

Instruction for the online registration 2020-21 SMS-in

All the nominated students 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 10 days from the day the student has received his/her link for the online registration. 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.**

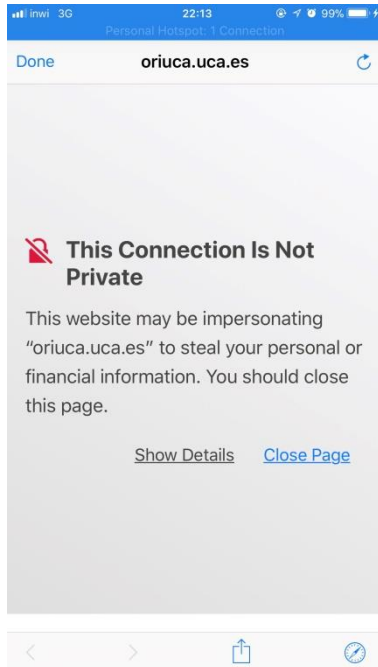
The link is different for each student, so if you have any problem when you have sent your registration form, please, write to erasmus.ka107.incoming@uca.es. You cannot use the link of your friend: it will have his personal information.

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.

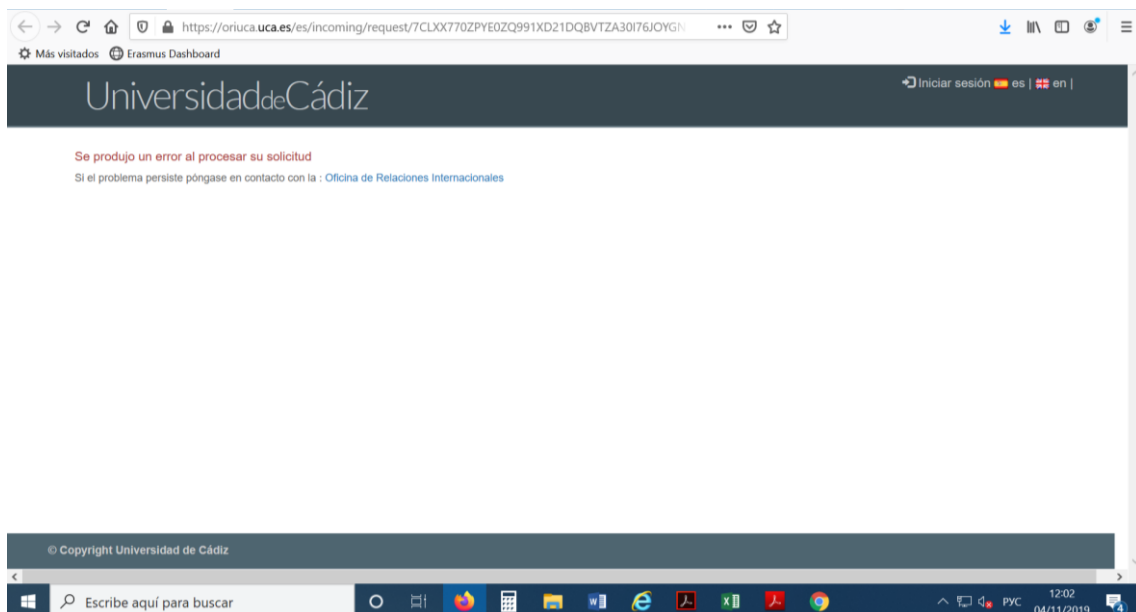
We kindly ask the Coordinators of our Partner Universities to contact the nominated students from their University and to control if they have received the link.

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 with the URL <https://oriuca.uca.es/es/incoming/re>. The form is titled "Datos personales" and contains the following fields:

- Documento de identidad: Text input field.
- Nombre: Text input field.
- Nacionalidad: Dropdown menu.
- País de nacimiento: Dropdown menu.
- Lengua materna: Dropdown menu.
- 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, añada código del país '+999999999'".
- Correo electrónico: Text input field.

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

Documento de identidad – Number of the **Passport (NOT ID Card)** 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

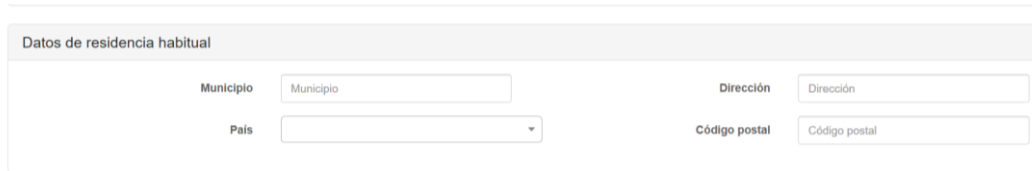
Teléfono – Phone number. It should contain “+” and “9 digits”

