



Instruction for the online registration 2018 SMS-in

All the nominated student have received an individual the link to do the registration online. If the student is nominated by the Partner University, but has not received the email with the link from <u>erasmus.ka107.incoming@uca.es</u>, he/she should check the spam folder and if he/she doesn't have the email there, urgently to write to <u>erasmus.ka107.incoming@uca.es</u>

The nominated participants with the full grant and with the "zero" grant should fill in the online registration form.

The online form will be open till the 18/11/2018 (inclusive). If the student has filled in the form and do not have all the documents to attach, he/she should press *Guardar/Save* and the page will save the information. Later the student can enter the same link and continue filling in the form and uploading the documents. The student will not be able to change any information in the form only if the student has send it.

The link is different for each student, so if you have any problem when you have sent your registration form, please, write to <u>erasmus.ka107.incoming@uca.es</u>. You cannot use the link of your friend: it will have his personal information.

We will contact the students from the Reserve list in December if there is any vacant grant. In this case the student from the Reserve list will receive the link to fill in the online registration and will have 2 days in order to do it and to formalize all the documents.

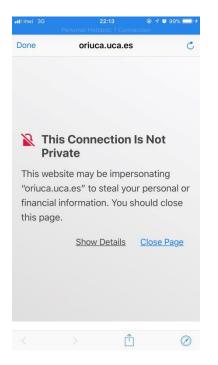
We kindly ask the Coordinators of our Partner Universities to contact the nominated students from their University and to control if they have received the link.

Some students have informed us about one problem about the registration:



Edificio Hospital Real Plaza Falla nº 8 11002 Cádiz. Tel. 956015883. Fax: 956015895 http://www.uca.es/internacional/ internacional@uca.es

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This is a problem related to the permission of the explorer the students are using to fill in the form. If the students have this message, please, click on "Show details" and include this webpage as exception and give the permission to enter it. We guarantee this is UCA's page.

Instructions to fill in the form:

If you have filled in the form and do not have all the documents to attach, press *Guardar/Save* and the page will save the information. Later you can enter the same link and continue filling in the form and uploading the documents. You will not be able to change any information in the form only if you have send it.

- Datos personales/Personal Data



Documento de identidad – Number of the Passport you are going to use to come to Cadiz. This number will be used in order to do the Invitation Letter for the Consulate.

+9999999999

Correo electrónic

Correo electrónico

Dirección

Código postal

Dirección

Código postal

Municipio – Home City

Datos de residencia habitual

Lengua materna

Nombre – First Name (For example, Ana)

Fecha de nacimiento - Date of borth

Lengua materna – Mother tong

Municipio

País

Municipio

Correo electrónico – email

Sexo - Choose "Hombre" for man and "Mujer" for woman

Apellidos – Last/Family Name (For example, Sánchez)

País de nacimiento – The country where you were born

Nacionalidad – Nationality. The country your Passport is from

Teléfono – Phone number. It should contain "+" and "9 digits"

Datos de residencia Habitual / Home address

Datos de residencia habitual

Dirección – Home address

País – Country

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Código postal – Post/Zip code

- Datos de Movilidad/ Information about the mobility

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	Datos	de movilidad											^
		Nivel de estudi	ios del alumno		~								
		Área de	conocimiento		~								
		F	echa de inicio	Fecha de inicio		Fecha de fin	Fecha de fin						
				Introduzca una fecha con el siguiente formato: dd/mm/yyyy. Ejemplo: 24/02/2000.			Introduzca una fecha formato: dd/mm/yyyy 24/02/2000.						
		Universi	dad de origen:				•						
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	En	ail de la persona de univers	contacto en la idad de origen	Email de la persona de contacto en la univ	v		ona de contacto en la niversidad de origen	Teléfono de la per	sona de cor	ntacto e	n la u		
	Coord	linador de centro en	la universidad de destino	*******			~						
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Nivel de estudios del alumno: - Level of studies. Choose the Level of study at the Home University: (ICED - 6) First cycle – Degree,

Second cycle (ICED - 7) – Master;

Third cycle (ICED-8) – PhD.

