

### 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 [erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es), he/she should check the spam folder and if he/she doesn't have the email there, urgently to write to [erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es)

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.**

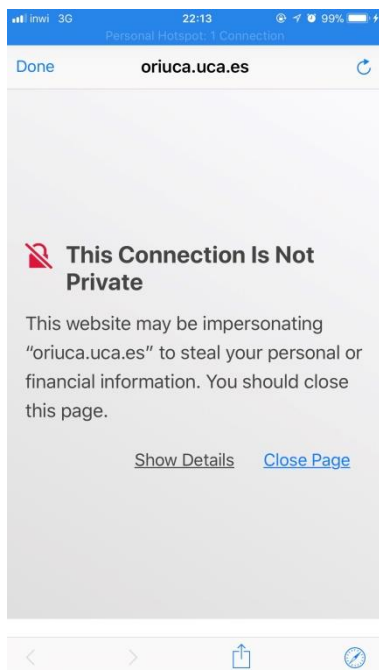
The link is different for each student, so if you have any problem when you have sent your registration form, please, write to [erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es). You cannot use the link of your friend: it will have his personal information.

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:

## Instruction for the online registration 2018 SMS-in



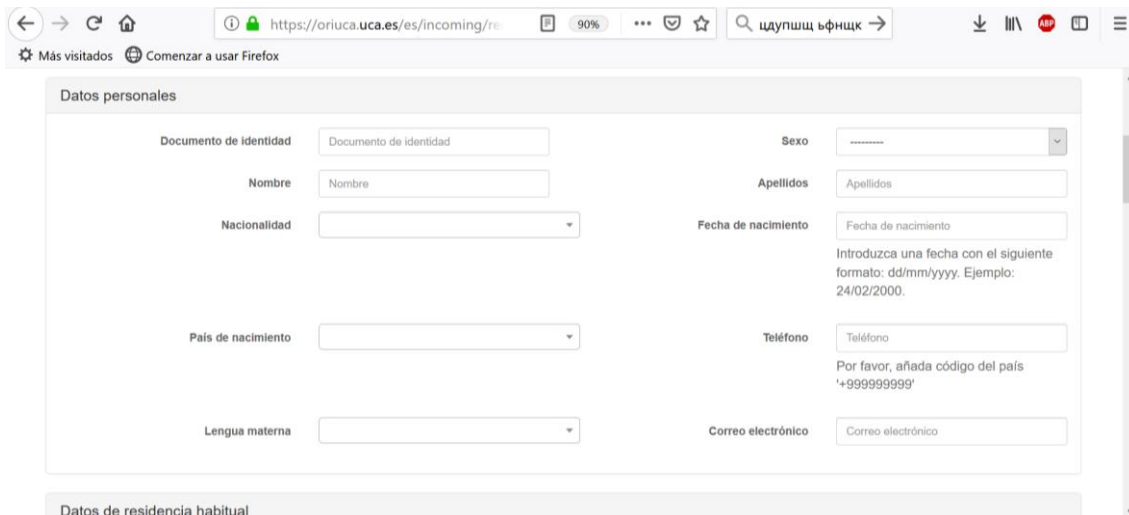
This is a problem related to the permission of the explorer the students are using to fill in the form. If the students have this message, please, click on “Show details” and include this webpage as exception and give the permission to enter it. We guarantee this is UCA’s page.

### 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**

## Instruction for the online registration 2018 SMS-in



**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.

**Sexo** – Choose “Hombre” for man and “Mujer” for woman

**Nombre** – First Name (For example, Ana)

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

**Nacionalidad** – Nationality. The country your Passport is from

**Fecha de nacimiento** - Date of birth

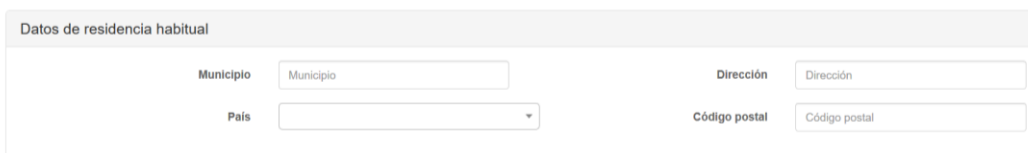
**País de nacimiento** – The country where you were born

**Teléfono** – Phone number. It should contain “+” and “9 digits”

**Lengua materna** – Mother tongue

**Correo electrónico** – email

**- Datos de residencia Habitual / Home address**



**Municipio** – Home City

**Dirección** – Home address

**País** – Country

## Instruction for the online registration 2018 SMS-in

**Código postal** – Post/Zip code**- Datos de Movilidad/ Information about the mobility**

The screenshot shows a web browser window with the URL <https://oriuca.uca.es/es/incoming/re>. The page title is "Datos de movilidad". The form contains the following fields:

- Nivel de estudios del alumno: A dropdown menu.
- Área de conocimiento: A dropdown menu.
- Fecha de inicio: A date input field with a label "Fecha de inicio" and a note "Introduzca una fecha con el siguiente formato: dd/mm/yyyy. Ejemplo: 24/02/2000."
- Fecha de fin: A date input field with a label "Fecha de fin" and a note "Introduzca una fecha con el siguiente formato: dd/mm/yyyy. Ejemplo: 24/02/2000."
- Universidad de origen: A dropdown menu.
- Nombre de la persona de contacto en la universidad de origen: A text input field.
- Apellidos de la persona de contacto en la universidad de origen: A text input field.
- Email de la persona de contacto en la universidad de origen: A text input field.
- Teléfono de la persona de contacto en la universidad de origen: A text input field.
- Coordinador de centro en la universidad de destino: A dropdown menu.

**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).

**Área de conocimiento** - 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<sup>st</sup> 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<sup>th</sup> Of June; PhD students till the 31<sup>st</sup> of July.

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

### Instruction for the online registration 2018 SMS-in

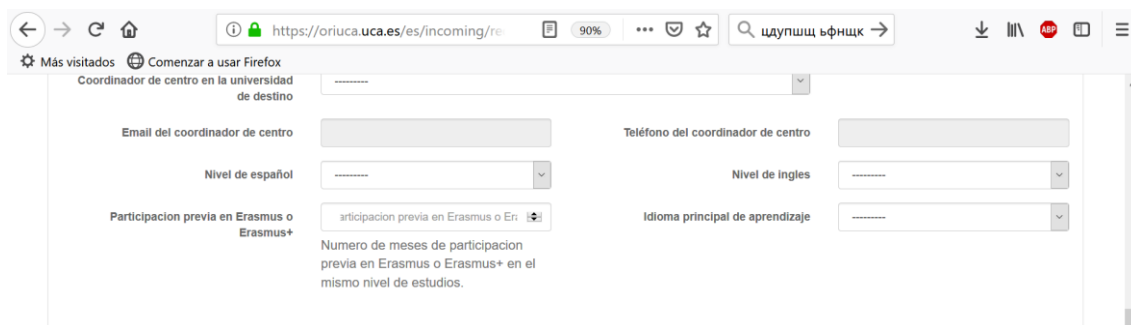
***Nombre de la persona de contacto de la Universidad de Origen*** –put the name of the contact person from the Home University

***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 coordinator here: <http://internacional.uca.es/wp-content/uploads/2018/10/Fact-Sheet-Erasmus-2.pdf?u> For PhD students: Gerard Fernandez Smith. The information about the UCA’s coordinator will appear.



***Nivel de español:*** choose the level of Spanish.

***Nivel de inglés:*** choose the level of English.

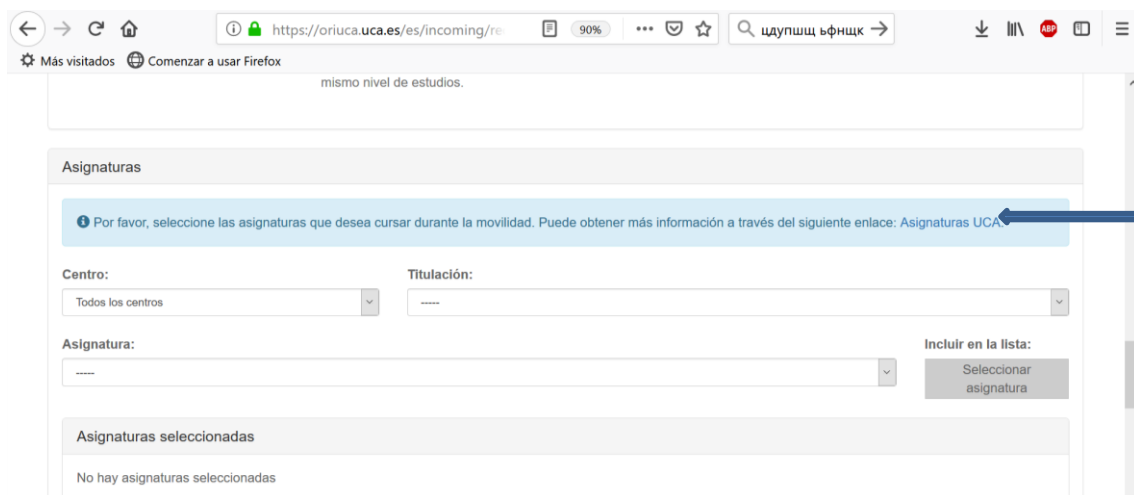
If the student knows only one of the languages, please, choose A1 in the language the student does not know.

