

Instruction for the online registration 2019 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, 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

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 19/11/2019 (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 sent it.**

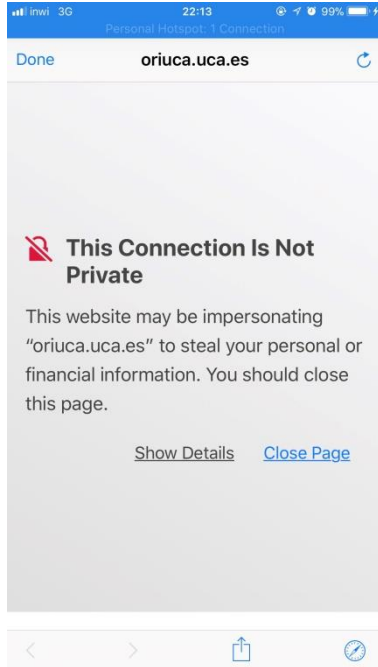
The link is different for each student, so if you have any problem when you have sent your registration form, please, write to erasmus.ka107.incoming@uca.es. You cannot use the link of your friend: it will have his personal information.

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.

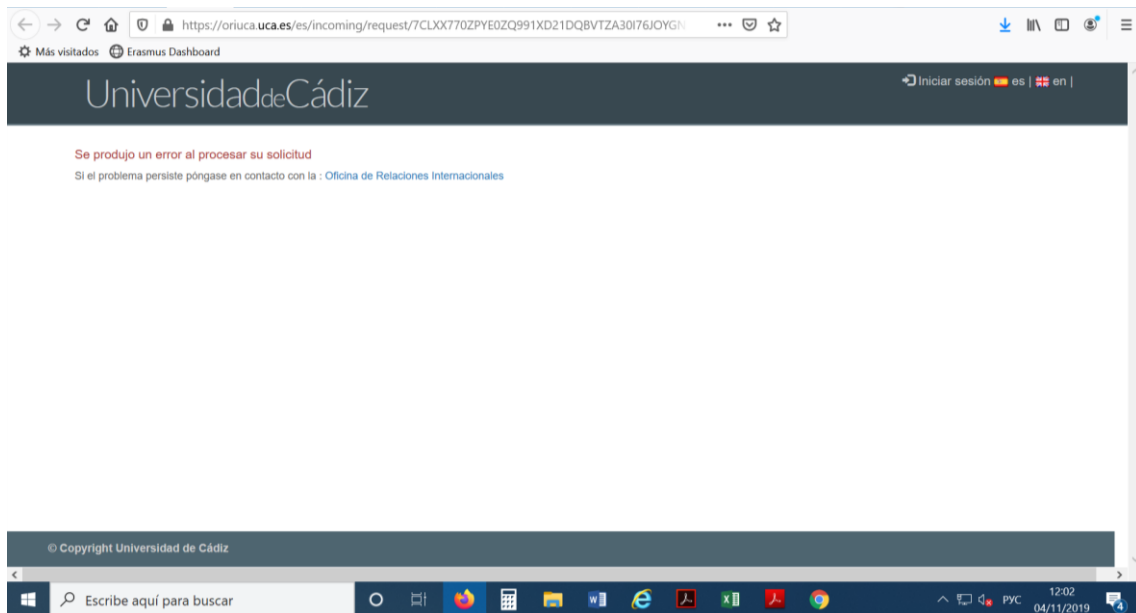
We kindly ask the Coordinators of our Partner Universities to contact the nominated students from their University and to control if they have received the link.

Some students have informed us about one problem about the registration:

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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.



Please, use another internet brother. Try with Goggle chrome.

Instructions to fill in the form:

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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 sent it.**

- Datos personales/Personal Data

The screenshot shows a web browser window displaying a form titled "Datos personales". The form fields are arranged in two columns:

- Left Column:**
 - Documento de identidad: Text input field.
 - Nombre: Text input field.
 - Nacionalidad: Dropdown menu.
 - País de nacimiento: Dropdown menu.
 - Lengua materna: Dropdown menu.
- Right Column:**
 - Sexo: Dropdown menu.
 - Apellidos: Text input field.
 - Fecha de nacimiento: Text input field with a note: "Introduzca una fecha con el siguiente formato: dd/mm/yyyy. Ejemplo: 24/02/2000."
 - Teléfono: Text input field with a note: "Por favor, añade código del país '+999999999'".
 - Correo electrónico: Text input field.