You mustn't choose Short cycle (ICED 5), neither Not Elsewhere classified (ICED 9).

Area de conocimineto - Subject area: choose the Study area that you consider the best to reflect what you are studying at the home University. You should select the area composed by 4 digits (Ex, 0111 – Educational Science, **and not** 011 Education)

Fecha de inicio – Start of the Mobility: Choose the date of the start of the Mobility. The 2nd semester will start on the 11th of February. We recommend to the student to come 1 or 2 weeks earlier in order to assist to the Registration meetings. The invitation letters will be issued from the 1^{st} of February 2019.

Fecha de fin – End of the Mobility: choose the date of the end of the Mobility: minimum 90 days, maximum 150 days. The end of the 2nd semester is the 30th of June 2019. Degree and Master students can stay at UCA till the 30^{th} Of June; PhD students till the 31^{st} of July.

Universidad de Origen – Home University: Choose the University you are from





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Nombre de la persona de contacto de la Universidad de Origen –put the name of the contact person from the Home University

Apellidos de la persona de contacto de la Universidad de Origen –put the surname of the contact person from the Home University

Email de la persona de contacto de la Universidad de origen: put the email of the contact person at your Home University

Teléfono de la persona de contacto en la universidad de origen – Phone number of the contact person of the home University. It should contain "+" and "9 digits"

Coordinador de centro en la universidad de destino – Coordinator at UCA. Please, select the coordinator of the Faculty you are going to study at. More information about the coorinator here: <u>http://internacional.uca.es/wp-content/uploads/2018/10/Fact-Sheet-Erasmus-2.pdf?u</u> For PhD students: Gerard Fernandez Smith. The information about the UCA's coordinator will appear.

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Coordinador de centro en la	a universidad de destino				~				^
Email del coordina	dor de centro			Teléfono del coordi	inador de centro				
Niv	el de español		~		Nivel de ingles			~	
Participacion previa		articipacion previa en Erasmus o Era	•	Idioma principa	al de aprendizaje			~	
	Erasmus+	Numero de meses de participacion previa en Erasmus o Erasmus+ en e mismo nivel de estudios.	ł						

Nivel de español: choose the level of Spanish.

Nivel de inglés: choose the level of English.

If the student knows only one of the languages, please, choose A1 in the language the student does not know.

Participación previa en Erasmus+ - Previous participation in the Erasmus+ Programme: put the number of months the student has been Erasmus+ before at the same cycle of studies. For example, if it is a master student and he/she participated in the Erasmus+ programme the last year as Bachelor student, he/she should indicate "0". If it is PhD student and participated as Erasmus+ student the last year, as PhD student too, he/she should indicate the number of months of the last year.

We would like to remind you that the students can be Erasmus+ students only 12 months (360 days) during one cycle of study.





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Idioma principal del aprendizaje – Language of instruction: the language the student is going to use at during his/her period of studies at UCA.

Save the Form

- Asignaturas/ courses:

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Ū		o nivel de e	estudios.							
Asignaturas										
 Por favor, seleccio 	one las asignaturas que des	sea cursar (durante la movilid	ad. Puede obtene	r más informacio	ón a través del siguier	ite enlace: A	signaturas UCA		
Centro:		т	itulación:							
Centro: Todos los centros		Ti	itulación:							~
		т ~						Incluir en la	lista:	~
Todos los centros		т ×					~	Incluir en la Selecc asigna	ionar	~

If you have any doubts about the courses of UCA, please, click on "Asignaturas", search for the information document **EN_Courses** using the on http://internacional.uca.es/wp-content/uploads/2018/10/EN-Courses.pdf?u or write to UCA: http://internacional.uca.es/wpthe Coordinator of the Faculty of content/uploads/2018/10/Fact-Sheet-Erasmus-2.pdf?u

It is better fist select the courses you are interested in, using the document <u>EN_Courses</u> and certify the courses are taught in the language you can use and during the second semester, and only then to choose the courses in the online registration form.

