

Edificio Hospital Real Plaza Falla n° 8 11003 Cádiz. Tel. 956015883. Fax: 956015895 http://www.uca.es/internacional/ internacionalizacion@uca.es

Instructions How to fill in the Learning Agreement (Common errors) University of Cadiz Office for Internationalization 2020

- 1- Write the Name and surname of the student
- 2- Write the academic year 2020-2021



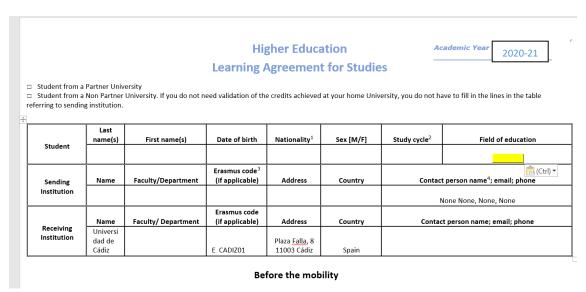
3- Write the Level of studies of the student: Bachelor or equivalent first cycle (EQF level 6) Master or equivalent second cycle (EQF level 7) Doctorate or equivalent third cycle (EQF level 8)

				ui	gher Educa	ation	Ac	rademic Year 2020-21
				•				2020-21
				Learning A	Agreemen	t for Studie	!S	
□ Stud	dent from a Pa dent from a No ng to sending i	on Partner		eed validation of the	e credits achieved	at your home Univ	ersity, you do not ha	ave to fill in the lines in the table
		Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education
St	tudent							_
Se	ending	Name	Faculty/Department	Erasmus code ³ (if applicable)	Address	Country	Contact	t person name ⁴ ; email; phone
Ins	stitution							None None, None
		Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contac	t person name; email; phone
	stitution	Universi dad de Cádiz		E CADIZO1	Plaza <u>Falla</u> , 8 11003 Cádiz	Spain		

4- Write the Field of Education of the student. You should indicate the code (4 digits). You can find the code here: https://ec.europa.eu/assets/eac/education/tools/iscedf/codes_en.htm

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2020-21



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

Higher Education Academic Year Learning Agreement for Studies

- ☐ Student from a Partner University
- □ Student from a Non Partner University. If you do not need validation of the credits achieved at your home University, you do not have to fill in the lines in the table referring to sending institution.

H							
	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education
Student							
Sending	Name	Faculty/Department	Erasmus code ³ (if applicable)	Address	Country	Contac	t person name ⁴ ; email; phone
Institution						1	None None, None
		(Ctr) 🕶 Erasmus code				
	Name	Faculty/ Department	(if applicable)	Address	Country	Contac	t person name; email; phone
Receiving	Universi						
Institution	dad de			Plaza Falla, 8			
	Cádiz		E CADIZ01	11003 Cádiz	Spain		



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6. Write the Post Address of the Home University.

		Hi	gher Educa	ition	Ad	cademic Year 2020-21
		Learning A	Agreement	for Studie	es	
Non Partner		eed validation of th	e credits achieved	at your home Univ	rersity, you do not h	ave to fill in the lines in the table
Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education
Name	Faculty/Department	Erasmus code ³ (if applicable)	Address	Country	Contac	t person name ⁴ ; email; phone
	1					None None, None
Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contac	ct person name; email; phone
Universi dad de Cádiz		F CADIZO1	Plaza <u>Falla</u> , 8 11003 Cádiz	Spain		
	Non Partner g institution. Last name(s) Name Universi	Last name(s) First name(s) Name Faculty/Department Name Faculty/ Department Universi	Partner University Non Partner University. If you do not need validation of the g institution. Last name(s) First name(s) Date of birth Name Faculty/Department (if applicable) Name Faculty/Department (if applicable) Universi	Partner University Non Partner University. If you do not need validation of the credits achieved g institution. Last	Partner University Non Partner University. If you do not need validation of the credits achieved at your home University in Sex [M/F] Last name(s) First name(s) Date of birth Nationality Sex [M/F] Name Faculty/Department (if applicable) Address Country Name Faculty/Department (if applicable) Address Country Universi	Learning Agreement for Studies Partner University Non Partner University. If you do not need validation of the credits achieved at your home University, you do not he ginstitution. Last

7- Write the information about the contact person at the Home University (International Office, Faculty/Department): name, surname, email, phone number.