Lengua materna – Mother tongue

Correo electrónico – email

- Datos de residencia Habitual / Home address

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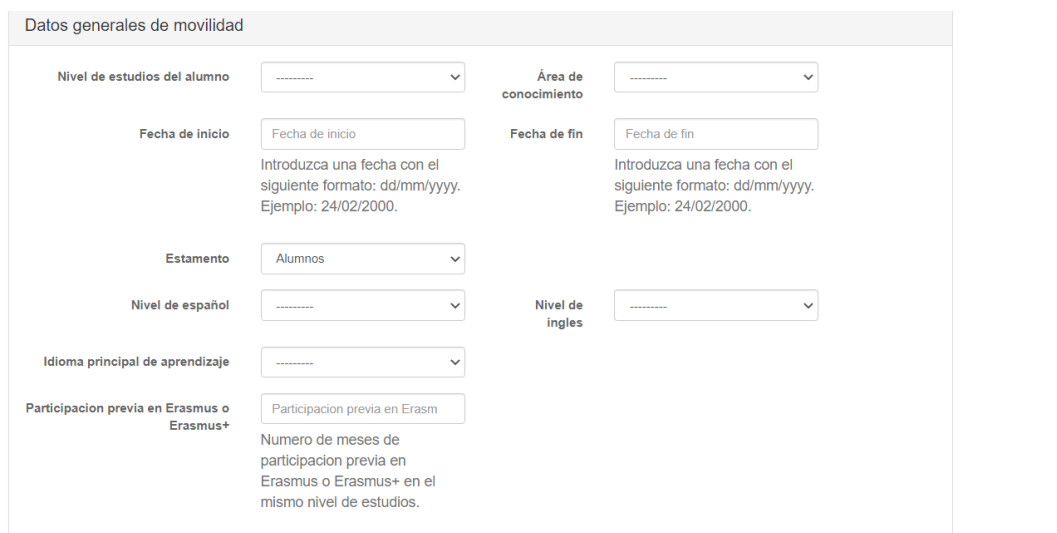
Municipio – Home City

Dirección – Home address

País – Country

Código postal – Post/Zip code

- **Datos generales de Movilidad/ General 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).

Área 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 8th of February 2021.

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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 2021. Degree and Master students can stay at UCA till the 28th Of June; PhD students till the 31st of July.

Nivel de español: choose the level of Spanish.

Nivel de inglés: choose the level of English.

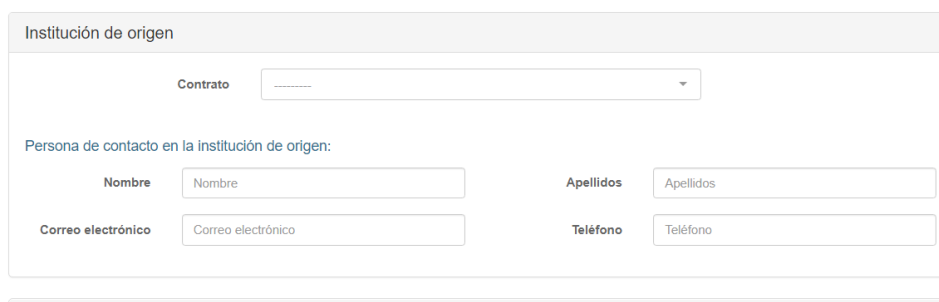
If the student knows only one of the languages, please, choose A1 in the language the student does not know.

Idioma principal del aprendizaje – Language of instruction: the language the student is going to use at during his/her period of studies at UCA.

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.

Institución de Origen / Home University



The screenshot shows a web form titled "Institución de origen". It contains a dropdown menu for "Contrato". Below this, there is a section for "Persona de contacto en la institución de origen:" with four input fields: "Nombre", "Apellidos", "Correo electrónico", and "Teléfono".

Contrato – Home University: Choose the University you are from. If you can't find the name of your home University in the list, please, contact us (erasmus.ka107.incoming@uca.es).

Nombre–put the name of the contact person from the Home University

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Apellidos –put the surname of the contact person from the Home University

Correo electrónico: put the email of the contact person at your Home University

Teléfono – Phone number of the contact person of the home University. It should contain “+” and “9 digits”

Institución de Destino / Host Institution

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.

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](#)

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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.

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,

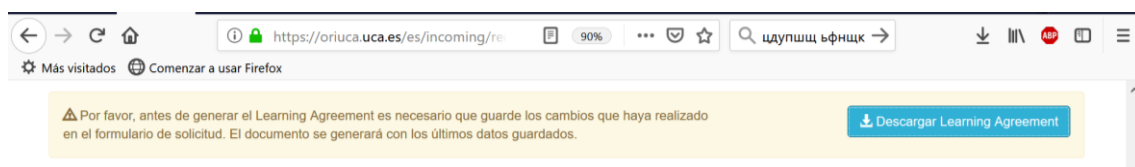
The Degree students should enrol at least 12 credits ECTS at UCA.