Below the main form, there is a section for "Datos de residencia habitual" which is currently collapsed.

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

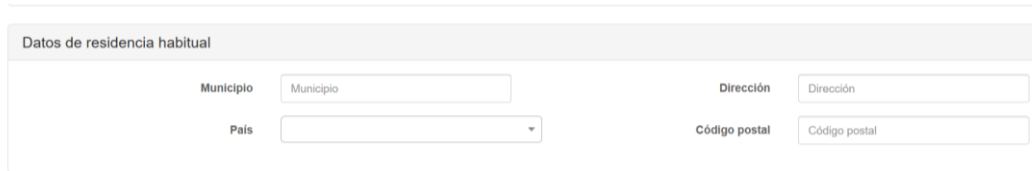
Teléfono – Phone number. It should contain “+” and “9 digits”

Lengua materna – Mother tongue

Correo electrónico – email

- Datos de residencia Habitual / Home address

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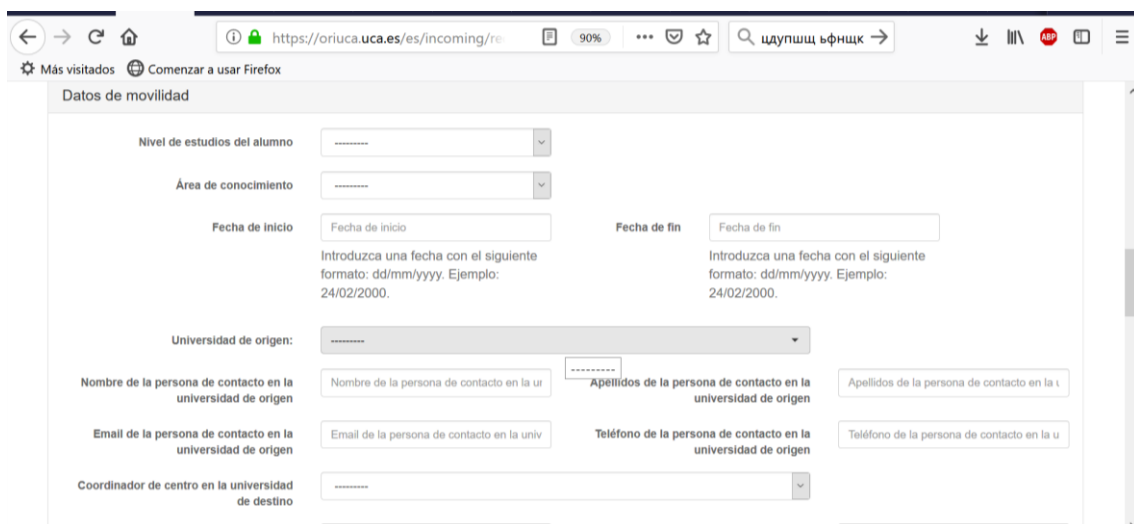
Municipio – Home City

Dirección – Home address

País – Country

Código postal – Post/Zip code

- **Datos de Movilidad/ Information about the mobility**



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).

Area 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 10th of February. We recommend to the student to come 1

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or 2 weeks earlier in order to assist to the Registration meetings. The invitation letters will be issued from the 1st of February 2020.

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 28th of June 2020. Degree and Master students can stay at UCA till the 28th Of June; PhD students till the 31st of July.

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

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: [Factsheet UCA](#) 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.

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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.

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 or write to the Coordinator of the Faculty of UCA: [Factsheet UCA](#)

It is better first select the courses you are interested in 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.

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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.