			Hig	gher Educa	ition	A	cademic Year 2 2020-21
			Learning A	Agreement	for Studie	es	
Student from a Student from a erring to sendin	Non Partner		eed validation of th	e credits achieved	at your home Univ	ersity, you do not h	ave to fill in the lines in the table
Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education
Sending Institution	Name	Faculty/Department	Erasmus code ³ (if applicable)	Address	Country	Contac	et person name ⁴ ; email; phone
P	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Conta	ct person name; email; phone
Receiving Institution	Universi dad de Cádiz		E CADIZ01	Plaza <u>Falla</u> , 8 11003 Cádiz	Spain		
			_	fore the mob			

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 <u>Factsheet UCA</u> (https://internacional.uca.es/wp-content/uploads/2020/06/Fact-Sheet26.05.20.pdf)



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Higher Education Learning Agreement for Studies

Academic Year 2020-21

[□] Student from a Non Partner University. If you do not need validation of the credits achieved at your home University, you do not have to fill in the lines in the table referring to sending institution.

	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education
Student							
			Erasmus code ³				
Sending	Name	Faculty/Department	(if applicable)	Address	Country	Contact person name ⁴ ; email; phone	
Institution							
			Erasmus code				
	Name	Faculty/ Department	(if applicable)	Address	Country	Contac	t person name; email; phone
Receiving	Universi						
Institution	dad de			Plaza Falla, 8			
	Cádiz		E CADIZ01	11003 Cádiz	Spain		

Before the mobility

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.

Higher Education Learning Agreement for Studies

Academic Year 2020-21

[☐] Student from a Non Partner University. If you do not need validation of the credits achieved at your home University, you do not have to fill in the lines in the table referring to sending institution.

	1						
	Last						
	name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education
Student							
			Erasmus code ³				•
Sending	Name	Faculty/Department	(if applicable)	Address	Country	Contact person name ⁴ ; email; phone	
Institution							
			Erasmus code				
	Name	Faculty/ Department	(if applicable)	Address	Country	Contac	t person name; email; phone
Receiving	Universi						
Institution	dad de			Plaza Falla, 8			
	Cádiz		E CADIZ01	11003 Cádiz	Spain		

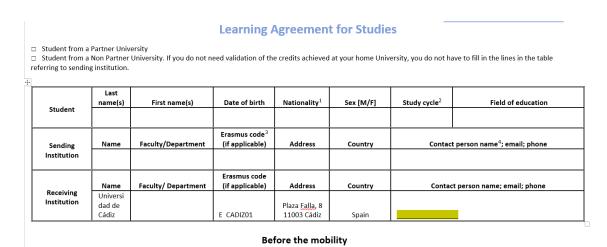
Before the mobility

10- Write the information about the contact person at the Faculty where the student is going to study in UCA: mane, surname, email, phone number. This field was automatically filled in during the online registration process. More information about contact person at each Faculty at UCA here: <u>Factseet UCA (https://internacional.uca.es/wp-content/uploads/2020/06/Fact-Sheet26.05.20.pdf</u>)
PhD students should indicate Gerard Fernández Smith (secretaria.educa@uca.es)

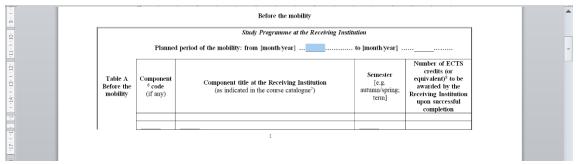
[□] Student from a Partner University

[□] Student from a Partner University

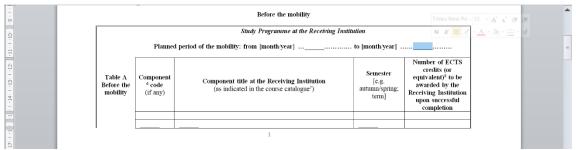
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11- Write the date of the beginning of the stay at UCA. The second semester 2020-2021 at UCA starts on 08/02/2021 and ends on 27/06/2021.



