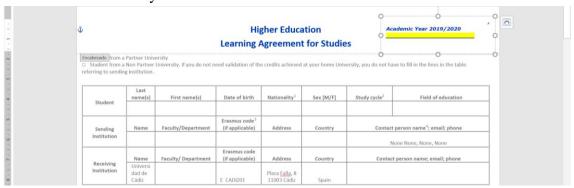
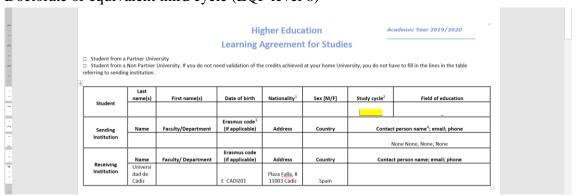


Instructions How to fill in the Learning Agreement (Common errors) University of Cadiz Office for Internationalization 2019

- 1- Write the Name and surname of the student
- 2- Write the academic year 2019-2020



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)



4- Write the Field of Education of the student. You should indicate the code (4 digits). You can find the code here: https://internacional.uca.es/wp-content/uploads/2018/04/Cadiz_isced-f_2013_codes.pdf

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			Hig	gher Educa	tion	Α	cademic Year 2019/2020
			Learning A	Agreement	for Studie	es –	
Student from a Student from a rring to sendin	Non Partner		eed validation of the	e credits achieved a	at your home Univ	ersity, you do not l	nave 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
Student							
Sending	Name	Faculty/Department	Erasmus code ³ (if applicable)	Address	Country	Conta	ct person name ⁴ ; email; phone
Institution							None None, None
	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Conta	act person name; email; phone
Receiving Institution	Universi dad de Cádiz		E CADIZO1	Plaza <u>Falla</u> , 8 11003 Cádiz	Spain		

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

Higher Education 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.

+								
	Student	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	Contact 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.

			Hig	gher Educa	ntion	Α	cademic Year 2019/2020
			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	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
Student							
Sending	Name	Faculty/Department	Erasmus code ³ (if applicable)	Address	Country	Contac	ct person name ⁴ ; email; phone
Institution							None None, None
	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Conta	ct person name; email; phone
Receiving Institution	Universi dad de Cádiz		E CADIZO1	Plaza <u>Falla</u> , 8 11003 Cádiz	Spain		

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

			HI	gher Educa	ition	A	Academic Year 2019/2020
			Learning A	Agreement	for Studie	es –	
			eed validation of th	e credits achieved	at your home Univ	ersity, you do not l	have to fill in the lines in the table
Churdana	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	Conta	ct person name ⁴ ; email; phone
Institution							
	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Conta	(Ctrl) ▼ act person name; email; phone
Receiving Institution	Universi dad de Cádiz		E CADIZO1	Plaza <u>Falla</u> , 8 11003 Cádiz	Spain		
	JL		I	fore the mob	-	I	

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>



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Higher Education Learning Agreement for Studies

Academic Year 2019/2020

[□] 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.

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	Contact person name ⁴ ; email; phone	
	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contac	t person name; email; phone
Receiving Institution	Universi dad de Cádiz		E CADIZO1	Plaza Falla, 8 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 2019/2020

[☐] 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.

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	t person name ⁴ ; email; phone
Receiving Institution	Name Universi dad de Cádiz	Faculty/ Department	Erasmus code (if applicable)	Address Plaza Falla, 8 11003 Cádiz	Country Spain	Contact person name; email; phone	

Before the mobility

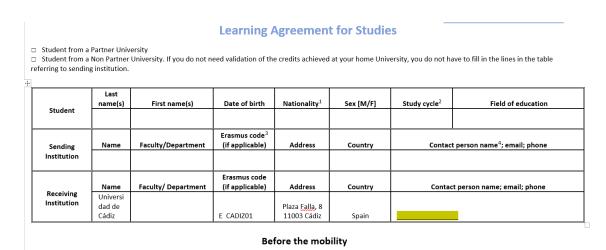
10- Write the information about the contact person at the Faculty where the student is going to study in UCA: mane, surname, email, phone number. This field was automatically filled in during the online registration process. More information about contact person at each Faculty at UCA here: <u>Factsheet UCA</u>