Centro: choose the Faculty of UCA the student will be studying the course.

Titulación: choose the Specialization of UCA the student will be studying the course at.

Asignatura: choose the course the student will be studying at UCA.

Press *Seleccionar asignatura*. You can choose different courses or eliminate them from the form.

The Bachelor students have to choose only the Bachelor courses. It is mandatory to choose courses.





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The Master students can choose Bachelor and Master courses. It is mandatory to choose courses.

The PhD students can choose Bachelor, Master and Phd courses or they can do only the research work. If they are going to do only the research work, they do not have to choose any course at UCA and should fill in the Learning agreement individually.

The students can choose courses from different faculties and different specializations.

According to the UCA's Call,

The Degree students should enrol at least 12 credits ECTS at UCA.

The Master students should enrol at least 10 credits ECTS at UCA.

The maximum of ECTS credits per semester is 30 ECTS.

Before you download the Learning Agreement, please save the information at the bottom of the page: click on "<u>Guardar</u>".

Only after that, you should download the Learning Agreement "<u>Deascargar</u> <u>Learning Agreement</u>"



Save the document on your computer, finish completing it:

First table:

ं	Erasmus-	÷		Learning Aj Student Mobili	Higher Education: Learning Agreement form Sancher, Ana Academic Year 2018/2019		
	Last name(s)	First name(s)	Date of birth	Nationality	Sex [M/F]	Study cycle ²	Field of education ^a
Student	Sanchez	Ana	1987-03-01	MD - Moldova, Republic Of	F	ISCED-7 - Second cycle / Master's or	0111 · Education science
1 2 (EC				s administratively and that or equivalent first cycle (EC			nd cycle (EQF level 7) / Doctorate or equivalent third cycle
a edu				ol available at <u>http://ec.eu</u> he degree to be awarded t			m should be used to find the ISCED 2013 detailed field on.





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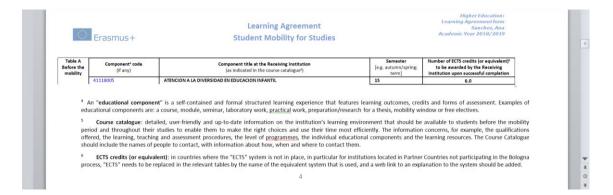
Erasmus+				Learning Ap Student Mobili		Sanchez, A Academic Year 2018/20			
						equivalent level (EQF-7)			
	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact pe	rson name; email; phone		
Sending Institution	UNIVERSIDAD LIBRE INTERNACIONAL DE MOLDAVIA			STR VLAICU PARCALAB 52 OFICIUL 443 ET 4	Moldova, Republic Of	Paco Rivas, paco.rivas@gmail.com, +32563263514			
	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact pe	rson name; email; phone		
Receiving Institution	Universidad de Cádiz		E CADIZ01	Edificio Hospital Real Plaza de Falla, 9, planta baja, 11003 Cádiz	Spain	HOWARD ,, LAURA JANE (x0658	17342), laura.howard@uca.es, +34 956016243		

In the line "Sending Institution" indicate the faculty of you home University the student is studying at in the column "Faculty/Department".

In the column "Erasmus code (if applicable)" do not put anything

In the line "**Receiving Institution**" indicate in the column "**Faculty**/ **Department**" the Faculty of UCA the student is going to study at.

Table A



In the table "A" the UCA's courses will appear, with the code, the semester and the credits. Please, check the courses are from the second semester. "A" means "annual". The student cannot choose these courses. All the courses should be from the 2^{nd} semester (2S). The European Commission recommends 30 credits ECTS per semester.

The PhD students should mandatory indicate the course Code: 9999002 Name: *Estancia de investigación*.

