

## **ACUERDO DE APRENDIZAJE PARA ESTUDIOS PARA ESTUDIANTES ENTRANTES**

### **LEARNING AGREEMENT FOR STUDIES FOR INCOMING STUDENTS**

#### ***(Erasmus+ KA107)***

Sigue atentamente las siguientes instrucciones para descargar el modelo de Acuerdo de Aprendizaje para estudios (*Learning Agreement for Studies or LA*), cumplimentarlo, obtener la firma del coordinador de movilidad internacional de tu futuro centro de estudios en la Universidad de Cádiz y subirlo a plataforma virtual de la Oficina de Internacionalización de la UCA firmado por las tres partes (alumno, coordinador de tu universidad de origen y coordinador de movilidad internacional de tu centro en la UCA).

Cuando hayas realizado correctamente todos los pasos y validemos el documento, subiremos a tu expediente de movilidad para que puedas descargarla tú mismo la carta de aceptación firmada por el Vicerrector de Internacionalización que necesitarás para gestionar el visado.

*Please read carefully the instructions to download and fill out the learning agreement, get it signed by the coordinator of international mobility of the centre you are going to study at the Universidad de Cádiz and upload it in our virtual platform once signed by the three parties (coordinators at Host and Home University and yourself).*

*Once you have followed all these steps, we will validate your form and we will upload in the virtual platform your acceptance letter signed by the Vice Rector of Internationalization so you can apply for your visa.*

#### **1. Descargar el el modelo de Acuerdo de Aprendizaje para estudios / *Download the Learning Agreement for Studies template***

Haz click en el siguiente enlace web para descargar el modelo / *Click on the following link to download the template:*

<https://internacional.uca.es/21-22-erasmus-ka107-sms-in/>

#### **2. Rellenar el documento / *Fill in the document***

Contacto de los coordinadores académicos de movilidad internacional en la UCA / *International Mobility Coordinators contact details:*

<https://internacional.uca.es/wp-content/uploads/2020/12/Fact-Sheet.pdf>

### 3. **Obtener la firma del coordinador de movilidad internacional de tu centro UCA /** *Request signature from your international mobility coordinator at UCA*

Una vez hayas cumplimentado el LA before the mobility con ayuda de tu coordinador en tu universidad de origen, guárdalo con el nombre **“LA\_KA107\_apellidos\_nombre”** y envíalo por el email a tu coordinador académico en la UCA en formato Word (.doc/.odt) para que revise tu propuesta de asignaturas indicando en el asunto del correo electrónico el nombre del documento (ejemplo: **“LA\_KA107\_IGLESIAS\_MIRIAM”**)

*Once you have filled in your “LA before the mobility” with the help of your coordinator at your home University, please save it on your computer with the following name: “LA\_KA107\_Your Surname\_Your Name” and send a word version (.doc/odt) of it to your future coordinator at the Universidad de Cádiz per e-mail (cc’ing to your coordinator at your home University) so he/she can check and sign your proposal. Please write on the subject of the e-mail, the name of the document: (e.g. LA\_KA107\_IGLESIAS\_MIRIAM)*

### 4. **Subir el LA firmado por las tres partes a la plataforma virtual de la Oficina de Internacionalización /** *Upload the LA signed by the three parties to the Internationalization Office virtual platform*

Haz click en el enlace recibido mediante correo electrónico y generará tu Learning Agreement en formato Word, luego debes rellenarlo. En la segunda página debe estar firmado por ti y por el responsable de tu universidad de origen. Al mismo tiempo recibirás en tu correo tus claves de acceso. Cuando tengas las claves, entra en: <https://ori2.uca.es/es/login/?next=/es/> e introduce tu nombre de usuario y contraseña

*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 <https://ori2.uca.es/es/login/?next=/es/> and introduce them.*



Pulsa sobre “MIS DATOS” y a continuación sobre “MOVILIDADES”. Pulsa en la tecla verde “Detalles”.