PhD students should indicate Gerard Fernández Smith (secretaria.educa@uca.es)

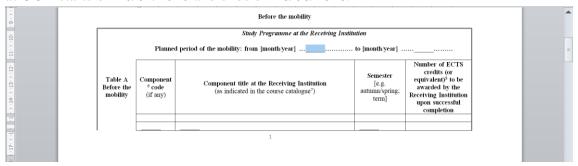
Student from a Partner University

[□] Student from a Partner University

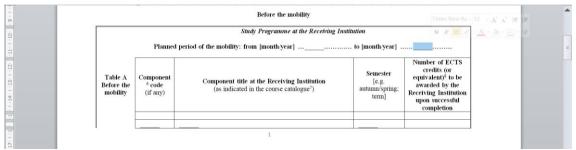
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11- Write the date of the beginning of the stay at UCA. The second semester 2019-2020 at UCA starts on 10/02/2020 and ends on 28/06/2020.



12- Write the date of the end of the stay at UCA. The second semester 2019-2020 at UCA starts on 10/02/2020 and ends on 28/06/2020.

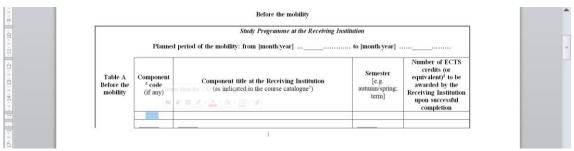


13- Code of each course at UCA. Each course at UCA has its own code. More information about the codes here: http://asignaturas.uca.es/asig/

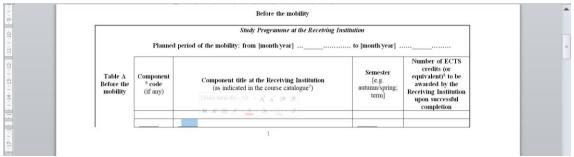
The PhD students have the indicate code 9999002 of the course *Estancia de investigación*.



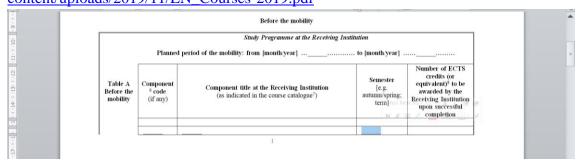
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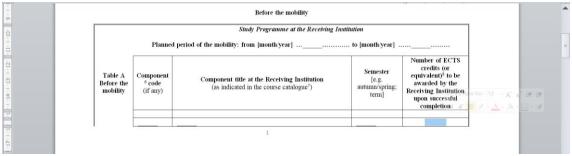
14. Name of the Course at UCA. More information here: http://asignaturas.uca.es/asig/ The PhD students have to indicate the course "Estancia de investigación"



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 https://internacional.uca.es/wp-content/uploads/2019/11/EN Courses-2019.pdf

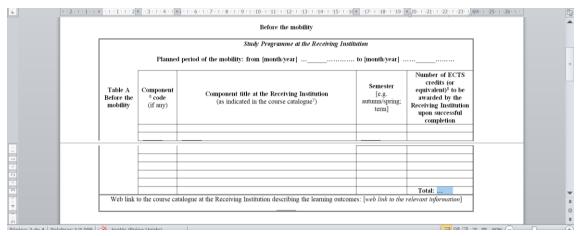


16. Number of ECTS credits of each course. All the UCA's courses have number of ECTS credits. The exception is PhD course "Estancia de investigación"

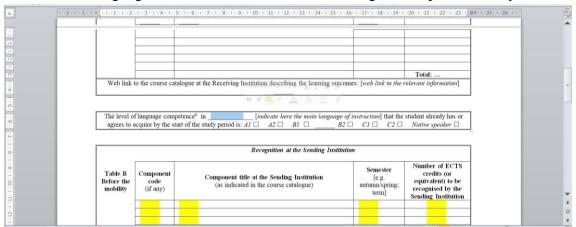


17- The total number of UCA's ECTS Credits must not be bigger than 30 ECTS.



