Hospital Real Plaza Falla, 8 | 11003 Cádiz Titho, 956 015066 vicemectorado.internacionalizacion@uca.es https://internacional.uca.es/

ONLINE APPLICATION INSTRUCTIONS

(Call Erasmus+KA107 SMS IN 2021-22)

When we receive the nomination letter from your home university, **the nominated student** will receive a link from the address <u>erasmus.ka107.incoming@uca.es</u> to his/her email address to apply online on the ORI2 platform (you can change the language to English at the top right of the screen). The deadline for submitting the online application with the mandatory documentation is 23 may 2021.

The link to access the platform is <u>valid for 10 days</u> from the receipt of the email. However, once the application form has been accessed, it will remain valid until the application is sent or until the closing date of the call. The application form is divided into: personal data, details of usual residence, general mobility data, sending/destination institution, subjects and required documentation.

If at the time of completing it you have all the details, you should click the "Guardar" button to store the information registered and later be able to access the form from the same link to change the details or attach the files.

However, once the form has been sent, it will not be possible to modify the details entered. Only the "selected subjects" part of the form can be modified if the coordinator notifies the student that a change needs to be made. Please, if you find any mistake in the details after submitting the form, please write to: <u>erasmus.ka107.incoming@uca.es</u>

All fields should be completed in CAPITAL LETTERS:

a) Personal Details

Universidad

de Cádiz

Datos personales				
Documento de identidad	Documento de identidad		Sexo	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Nombre	Nombre		Apellidos	Apellidos
Nacionalidad		Ŧ	Fecha de nacimiento	Fecha de nacimiento
				Introduzca una fecha con el siguiente formato: dd/mm/yyyy. Ejemplo: 24/02/2000.
País de nacimiento		Ŧ	Teléfono	Teléfono
				Por favor, añada código del país '+9999999999'
Lengua materna		Ŧ	Correo electrónico	Correo electrónico

- Identity card: **passport number**
- Gender:
- First name:
- Last name:
- Nationality: country on whose passport you will be travelling
- Mother tongue:
- Country of birth:
- Email: email address in which you have received the link to this application
- Phone number: include the international prefix (+____ XXXXXXXXX)
- Date of birth: dd/mm/yyyy



b) Details of usual residence:

Datos de residencia habit	ual				
Municipio	Municipio		Dirección	Dirección	
País		*	Código postal	Código postal	

- City:
- Address: include home address
- Postal code:
- Country: home country

c) General mobility details:

s generales de movilidad			
Nivel de estudios del alumno	~	Área de conocimiento	v
Fecha 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 con el siguiente formato: dd/mm/yyyy. Ejemplo: 24/02/2000.
Estamento	Alumnos		
Nivel de español	······ V	Nivel de ingles	*
Idioma principal de aprendizaje			
Participacion previa en Erasmus o	Participacion previa en Erasmus o Erasmu		
Erasmus+	Numero de meses de participacion previa en Erasmus o Erasmus+ en el mismo nivel de estudios.		

- Student's level of study:
 - ISCED 6 First Cycle. Bachelor's Degree (BA)
 - ISCED 7 Second Cycle. Master's Degree (MA)
 - ISCED 8 Third Cycle. Doctorate (PhD)

DO NOT CHOOSE Short cycle (ICED 5), or Not Elsewhere classified (ICED 9).

- Field of knowledge: choose the field of knowledge at your home university. You should choose a field with 4 digits (e.g. 0111 Educational Science, NOT 011 Education)
- Start date*:
- End date*:

* The official dates for the academic year 2021-22 are not yet available. As this is a mandatory field, please enter the following dates on a provisional basis and when the academic calendar is published we will correct them:

First semester \rightarrow start date: 22 september 2021 / end date: 4 february 2022

Second semester \rightarrow start date: 6 february 2022 / end date: 28 june 2022 (Bachelor and Master's Degree) o 6 july 2022 (PhD)

The official dates will be published in May here



- Class: Students
- Level of Spanish: From A1 to C2 (when the applicant has the language as a mother tongue and is studying at university, it is recognised as C2)
- Level of English: From A1 to C2 (when the applicant has the language as a mother tongue and is studying at university, it is recognised as C2)
- Main language of instructions at UCA: "spanish" (Although the University of Cadiz is expanding its offer in English, the official language is Spanish, therefore this language should be used)
- Previous participation in Erasmus or Erasmus+ "0".

d) Home institution

Institución de origen			
	Contrato		*
Persona de contacto en la ins	titución de origen:		
Nombre	Nombre	Apellidos	Apellidos
Correo electrónico	Correo electrónico	Teléfono	Teléfono