*Click on “MIS DATOS” and then on “MOVILIDADES”. Click on the green button “Detalles”.*



Universidad de Cádiz

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INICIO CONVOCATORIAS **MIS DATOS**

Solicitudes **Movilidades**

Mis Movilidades

Mostrar 10 registros Buscar: [ ]

Convocatoria	Fecha de inicio	Fecha de fin	opciones
ERASMUS+ KA103 SMS IN curso 2020-2021 convocatoria 1	22 de Septiembre de 2020	28 de Junio de 2021	<a href="#">Detalles</a>

Mostrando registros del 1 al 1 de un total de 1 registros

Anterior 1 Siguiente

En la página de “Detalles”, ve al final y busca la sección “Condiciones de movilidad”. Pulsa la tecla verde “+Añadir”.

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



Condiciones de movilidad

Estas condiciones se refieren a los diferentes hitos que un participante va completando durante el desarrollo de un programa de movilidad.

Condición	Fecha de registro	Fecha de cumplimiento	Validado	Documento	Observaciones
Carta de aceptación	24 de Junio de 2020	24 de Junio de 2020	Si		

[+Añadir](#)

Solicitud asociada

En el desplegable introduce “Learning agreement pendiente de firma”, pulsa en “Examinar” y añade el documento Learning Agreement relleno y firmado por ti y por tu universidad de origen. A continuación pulsa en “Guardar”.

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



The screenshot shows the UCA website header with the logo and navigation links (INICIO, CONVOCATORIAS, MIS DATOS). Below the header, there is a dark navigation bar with a search box and language options (Cerrar sesión, es, en). The main content area is titled "Añadir condición de movilidad" and includes a green link "Cancelar operación y volver a la movilidad". The form contains a "Condición" dropdown menu with "Billete Transporte" selected, a "Documento" field with an "Examinar..." button and the text "No se ha seleccionado ningún archivo", and a blue "Guardar" button.

## 5. Carta de aceptación / Acceptance letter

Una vez lo validemos en la oficina de internacionalización, podrás entrar en tu expediente para descargar tu carta de aceptación firmada por el Vicerrector de Internacionalización y podrás comenzar a solicitar tu visado, si fuera necesario.

*Once it has been validated by the internationalization office, you can log in again and download your acceptance letter signed by the Vice Rector of Internationalization so you can apply for the visa (if needed).*