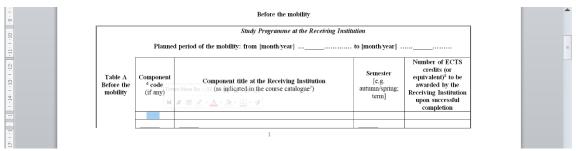
12- Write the date of the end of the stay at UCA. The second semester 2020-2021 at UCA starts on 08/02/2021 and ends on 27/06/2021.



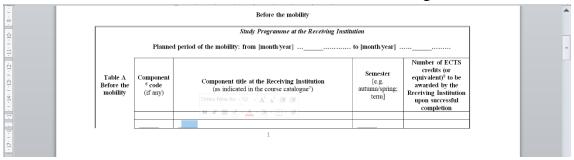
13- Code of each course at UCA. Each course at UCA has its own code. More information about the codes here: http://asignaturas.uca.es/asig/

The PhD students have the indicate code 9999002 of the course *Estancia de investigación*.

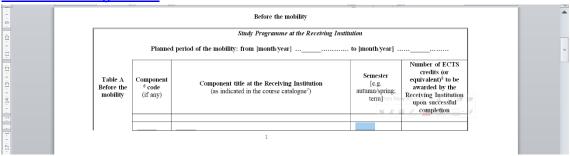
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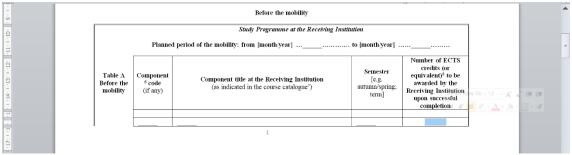
14. Name of the Course at UCA. More information here: http://asignaturas.uca.es/asig/ The PhD students have to indicate the course "Estancia de investigación"



15. Semester of the Course at UCA. **ALL** the courses **have to 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 Instructions about the UCA's courses (how to see the semester end the lenguage of instruction) on https://internacional.uca.es/20-21-erasmus-studies-incoming-ka107/



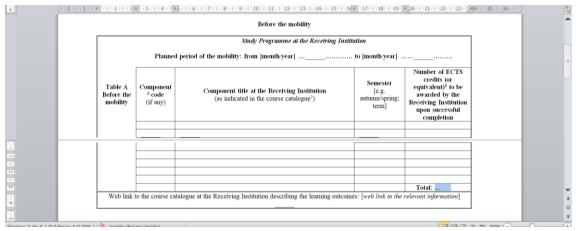
16. Number of ECTS credits of each course. All the UCA's courses have number of ECTS credits. The exception is PhD course "Estancia de investigación"



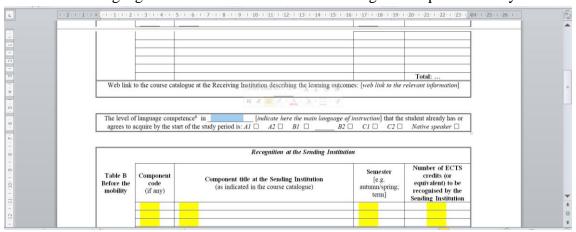
17- The total number of UCA's ECTS Credits must not be bigger than 30 ECTS.



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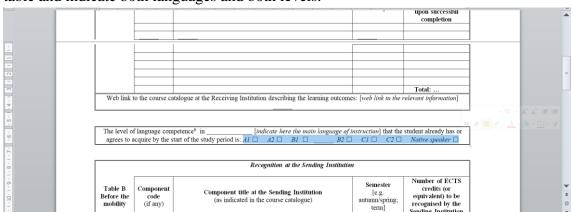


18. Write the language of instruction of the student during his/her period of stay at UCA



19- Write the level of the language of instruction at UCA.

If the student is going to use two languages of instruction at UCA, you should double the table and indicate both languages and both levels.



