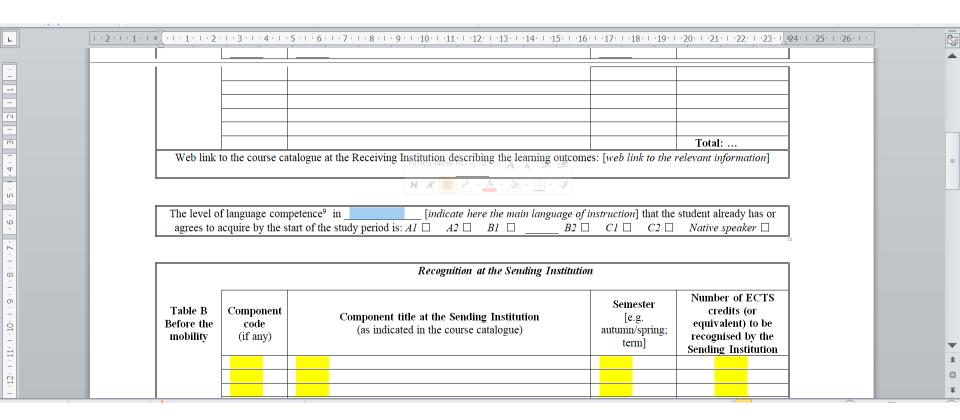
16. Number of ECTS credits of each course. All the UCA's courses have number of ECTS credits. The exception is PhD course "Estancia de investigación"

Table A		Study Programme at the Receiving In: eriod of the mobility: from [month/year]	to [month/year] .	Number of ECTS credits (or		
Table A		eriod of the mobility: from [month/year]		Number of ECTS		
Table A	Component					
Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	equivalent) [§] to be awarded by the Receiving Institution upon successful		
		1			ш	
			(as indicated in the course catalogue/)	nobility (if any) (as indicated in the course catalogue ⁷) autumn/spring;	nobility (if any) (as indicated in the course catalogue ⁷) autumn/spring; term] autumn/spring; term]	(if any) (as indicated in the course catalogue ⁷) (as indicated in the course catalogue ⁷)

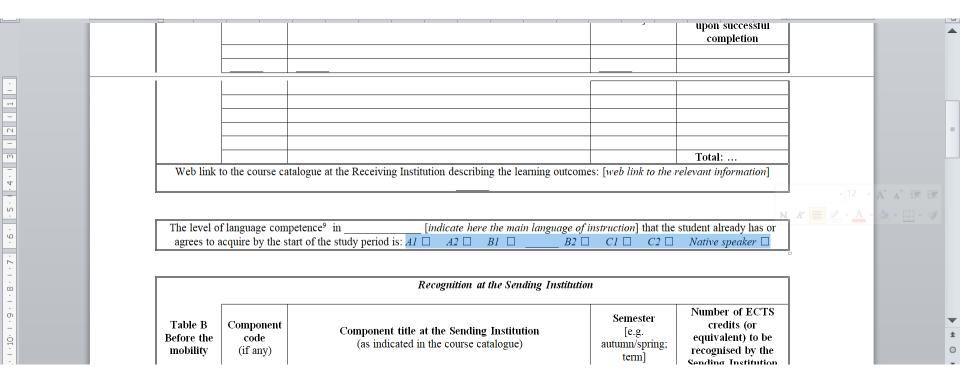
17- The total number of UCA's ECTS Credits must not be bigger than 30 30 ECTS.

		Study Programme at the Receiving Ins	stitution	
	Planned j	period of the mobility: from [month/year]	to [month/year] .	
Table A Before the mobility	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁸ to be awarded by the Receiving Institution upon successful completion
				Total:

18. Write the language of instruction of the student during his/her period of stay at UCA



19- Write the level of the language of instruction at UCA. If the student is going to use tow languages of instruction at UCA, you should double the table and indicate both languages and both levels.



20. Code of the Course at the home university. This course will be recognised to the student after the end of the period of the Mobility at UCA. If the Home University does not have codes of the courses, his filed may be empty.

agrees to	acquire by the s	petence ⁹ in [indicate here the main language tart of the study period is: $AI \square A2 \square BI \square B.$	$2 \square C1 \square C2 \square$	Native speaker \square
1		Recognition at the Sending Institu	ution	
Table B Before the mobility	Component codeTimes (if any)	New Ro (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total:

21- Name of the Course at the Home University that will be recognised to the student at the end of his/her period of stay at UCA. Here should be ONLY names of the courses from the Home University. Here must not be names of courses from the Table A1 (UCA's courses), because the courses from the Table A1 are not taught at the Home University of the Student.