- Agreement: enter the name of your home university in the search engine.
- First name of contact person at home university:
- Last name of contact person at home university:
- Email address of contact person at home university:
- Phone number of contact person at home university: (+___XXXXXXXXX)

e) Host institution

Institución de destino		
Coordinador de centro/unidad administrativa	•	
Email del coordinador	Teléfono del coordinador	

• Faculty/Administrative Unit Coordinator: click on the following link and you will find all the coordinators of the Faculties/Schools divided by Campus (Cádiz, Puerto Real, Jerez de la Frontera and Algeciras): Factsheet UCA

f) Subjects

Asignat

		~	Incluir en la lista: Seleccionar asignatura



¡IMPORTANT! Before completing it, for further information check the following link <u>https://asignaturas.uca.es/asig</u>

Universi	daddeC	Cádiz							
▼ > Cursos anteri	ores								
Titulación	Todas	~	Centro	Todos	~	Asignatura			Filtrar Restablecer
Departamento	Todos	*	Área	Todas	*	Curso	2021-22	*	
Realice su selección y	pulse en Filtrar								

Enter the search information in the following order:

1° Faculty: The faculty of school where you are going to study (e.g.: Faculty of Arts and Human Science) and academic year 2021-22

2° Degree: Enter the degree you are going to carry out (e.g.: Degree in History) and then click on **"Filtrar".** You can search for subjects of different degrees according to your interest.

Below you will see the list of subjects. For example, if you are interested in the subject "Arte I: Antiguo y Medieval" (Art I: Ancient and Medieval) click on the blue button "Ver programa docente" as indicated by the arrow. Then click on "Mostrar asignatura" and you will see the following **important information that you will need to complete the learning agreement**

- **Duration**: make sure that the subject is taught in the semester in which you are going to study at the UCA (first semester or second semester, **NOT** anual)
- Language
- International mobility: yes should appear

Once you know which subjects you are going to choose, start completing the fields:

- Faculty: select the faculty where you want to carry out the mobility.
- **Degree:** select the degree in which the subjects to be studied are offered.
- Subjects: select the subjects offered according to the degree and faculty.

Bachelor's Degree students can choose only BA subjects. It is compulsory to choose and take subjects.

Master's Degree students can choose between BA or MA subjects. It is compulsory to choose and take subjects.

PhD students can choose between bachelor's degree, master's degree and doctorate courses or only do a research work ("*Tesis doctoral*" course)

For the selection of subjects, the **minimum number and maximum number of credits** established by the call for applications should be taken into account:

- ISCED 6 First Cycle. Bachelor's Degree: minimum 12 credits / maximum 30 credits
- ISCED 7 Second Cycle. Master's degree: minimum 10 credits / maximum 30 credits
- **ISCED 8 Third Cycle. Phd/Doctorate:** there is no minimum number of credits and if you are only going yo carry out the research work during your stay at the UCA you should only choose the subject *"Doctoral Thesis"*



When you have included all the subjects you **SHOULD NOT GENERATE THE LEARNING AGREEMENT**, this step will be done once your application is accepted.

g) Required documentation

Documentación requerida (suba los documentos sólo cuando vaya a enviar definitivamente la solicitud)	
	Sólo documentos PDF de máximo 5MB.
Fichero Pasaporte	Seleccionar archivo Ningún archivo seleccionado
Fichero Acreditación de Nivel de Idiomas (un documento pdf con todos los idiomas)	Ningún archivo seleccionado Seleccionar archivo Ningún archivo seleccionado

Please attach the required documents in the online form:

- Passport file: Attach a copy of your passport.
- Language level accreditation file (a PDF with all languages): include in the same document the certificate of the B1 level of Spanish of the Common European Framework of Reference for Languages (CEFR) or a copy of the passport for those students whose mother tongue and study programme at their home university is Spanish; as well as the accreditation and the level of language according to the access requirements of the selected subjects.

In the event that a student does not have the corresponding language accreditation at the time of applying for the mobility, he/she should at least accredit (by pre-registration or enrolment) the competition of a language course in a training centre with the aim of achieving this accreditation. Obtaining this accreditation is a mandatory requirement for the final acceptance of the student at the University of Cadiz.