Table B

In the table "B" the student should indicate the courses of the Home University that are going to be recognised when the student comes back to the Home University.



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Recognition at the Sending Institution Table B Component code Component title at the Sending Institution Semester (e.g. autumn/spring) Number of ECTS credits (or equivale term) be recognised by the Sending Institu- term)	
Before the Unit state at the Sending Institution [e.g. autumn/spring] [e.g. autumn/spring] [e.g. autumn/spring] [e.g. autumn/spring]	
	_
	_
Total: Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]	

Last Table with signatures and stumps

Erasmus+		Learning Agreement dent Mobility for Studie	S		Higher Education: Learning Agreement form Sanchez, Ana Academic Year 2018/2019	
undertake to apply all the principles of the li student should also commit to what is set ou institution commits to recognise all the credit	ending institution and the Receiving Institution confirm that reasons Charter for righter Education relating to mobility to it the Erasmis grant agreement. The Receiving Institu- tion the Enderwise Institution for the successfully con- greed by all parties. The student and the Receiving Institu- Name	r studies (or the principles agreed in the Inter-Ir n confirms that the educational components list npleted educational components and to count th	stitutional Agreement for insti ed in Table A are in line with its iem towards the student's degr	tutions located in Partr course catalogue and s ree as described in Table	er Countries). The Sending Institution and the should be available to the student. The Sending B. Any exceptions to this rule are documented	
Student			Student			
			Academic			
Responsible person at the Sending Institution (Academic Coordinator)			Coordinator			

The document should be signed by the student, the Home University's Academic and Institutional coordinator or one of them and there should be a stamp of the Home University.

- Documentación requerida/Needed documents:

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		entación requer s documentos sólo		ndo vay	a a enviar	definitiv	amente la	solicitud)												^
	Fichero	Pasaporte										Examinar	·	No se ha seleccionado ning	ún archivo					
	Fichero	Learning Agreen	nent									Examinar	·	No se ha seleccionado ning	ún archivo					
	Fichero Certificado de español									Examinar No se ha seleccionado ningún archivo.										
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	Fichero Memoria de actividades a realizar para alumnos de doctorado Fichero Certificado de Necesidades especiales									Examinar No se ha seleccionado ningún archi										
	FICTION	Contineado de N	00051	uaues	esheriale	3						Examinar		no se na seleccionado ning	un archivo.					
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Please, attach all the needed documents:

Fichero pasaporte: Attach only the page with the personal information in English

Fichero Leraning Agreement: Attach the "Learning Agreement" with the completed first table, completed table B, completed table of signatures, signature of the student, Home coordinator and the stamp of the Home University. The document should be scanned as one document.

Fichero Certificado de español: Attach the Spanish Certificate. If the student is going to take only courses in English and he/she knows only English, please, attach a blank document.

Fichero de Certificado de inglés: Attach the English Certificate. If the student is going to take only courses in Spanish and he/she knows only Spanish, please, attach a blank document.

Fichero certificado de otro idioma extranjero: Attach the other foreign language Certificate. If the student does not have this certificate, please, attach a blank document.

Fichero Memoria de actividades a realizar para alumnos de doctorado: Only for PhD students: the short description of the PhD thesis. If the student is Master or Bachelor student, please, attach a blank document.

Fichero de necesidades especiales: If the student does not have this certificate, please, attach a blank document.

When you have attached all the document send the form: click on "Enviar solicitud / Send the form".

The student should fill in the form, attach all the needed documents and send the registration form by the 18th of November 2018 (inclusive).

At the same time we kindly ask the coordinators of the Home Universities to send us to <u>gestion.ka107@uca.es</u> all the students' documents scanned per student by the 18th of November (inclusive):

- 1. Application form (Anexo 3)
- 2. Learning Agreement (done with the online registration)
- 3. Certificate of Level of Spanish/English or both of them
- 4. Copy of the passport
- 5. Short description of the PhD research (only for PhD student)
- 6. Certificate of special needs (only if applicable).