

### Instructions for filling in the Learning Agreement during the Mobility

1. It is necessary to fill only one page and what is highlighted in yellow.

2. In the upper part of the document it is necessary to indicate the name and surname of the student.
3. In the First Table you should indicate the information about your Name, surname, etc. the same information you have indicated in the first LA you have submitted and approved. If your academic coordinator here has changed, please, indicate the new academic coordinator in this during the mobility form.
4. In Table A2 it is necessary to write down the changes in the subjects of the UCA.
  - a) For example, the student in table A1 (Before the Mobility, the document you filled in when submitting the application) indicated that at the UCA he/she was going to study the subject the "Historia de Grecia Antigua ". When you arrived to the UCA and talked to the academic coordinator, it turned out that this subject is taught in the first semester, for example. It means that during this second semester the student cannot take it. The academic coordinator proposes to the student instead of the "Historia de Grecia Antigua" to study the "Historia de Roma Antigua". In this case, table A2 would look like:

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>i</sup>	Number of ECTS credits (or equivalent)
	2352658	Historia de Grecia Antigua	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	6

3256325	Historia de Roma antigua	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	6
---------	--------------------------	--------------------------	-------------------------------------	---	---

**Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

b. If the student is not going to attend the subject, it is eliminated:

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>i</sup>	Number of ECTS credits (or equivalent)
	2352658	Historia de Grecia Antigua	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	6
			<input type="checkbox"/>	<input type="checkbox"/>		

c. If the student decides to attend a subject that was not indicated in the Before the Mobility part, this subject is added. For example, in the Before the Mobility it was not foreseen that the student attends "Estilística", but on arrival to UCA, this subject seems interesting for him/her and the coordinator approves adding it to the curriculum. In this case the table would look like:

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>i</sup>	Number of ECTS credits (or equivalent)
	32563254	Estilística	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	6
			<input type="checkbox"/>	<input type="checkbox"/>		

d. If the student wanted to attend the subject and this was indicated in table A1 of the Before the Mobility, for instance, the subject "Historia de la lengua" and he/she does not change it, this subject does not have to appear in table A2.

e. In this way, the student wanted to study the " Historia de Grecia Antigua ", but he will not be able to do it. Instead of this subject he will study the "Historia de Roma Antigua". Additionally, he decides to take "Estilística". If he/she also wanted to study the "Historia de la lengua" and will do it, the LA table is going to be like this:

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at theReceiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>i</sup>	Number of ECTS credits (or equivalent)
	2352658	Historia de Grecia Antigua	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	6
	3256325	Historia de Roma antigua	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	6
	3256325	Estilística		<input checked="" type="checkbox"/>	7	6

5. Table B2 must include all the modifications, if any, and the agreement to recognize them at the student's University of Origin.

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at theSending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

- a. If the "Historia de Grecia Antigua" of the UCA was going to be recognized at the university of origin by the "History of the Ancient World", and after changing the subject (eliminate "Historia de Grecia Antigua" and add "Historia de Roma Antigua" in the UCA), the University of Origin continues to recognize the "History of the Ancient World", there is nothing to put in table B2.

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at theReceiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>i</sup>	Number of ECTS credits (or equivalent)
	2352658	Historia de Grecia Antigua	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	6
	3256325	Historia de Roma antigua	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	6
	3256325	Estilística		<input checked="" type="checkbox"/>	7	6

  

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at theSending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

- b. If the University of Origin does not want to recognize the "Historia de Roma Antigua" for the "History of the Ancient World" this subject must be eliminated in the table B2

Exceptional changes to Table B (if applicable)					
(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
	3256325	History of old world	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6
			<input type="checkbox"/>	<input type="checkbox"/>	

- c. If the University of Origin does not want to recognize the "Historia de Roma Antigua" for the "History of the Ancient World", but wants to recognize it for the "Contemporary History", one subject must be eliminated and the other must be introduced in the table B2.

Exceptional changes to Table B (if applicable)					
(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
	3256325	History of old world	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6
	356253	Modern History	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5

- When tables A2 and B2 are filled in, you are to print the document, sign it with the academic coordinator of the UCA, put the stamp of the UCA, scan the document.
- Send the document signed and stamped by the UCA to the academic coordinator at the University of Origin. At the University of Origin they have to print the document, sign it, stamp the University of Origin, scan it and send it to the student.
- Points 6 and 7 are interchangeable: you can first sign and seal the UCA and then the University of Origin, or first the University of Origin and then the UCA.
- The document at the end should have 2 signatures (of the two coordinators of both universities) and 2 stamps (of both universities)
- Instead of signatures and seals the student can attach a printed email from the coordinators from both universities where the academic coordinators state their agreement to make these changes.
- The document has to be delivered at the Follow-up meetings in mid-April.

### Frequently asked questions:

1. *Can I include in the A2 table the Spanish courses of the CSLM?*

Answer: yes. The Spanish CSLM courses have a code, official name and credits. For more information contact CSLM.

2. *Can I include in the A2 table the English / French / German courses of the CSLM?*

Answer: No. Only Spanish courses can be included in table A2.

3. *Can I include in the table A2 the courses of the Russian-Spanish translation expert?*

Answer: NO

---

4. ***Can I include in the table A2 the University Additional courses (photography, cinema, etc.)?***

Answer: NO

5. ***I am a PhD student. Can I include the seminars organized by the UCA, congresses at the UCA or another university in table A2?***

Answer: Yes

6. ***I am a PhD student, who has to sign the LA During the Mobility?***

Only the academic coordinator.

7. ***If there are no credits in the subjects at my home university, what do I indicate?***

Contact your dean office and ask how many hours subject includes. All subjects have a duration that is expressed in credits (Bologna system) or teaching hours.

9. ***In my university the subjects do not have a code, what code do I put in Table B2?***

If at your university the subjects do not have any code, do not put any code in Table B2.

10. ***Who can sign the document at my home university?***

The person (dean, vice-chancellor, tutor of the doctoral student, etc.) of their home university can guarantee that the subjects indicated in table A2 will be recognized by the subjects indicated in the table B2 at their home university.