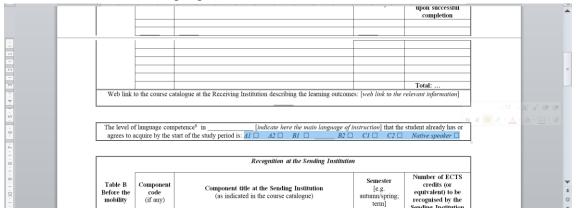


18. Write the language of instruction of the student during his/her period of stay at UCA



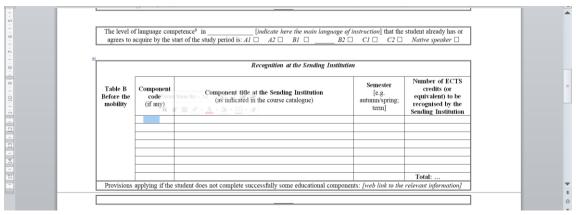
19- Write the level of the language of instruction at UCA.

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.

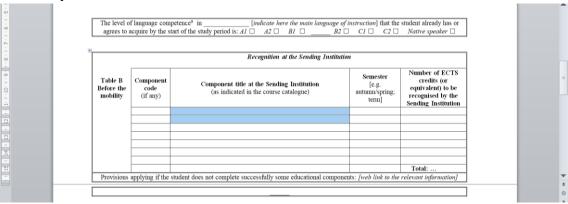


20. Code of the Course at the home university. This course will be recognised to the student after the end of the period of the Mobility at UCA. If the Home University does not have codes of the courses, his filed may be empty.

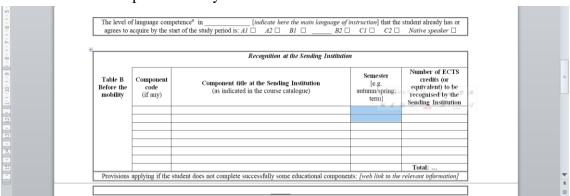




21- Name of the Course at the Home University that will be recognised to the student at the end of his/her period of stay at UCA. **Here should be ONLY names of the courses from the Home University**. Here must not be names of courses from the Table A1 (UCA's courses), because the courses from the Table A1 are not taught at the Home University of the Student.



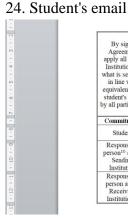
22- Semester of the Course at the Home University that will be recognised to the student at the end of his/her period of stay at UCA.



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23. Name and surname of the student

		Commits	nent													
By signing this d	ocument, the student, the S	ending Institution and th	ne Receiving Instit	ution confirm th	nat 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 Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). 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 credit or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the																
														Learning Agreement and agreed		
									by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding study programme, responsible persons and/or study period.							
										study pr	ogramme, responsible p	ersons and/or stud	y period.			
									Commitment	Name study pr	rogramme, responsible p Email	ersons and/or stud Position	y period. Date	Signature and Stamp		
Commitment Student					Signature and Stamp											
Student			Position		Signature and Stamp											
Student Responsible			Position		Signature and Stamp											
Student Responsible person ¹⁰ at the			Position		Signature and Stamp											
Student Responsible			Position		Signature and Stamp											
Student Responsible person ¹⁰ at the Sending Institution			Position		Signature and Stamp											
Responsible person ¹⁰ at the Sending Institution Responsible			Position		Signature and Stamp											
Student Responsible person ¹⁰ at the Sending Institution			Position		Signature and Stamp											



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 Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+grant agreement. The Receiving Institution commits 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 Enall Position Date Signature and Stamp

Commitment	Name	Email	Position	Date	Signature and Stamp
Student	s 		Student		
Responsible person ¹⁰ at the Sending Institution	_		-		
Responsible person at the Receiving Institution ¹¹					

25- Date the student signed the document.