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,

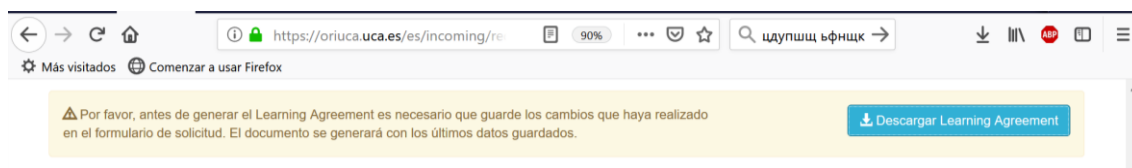
The Degree students should enrol at least 12 credits ECTS at UCA.

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 “Descargar Learning Agreement”



Save the document on your computer, finish completing it:

First table:

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Erasmus+ 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 ¹	Sex (M/F)	Study cycle ²	Field of education ³
	Sanchez	Ana	1987-03-01	MD - Moldova, Republic Of	F	ISCED-7 - Second cycle / Master's or	8111 - Education science

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

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).

³ **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 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.

Erasmus+ Learning Agreement Student Mobility for Studies

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

Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	equivalent level (EQF-7)	Contact person name; email; phone
	UNIVERSIDAD LIBRE INTERNACIONAL DE MOLDAVIA				STR VLAIUCI PARCALAB 52 OFICIUL 443 ET 4	Moldova, Republic Of	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country		Contact person name; email; phone
	Universidad de Cádiz		E CAD201	Edificio Hospital Real Plaza de Falla, 9, planta baja, 11003 Cádiz	Spain		HOWARD , LAURA JANE (x0658734Z), laura.howard@uca.es, +34 956016243

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

Erasmus+ Learning Agreement Student Mobility for Studies

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

Table A Before the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester (e.g. autumn/spring term)	Number of ECTS credits (or equivalent) ⁶ to be awarded by the Receiving Institution upon successful completion
	41118005	ATENCION A LA DIVERSIDAD EN EDUCACION INFANTIL	1S	6.0

⁴ An “**educational component**” is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

⁵ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

⁶ **ECTS credits (or equivalent):** in countries where the “ECTS” system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, “ECTS” needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

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

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student cannot choose these courses. All the courses should be from the 2nd 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.

Erasmus+		Learning Agreement Student Mobility for Studies		Higher Education: Learning Agreement form Sanchez, Ana Academic Year 2018/2019	
Recognition at the Sending Institution					
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (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	
				Total: ...	
Provisions applying if the student does not complete successfully some educational components: web link to the relevant information					

Last Table with signatures and stumps

Erasmus+		Learning Agreement Student Mobility for Studies		Higher Education: Learning Agreement form Sanchez, Ana Academic Year 2018/2019	
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 Sending 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 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 at the Sending Institution (Academic Coordinator)			Academic Coordinator		

The document should be signed by the student, the Home University’s Academic and Institutional coordinator or one of them and there should be a stamp of the Home University.

- **Documentación requerida/Needed documents:**

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No hay asignaturas seleccionadas

⚠ Por favor, antes de generar el Learning Agreement es necesario que guarde los cambios que haya realizado en el formulario de solicitud. El documento se generará con los últimos datos guardados. [Descargar Learning Agreement](#)

Documentación requerida
(suba los documentos sólo cuando vaya a enviar definitivamente la solicitud)

Fichero Pasaporte	Seleccionar archivo	Ningún archivo seleccionado
Fichero Learning Agreement	Seleccionar archivo	Ningún archivo seleccionado
Fichero Memoria de actividades a realizar para alumnos de doctorado	Seleccionar archivo	Ningún archivo seleccionado
Fichero Certificado de Necesidades especiales	Seleccionar archivo	Ningún archivo seleccionado
Fichero Acreditación de Nivel de Idiomas (un documento pdf con todos los idiomas)	Seleccionar archivo	Ningún archivo seleccionado

Datos adicionales:

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 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 / Special Needs: If the student does not have this certificate, please, attach a blank document.

Fichero Acreditación de Nivel de Idiomas (un documento pdf con todos los idiomas): Attach the Spanish/English/ other language Certificate/s all together.

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 19th of November 2019 (inclusive).