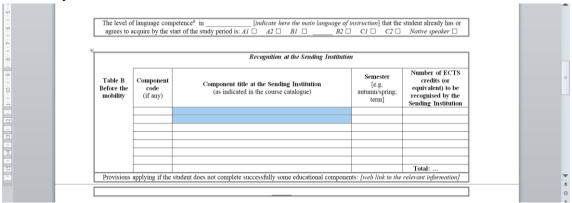
20. Code of the Course at the home university. This course will be recognised to the student after the end of the period of the Mobility at UCA. If the Home University does not have codes of the courses, his filed may be empty.



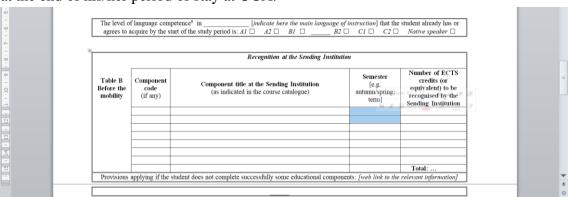
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1.7.1.6.1.5.1.	The	e level of grees to a	language com	ppetence ⁹ in[indicate here the main language tant of the study period is: Al A2 B1	ge of instruction] that the $B2 \square C1 \square C2 \square$	student already has or Native speaker □	<u> </u>
o o				Recognition at the Sending Inst	itution		
2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Befo	ble B ore the bility	Component code imes (if any)	New Ro - 12 (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	=
	Pro	ovisions a	applying if the	student does not complete successfully some educational com	ponents: [web link to the	Total: relevant information]	* o

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.



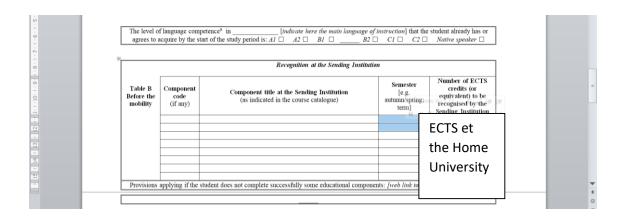
22- Semester of the Course at the Home University that will be recognised to the student at the end of his/her period of stay at UCA.



23- ECTS 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.



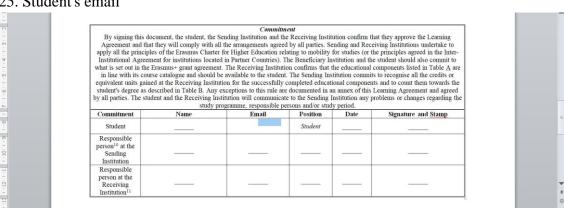
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24. Name and surname of the student

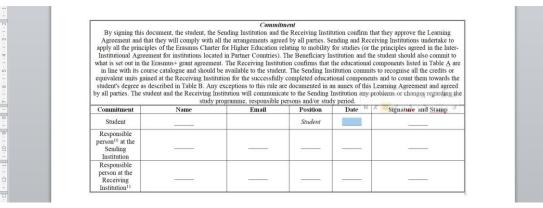
		Commitn	went							
By signing this	document the student the Cor			ution confirm th	est their approximation I service					
	By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning									
Agreement and th	Agreement and that 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-									
					e student should also commit to					
what is set out in the	e Erasmus+ grant agreement.	The Receiving Institut	ion confirms that t	he educational	components listed in Table A are					
in line with its co	urse catalogue and should be	available to the studen	t. The Sending Ins	titution commit	s to recognise all the credits or					
					ts and to count them towards the					
					Learning Agreement and agreed					
student's degree as	described in Table B. Ally ex	ceptions to this rule ar	e documented in a	n aimex of this	Learning Agreement and agreed					
by all parties. The st					roblems or changes regarding the					
	study prog	gramme, responsible p	ersons and/or stud	y period.						
Commitment	Name	Email	Position	Date	Signature and Stamp					
Student			Student							
Student			Sintem		,					
Responsible										
person10 at the										
Sending										
Institution										
Motitorion			_							
Responsible										
person at the										
Receiving				7.7						
Institution ¹¹										

25. Student's email

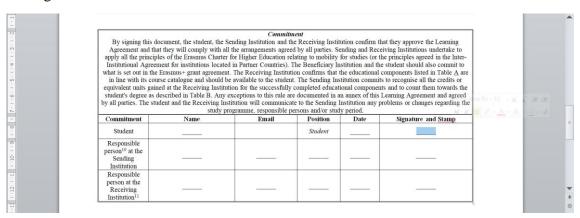


26- Date the student signed the document.