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:

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First table:

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	0111 - 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

	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	equivalent level (EQF-7)	Contact person name; email; phone
Sending Institution	UNIVERSIDAD LIBRE INTERNACIONAL DE MOLDAVIA			STR VLAICU PARCALAB 52 OFICIUL 443 ET 4	Moldova, Republic Of		Paco Rivas, paco.rivas@gmail.com, +32563263514
Receiving Institution	Universidad de Cádiz		E CAD0201	Edificio Hospital Real Plaza de Falla, 9, planta baja, 11003 Cádiz	Spain		HOWARD J., LAURA JANE (d0658734Z), 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 ⁴ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁵)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ⁶ to be awarded by the Receiving Institution upon successful completion
	4118005	ATENCION A LA DIVERSIDAD EN EDUCACION INFANTIL	15	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.

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Documentación requerida (suba los documentos sólo cuando vaya a enviar definitivamente la solicitud)	
Fichero Pasaporte	<input type="button" value="Seleccionar archivo"/> Ningún archi... seleccionado
Fichero Learning Agreement	<input type="button" value="Seleccionar archivo"/> Ningún archi... seleccionado
Fichero Acreditación de Nivel de Idiomas (un documento pdf con todos los idiomas)	<input type="button" value="Seleccionar archivo"/> Ningún archi... seleccionado

Please, attach all the needed documents:

Fichero pasaporte: Attach only the page of your **passport** 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 Acreditación de Nivel de Idiomas (un documento pdf con todos los idiomas): Attach the Spanish/English/ other language Certificate/s all together.

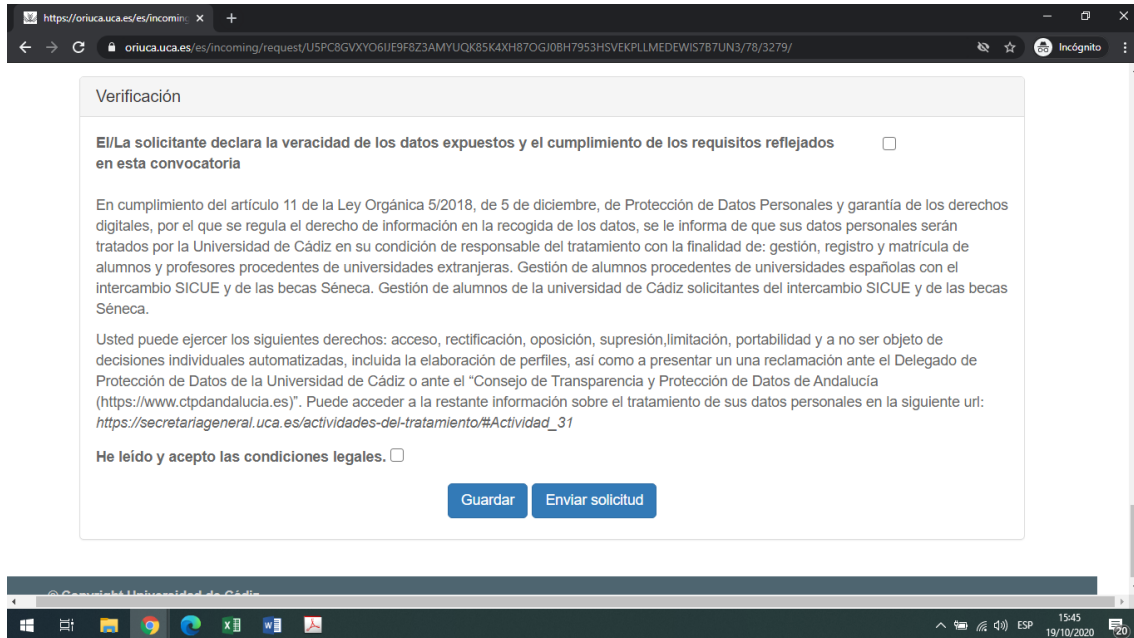
Datos adicionales / Additional information

Datos adicionales:	
Observaciones solicitante	Observaciones solicitante

If you have any comments about your mobility, please, write here. It's not mandatory.

Verificación/Verification

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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 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.ctpdandalucia.es>)". Puede acceder a la restante información sobre el tratamiento de sus datos personales en la siguiente url: https://secretariageneral.uca.es/actividades-del-tratamiento/#Actividad_31

He leído y acepto las condiciones legales.

You have to accept the rules of the Call (the first point) and the legal conditions (the second point).

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 within 10 days.

Attention*: PhD students

The PhD students should fill out and send by email to erasmus.ka107.incoming@uca.es

The document Annex 4: [Abstract of the PhD Research at the UCA](https://internacional.uca.es/20-21-erasmus-studies-incoming-ka107/) available on <https://internacional.uca.es/20-21-erasmus-studies-incoming-ka107/>

Attention*: Special Needs:**

The students with special needs should fill out and send by email to erasmus.ka107.incoming@uca.es The certificate about the special needs (see the text of the Call).