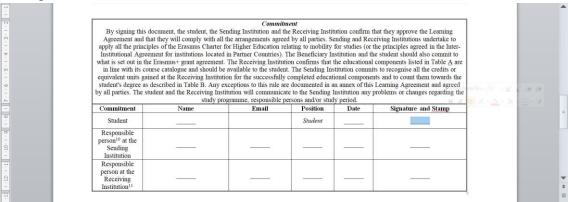
Commitment

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 Ensamus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erassurs+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 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 student's responsible persons and/or study period.

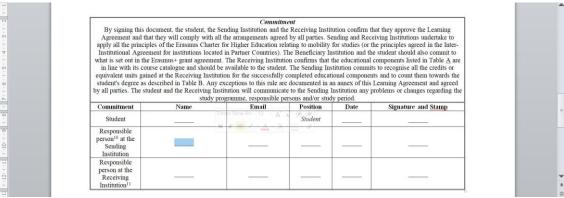
Commitment	Name	Email	Position	Date N	Signature and Stamp
Student	2		Student		
Responsible person ¹⁰ at the Sending Institution	_	_		_	_
Responsible person at the Receiving Institution ¹¹	,				_

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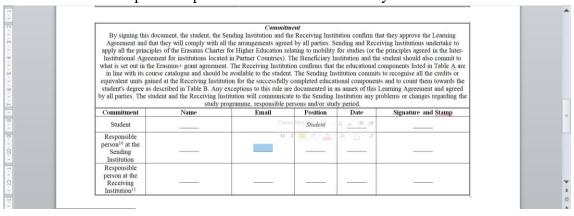
25. Signature of the student



26- 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.

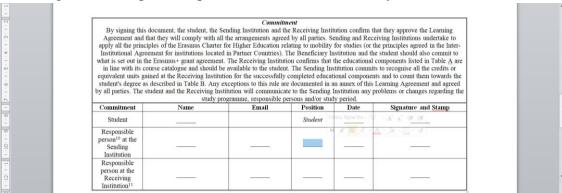


27. Email of the Responsible person at the Home University





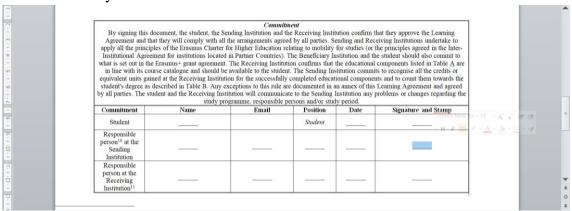
28. Charge of the Responsible person at the Home University



29. Date the responsible person signed the document

		Commit	nent		
Agreement and the apply all the princip Institutional Agreement is set out in the in line with its coulequivalent units gain student's degree as a student's action of the student's degree as a stude	at they will comply with al les of the Erasmus Charter ment for institutions locate Erasmus+ grant agreemen use catalogue and should be used at the Receiving Institut described in Table B. Any ident and the Receiving In-	If the arrangements agree for Higher Education red in Partner Countries). It. The Receiving Institu e available to the studer tion for the successfully exceptions to this rule a	ed by all parties. Selating to mobility The Beneficiary Ir tion confirms that at. The Sending Inst completed educat re documented in a ate to the Sending Is	ending and Re- for studies (or astitution and to the educational stitution commi- tional compone an annex of this Institution any	that they approve the Learning ceiving Institutions undertake to the principles agreed in the Inter the student should also commit to I components listed in Table A a its to recognise all the credits or ents and to count them towards it Learning Agreement and agree problems or changes regarding to
80	study p	rogramme, responsible p	ersons and/or stud	ly period.	
Commitment	Name	Email	Position	Date	Signature and Stamp
Commitment Student	Name	Email	Position Student	Date	Signature and Stamp
	Name	Email		Date	Signature and Stamp

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





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

Higher Education Learning Agreement for Studies Commitment

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 Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for Institutions located in Partner Countries). 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"
- 8. The *Learning Agreements* without Table A1, Table B1, signatures and that do not follow these instructions will be rejected.

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).