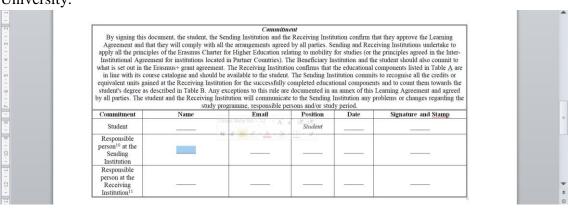
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27. Signature of the student

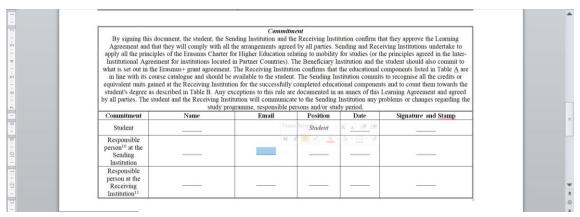


28- Name of the responsible person at the Home University. This responsible person assure that the student is going to study the courses indicated in the Table A1 and at the end of the period of the mobility the courses indicated in the table A1 (UCA courses) will be recognised for the courses indicated in the Table B1 (Home University courses). The responsible person may be the Dean, the Head of the International Office at the home University.



29. Email of the Responsible person at the Home University

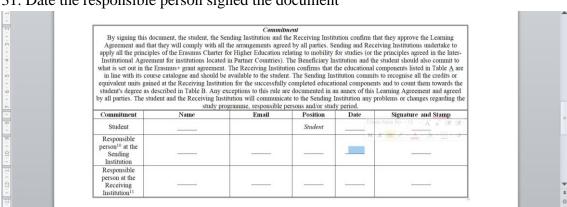
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30. Charge of the Responsible person at the Home University

			ne Receiving Insti		that they approve the Learning	
apply all the pri	ciples of the Erasmus Charter	for Higher Education re	lating to mobility	for studies (or	ceiving Institutions undertake to the principles agreed in the Inter-	
					he student should also commit to	
					components listed in Table A are its to recognise all the credits or	
					nts and to count them towards the	
student's degree	as described in Table B. Any	exceptions to this rule ar	e documented in	an annex of this	Learning Agreement and agreed	
by all parties. The						
					problems or changes regarding the	
Commitment		ogramme, responsible p			Signature and Stamp	
	study pr	ogramme, responsible p	ersons and/or stu	dy period.		
Commitment Student Responsible	study pr	ogramme, responsible p	Position	dy period. Date		
Commitment Student Responsible person ¹⁰ at the	study pr	ogramme, responsible p	Position	dy period. Date		
Commitment Student Responsible	study pr	ogramme, responsible p	Position	dy period. Date		
Commitment Student Responsible person¹0 at the Sending	study pr	ogramme, responsible p	Position	dy period. Date		
Commitment Student Responsible person ¹⁰ at the Sending Institution	study pr	ogramme, responsible p	Position	dy period. Date		

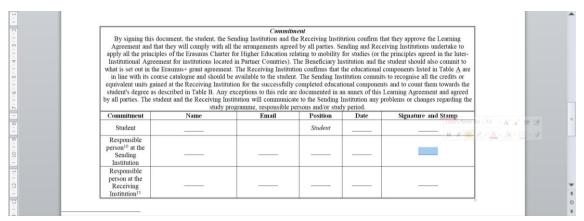
31. Date the responsible person signed the document



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



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33. Name, surname, email of the UCA's Academic Coordinator, indicated in the first Table, point 10 of these instructions.

Higher Education Academic Year 2019/2020 Learning Agreement for Studies

Commitmen

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 Erransus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions (or take principles agreed in the Inter-Institutional Agreement to institutions (or institutions (or 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

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ⁹ at the Sending Institution					
Responsible person at the Receiving Institution ¹⁰					

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

General observaciones:

- 1. The Table A1 have to be filled out 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 out 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"

² **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).



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8. The *Learning Agreements* without Table A1, Table B1, signatures and that do not follow these instructions will be rejected.