PhD students should also send the <u>Anexo IV "Abstract of the PhD research at UCA"</u> to the following email: <u>erasmus.ka107.incoming@uca.es</u>

h) Verification

Verificación
El/La solicitante declara la veracidad de los datos expuestos y el cumplimiento de los requisitos reflejados en esta convocatoria
En cumplimiento del artículo 11 de la Ley Orgánica 5/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales, por el que se regula el derecho de información en la recogida de los datos, se le informa de que sus datos personales serán tratados por la Universidad de Cádiz en su condición de responsable del tratamiento con la finalidad de: gestión, registro y matrícula de alumnos y profesores procedentes de universidades extranjeras. Gestión de alumnos procedentes de universidades españolas con el intercambio SICUE y de las becas Séneca. Gestión de alumnos de la universidad de Cádiz solicitantes del intercambio SICUE y de las becas Séneca.
Usted puede ejercer los siguientes derechos: acceso, rectificación, oposición, supresión,limitación, portabilidad y a no ser objeto de decisiones individuales automatizadas, incluida la elaboración de perfiles, así como a presentar un una reclamación ante el Delegado de Protección de Datos de la Universidad de Cádiz o ante el "Consejo de Transparencia y Protección de Datos de Andalucía (https://www.chydandalucia.es)". Puede acceder a la restante información sobre el tratamiento de sus datos personales en la siguiente uri: https://secretariageneral.uca.es/actividades-del-tratamiento/#Actividad_31
He leido y acepto las condiciones legales.
Guardar Enviar solicitud

Click on the boxes of veracity of data and accept the legal conditions

¡IMPORTANT!

If you have checked all the details: click on "enviar solicitud"

If you do not have all the details: click on "guardar" and continue later using the same application link.



i) Application review and preparation of the Learning Agreement

Once your application has been sent, the Internationalization Office will check the details and documentation and if everything is correct, will be the mobility coordinator at the University of Cadiz who will review your subjects.

You should keep an eye on your email, as the coordinator will contact you to inform you that you should modify any subject or if everything is correct. You will receive the following email:

"Tiene un mensaje pendiente de su coordinador de movilidad de centro, puede consultar el mensaje en el siguiente enlace:"

"You have a message from your mobility coordinator from your School or Faculty. You can check the message in the following link:"

*Por favor no responda a este mensaje. Este es un correo de confirmación automatizado y no posee capacidad de recibir respuestas.Si tiene alguna duda, por favor, contacte con el Técnico responsable de su movilidad en la Oficina de Internacionalización.

*Please don't reply to this message. This is an automated confirmation email and does not receive replies. If you have any questions, please contact the Technical responsible for your mobility at the Internationalisation Office.

Click on the link and you will see the coordinator's message in "Observaciones"

entro:		Titulación:	
Todos los centros	v	-	
signatura;			Incluir en la lista:
		v	Seleccionar asignatura
Asignaturas seleccionadas			
bservaciones			
Ibservaciones			

Guardar y enviar a coordinador



Make the modification proposed by the coordinator and click on "Guardar y enviar al coordinador". Wait for the acceptance of your subjects to continue with the next step. If your subjects are correct, you will receive the following email.

"Estimado estudiante, su coordinador ha aceptado su solicitud de movilidad, ya puede descargarse el learning-agreement:"

"Dear student, your application has been accepted. Please download the learning agreement:"

https://orin.uca.es/es/incoming/request/download-learning-agreement/ONH6HVU4NGTDJ4K R6W624TJZNG5ZLP5WLIX8D2VM3KHVO0SGAQ12I8LCTDQHDUEW/92/4064/

*Por favor no responda a este mensaje. Este es un correo de confirmación automatizado y no posee capacidad de recibir respuestas. Si tiene alguna duda, por favor, contacte con el Técnico responsable de su movilidad en la Oficina de Internacionalización.

*Please don't reply to this message. This is an automated confirmation email and does not receive replies. If you have any questions, please contact the Technical responsible for your mobility at the Internationalisation Office."

j) Learning Agreement preparation

Click on the link received by email and it will generate your Learning Agreement in Word format, you should complete it. The second page should be signed by you and the person in charge of your university. At the same time you will receive your access coded by email. Once you have the username and password, go to <u>https://ori2.uca.es/es/login/?next=/es/</u> and introduce them.





Click on "MIS DATOS" and then on "MOVILIDADES". Click on the green button "Detalles".

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Solicitudes Movilidades							
Mis Movilidades							
Mostrar 10 v registros					Buscar:		
Convocatoria	ļ1	Fecha de inicio	Fe	cha de fin	11	opciones	11
ERASMUS+ KA103 SMS IN curso 2020-2021 convocatoria 1		22 de Septiembre de 2020	28	de Junio de 2021		Detailes	
Mostrando registros del 1 al 1 de un total de 1 registros					Anterio	or 1 Siguie	ente

On the page"Detalles", go to the end and find the section "Condiciones de movilidad". Click on the green button "+Añadir".

Carta do acontación					
Jana de aceptación	24 de Junio de 2020	24 de Junio de 2020	SI	•	
plicitud asociada					

In the dropdown enter "Learning agreement pendiente de firma", click on "Examinar" and add your completed Learning Agreement. Then click on "Guardar".

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Condición * Documento	Billete Transporte Examinar No se ha seleccionado ningún archivo.	v	
Guardar			