**Anexo I: Pasos para rellenar el LA / Steps to fill in the LA**

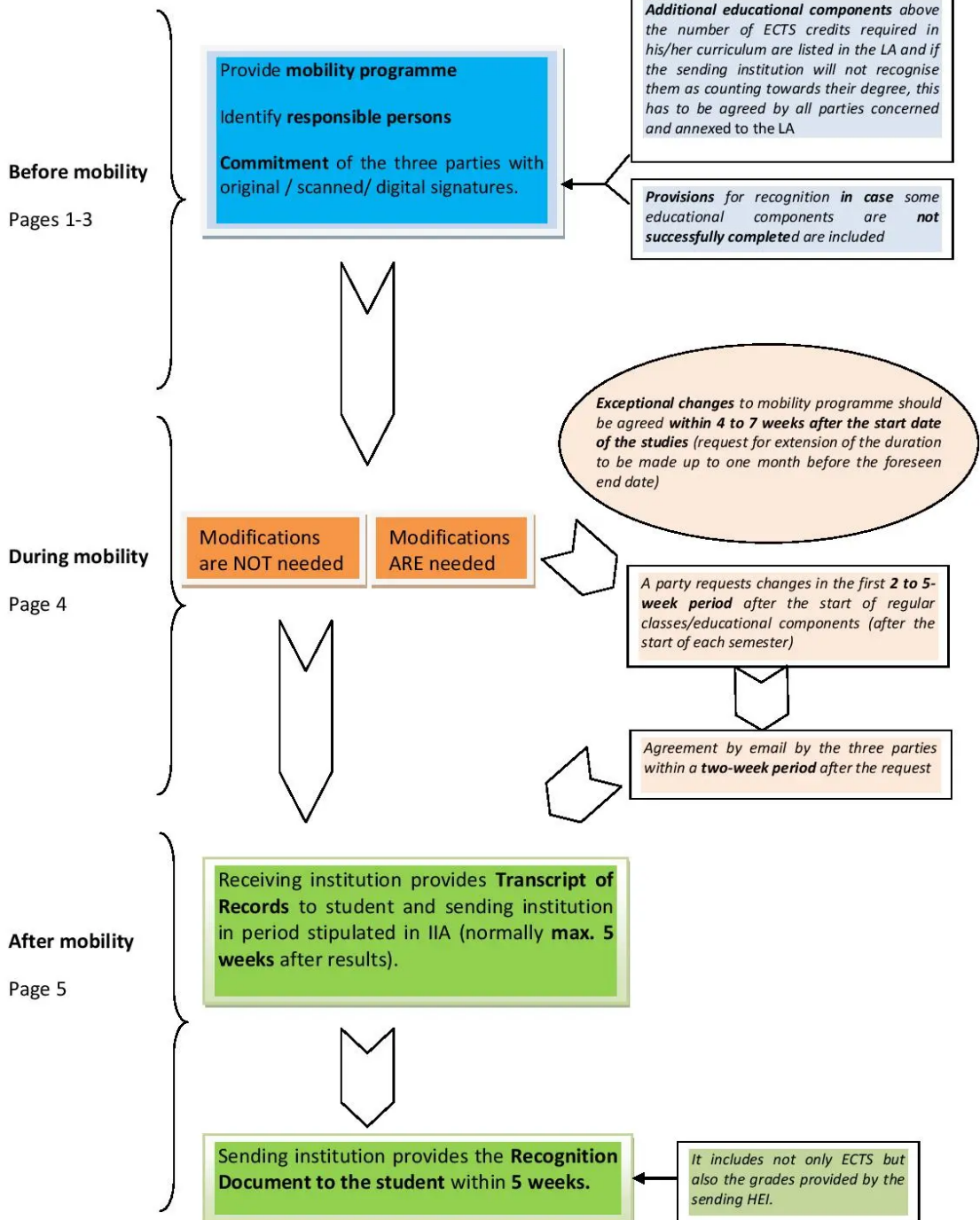


Erasmus+

Higher Education  
Learning Agreement form  
Student's name

**Steps to fill in the Learning Agreement for Studies**

Page 1 – Information on the student and the sending and receiving institution



## **Anexo II: Cambios en el LA original / Changes to the original LA**



Higher Education  
Learning Agreement form  
Student's name

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### **CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, in the light of the course catalogue that the receiving institution has committed to publish well in advance of the mobility periods and to update regularly as ECHE holder. However, introducing changes might be unavoidable due to, for example, timetable conflicts.

Other reasons for a change can be the request for **an extension of the duration** of the mobility programme abroad. Such a request can be made by the student at the latest one month before the foreseen end date.

These **changes to the mobility study programme should be agreed by all parties within four to seven weeks** (after the start of each semester). Any party can request changes within the first two to five-week period after regular classes/educational components have started for a given semester. The exact deadline has to be decided by the institutions. The shorter the planned mobility period, the shorter should be the window for changes. All these changes have to be agreed by the three parties within a two-week period following the request. In case of changes due to an extension of the duration of the mobility period, changes should be made as timely as possible as well.

Changes to the study programme abroad should be listed in table C and, once they are agreed by all parties, the sending institution commits to fully recognise the number of ECTS credits as presented in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties. Only if the changes described in table C affect the group of educational components in the student's degree (table B) that will be replaced at the sending institution upon successful completion of the study programme abroad, a revised version should be inserted and labelled as "Table D: Revised group of educational components in the student's degree that will be replaced at sending institution". Additional rows and columns can be added as needed to tables C and D.