***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.

## Instruction for the online registration 2018 SMS-in

**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:**

If you have any doubts about the courses of UCA, please, click on “Asignaturas”, search for the information using the document [EN Courses](#) on <http://internacional.uca.es/wp-content/uploads/2018/10/EN-Courses.pdf?u> or write to the Coordinator of the Faculty of UCA: <http://internacional.uca.es/wp-content/uploads/2018/10/Fact-Sheet-Erasmus-2.pdf?u>

It is better first select the courses you are interested in, using the document [EN Courses](#) 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.

## Instruction for the online registration 2018 SMS-in

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,

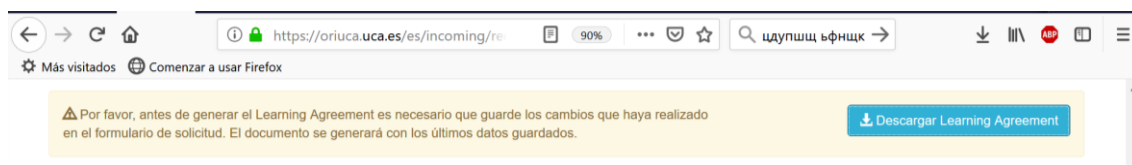
The Degree students should enrol at least 12 credits ECTS at UCA.

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 “Guardar”.**

**Only after that, you should download the Learning Agreement “Deascargar Learning Agreement”**



Save the document on your computer, finish completing it:

### First table:



Learning Agreement  
Student Mobility for Studies

Higher Education:  
Learning Agreement Form  
Sanchez, Ana  
Academic Year 2018/2019

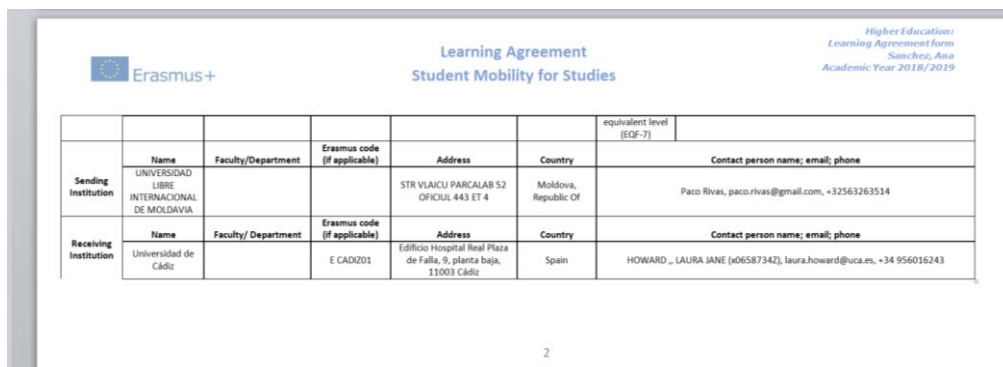
Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex (M/F)	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
	Sanchez	Ana	1987-03-01	MD - Moldova, Republic Of	F	ISCED-7 - Second cycle / Master's or	0111 - Education science

<sup>1</sup> **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

<sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

## Instruction for the online registration 2018 SMS-in

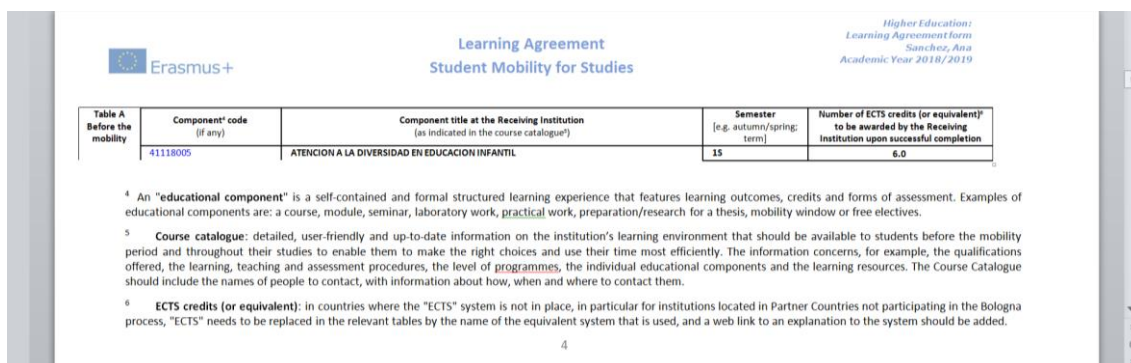


In the line “**Sending Institution**” indicate the faculty of you home University the student is studying at in the column “**Faculty/Department**”.

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<sup>nd</sup> 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.





### Instruction for the online registration 2018 SMS-in

Please, attach all the needed documents:

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

***Fichero Learning 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 [gestion.kal07@uca.es](mailto:gestion.kal07@uca.es) all the students' documents scanned per student by the 18<sup>th</sup> 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).