agrees to a	acquire by the start	ence ⁹ in [indicate here the main α of the study period is: $A1 \square A2 \square B1 \square$	B2 🗆	$C1 \square C2 \square$	Native speaker					
	Recognition at the Sending Institution									
Table B Before the mobility	Component code (if any)	Component title at the Sending Institutio (as indicated in the course catalogue)		Semester [e.g. autumn/spring; term]	Number of ECT credits (or equivalent) to b recognised by the Sending Instituti					
		dent does not complete successfully some education			Total:					

22- Semester of the Course at the Home University that will be recognised to the student at the end of his/her period of stay at UCA.

		ence in [indicate here the main language of the study period is: $A1 \square A2 \square B1 \square B$.						
Recognition at the Sending Institution								
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring;\delta term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution				
				Total:				

23. Name and surname of the student

Commitment

Commitment	Name	Email	Position	Date	Signature and Stamp
Student			Student		
Responsible					
person ¹⁰ at the					
Sending					
Institution					
Responsible					
person at the					
Receiving					
Institution ¹¹					

24. Student's email

Commitment

Commitment	Name	Email	Position	Date	Signature and Stamp
Student			Student		
Responsible					
person ¹⁰ at the					
Sending					
Institution					
Responsible					
person at the					
Receiving					
Institution ¹¹					

25- Date the student signed the document.

1.8 1 7.1.6.1.5.1.4.1.3.1.2

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Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Signature and Stamp Commitment Email Position Date Name Student Student Responsible person¹⁰ at the Sending Institution Responsible person at the Receiving Institution¹¹

25. Signature of the student

Commitment

Commitment	Name	Email	Position	Date	Signature and Stamp
Student			Student		
Responsible					
person ¹⁰ at the					
Sending					
Institution					
Responsible					
person at the					
Receiving					
Institution ¹¹					

Commitment

study programme, responsible persons und or study person.						
Commitment	Name	Email	Position	Date	Signature and Stamp	
Student		nes New Ro - 12 - A A	Student			
Responsible	P	* =	<u> </u>			
person ¹⁰ at the						
Sending						
Institution						
Responsible						
person at the						
Receiving						
Institution ¹¹						

27. Email of the Responsible person at the Home University

Commitment

Commitment	Name	Email	Position	Date	Signature and Stamp
Student		Times	New Student	A A E	
Responsible person ¹⁰ at the Sending Institution		N K		<u>^</u>	
Responsible person at the Receiving Institution ¹¹					

28. Charge of the Responsible person at the Home University

Commitment

	J F	,		J	
Commitment	Name	Email	Position	Date	Signature and Stamp
Student			Siudeni	nes New Ro - 1	- A
Responsible			N	K = 2 -	A - 3
person ¹⁰ at the					
Sending					
Institution					
Responsible					
person at the					
Receiving					
Institution ¹¹					

29. Date the responsible person signed the document

Commitment

Commitment	Name	Email	Position	Date	Signature and Stamp
Student			Student	Tin	les New Ro - 12 - A A TE TE
Responsible person ¹⁰ at the				N.	K = 2 · A · 2 · H · V
Sending Institution					
Responsible person at the					
Receiving Institution ¹¹			<u></u>		

30. **Signature** of the responsible person at the Home University and the **stamp** of the Home University

Commitment

Commitment	Name	Email	Position	Date	Signature and Stamp
Student			Student		Times New
Responsible					74. 44.
person ¹⁰ at the					
Sending					
Institution					
Responsible					
person at the					
Receiving					
Institution ¹¹					

31. Do not fill in there fields

Commitment

Commitment	Name	Email	Position	Date	Signature and <u>Stamp</u>
Student			Student		
Responsible person ¹⁰ at the Sending					
Institution					
Responsible					
person at the					
Receiving					
Institution ¹¹					

General observations:

- 1. The Table A1 have to be filled in in all the fields. Degree mobilities: there should be at least 12 ECTS; Master mobilities: there should be at least 10 ECTS; PhD mobilities: there should be the course 9999002 Estancia de investigación.
- 2. Degree student can choose the degree courses.
- 3. Master student can choose the master and degree courses
- 4. PhD student can choose the degree, Master and PhD courses o just indicate the course 9999002 Estancia de investigación.
- 5. It is possible to choose courses from different Faculties, but always at the same Campus (Cádiz, Puerto Real, Jerez o Algeciras)
- 6. The Table B1 have to be filled in at least in the fields "Name of the course". "Semester of the course" and "Credits of the course".
- 7. The PhD student may indicate in the table B1 "Research work on thesis"
- 8. The *Learning Agreements* without Table A1, Table B1, signatures and that do not follow this instructions will be rejected.