

Instructions to fill out the Online Learning Agreement (OLA)

Before you start filling out your OLA you should receive the following information:

A.-You should receive information from your home University on how to log in in OLA.

B.- Send the online application form to the Universidad de Cádiz and wait to get the acceptance letter with important information to fill out the OLA.

Once you have your acceptance letter, you can fill out your OLA following these steps:

<https://learning-agreement.eu/> or the instructions your home University gives you to fill out the OLA

1.-Student information:

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Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

Semester Mobility

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

Blended Mobility with Short-term Physical Mobility

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component**.

Short-term Doctoral Mobility

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

https://learning-agreement.eu/it-la/1/mobility_type-doctoral

Choose: "Semester Mobility"

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Academic year *
2022/2023

Student

First name(s) * Last name(s) *

Email *

Date of birth * Gender * Nationality *

dd / mm / aaaa - Select a value - Country to which the person belongs administratively and that issues the ID card and/or passport.

Field of Education * Field of Education Comment Study cycle *

Field of education: The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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.

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).

Next

Introduce Academic year: 2022-23

Introduce your First name(s), Last name(s), Email, Date of birth, gender, Nationality and field of study.

IMPORTANT: Study Cycle (GRADO, MASTER Y DOCTORADO) At the Universidad de Cádiz we do NOT offer short cycle, so please do not select the following: (short cycle EQF level 5)

2.-Sendig Institution Information.

Introduce the details of your Home University: Contry, Name of home University and Faculty. The address and Erasmus code will appear, otherwise, please ask your home University.

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1 Student Information 2 **Sending Institution Information** 3 Receiving Institution Information 4 Proposed Mobility Programme 5 Virtual Components 6 Commitment

Academic year *
2022/2023

Sending

Sending Institution

Country *
Country of the institution

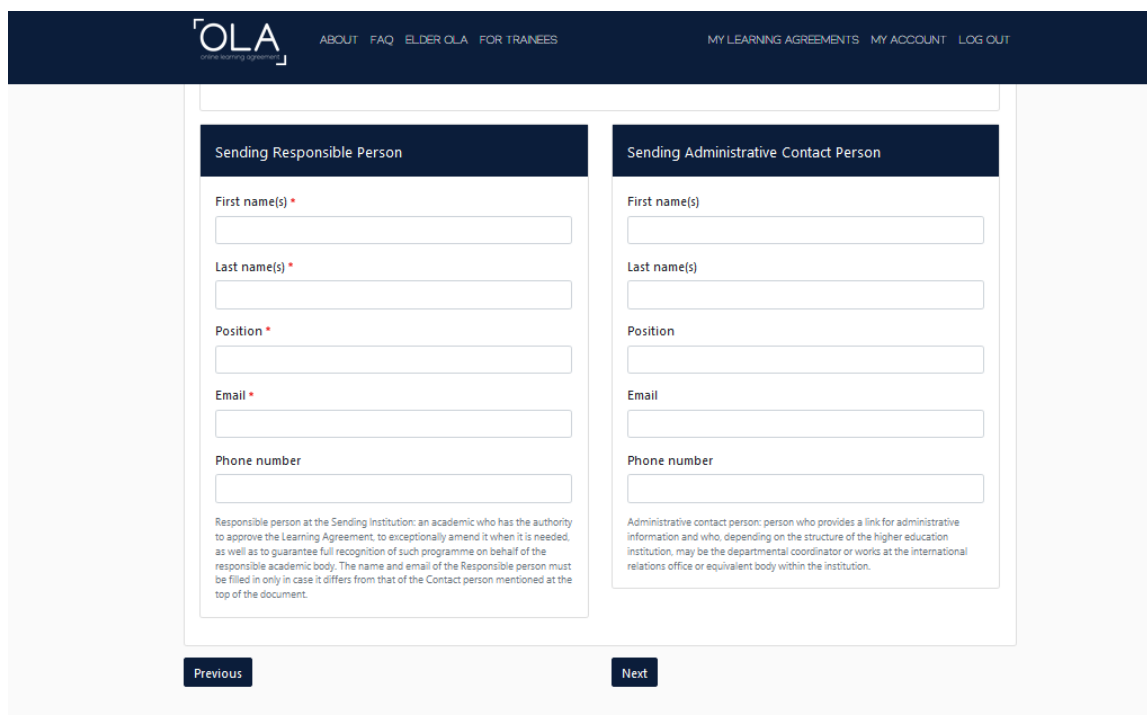
Name *
Name of the institution

Sending Responsible Person Sending Administrative Contact Person

Please fill out the following details:

Sending Responsible Person: Introduce the data of the person who is going to sign your learning agreement in your home University (please read the information below).

Sending Administrative Contact Person: Ask your home University.



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Online Learning Agreement

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Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

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3.-Receiving Institution Information:

Introduce:

Country: Spain

Name: Universidad de Cádiz

Faculty/Department: Centro de la Universidad de Cádiz donde vas a seguir los estudios **(this information is written on the acceptance letter)**

-Receiving responsible person:

Information of your **“Coordinador de Centro”** as written on your acceptance letter. Please DO NOT write down the details of your **“Coordinador Académico”** that is also written on your acceptance letter..

Position: Responsable movilidad internacional en el centro

-Receiving Administrative contact person:

Nombre: David

Apellidos: Sánchez

Posición: Técnico OI

Teléfono: +34956019119

Email: erasmus.incoming@uca.es

 **OLA**
online learning agreement

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MY LEARNING AGREEMENTS | MY ACCOUNT | LOG OUT

Cádiz

E CADIZ01

Receiving Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Receiving Administrative Contact Person

First name(s)

Last name(s)

Position

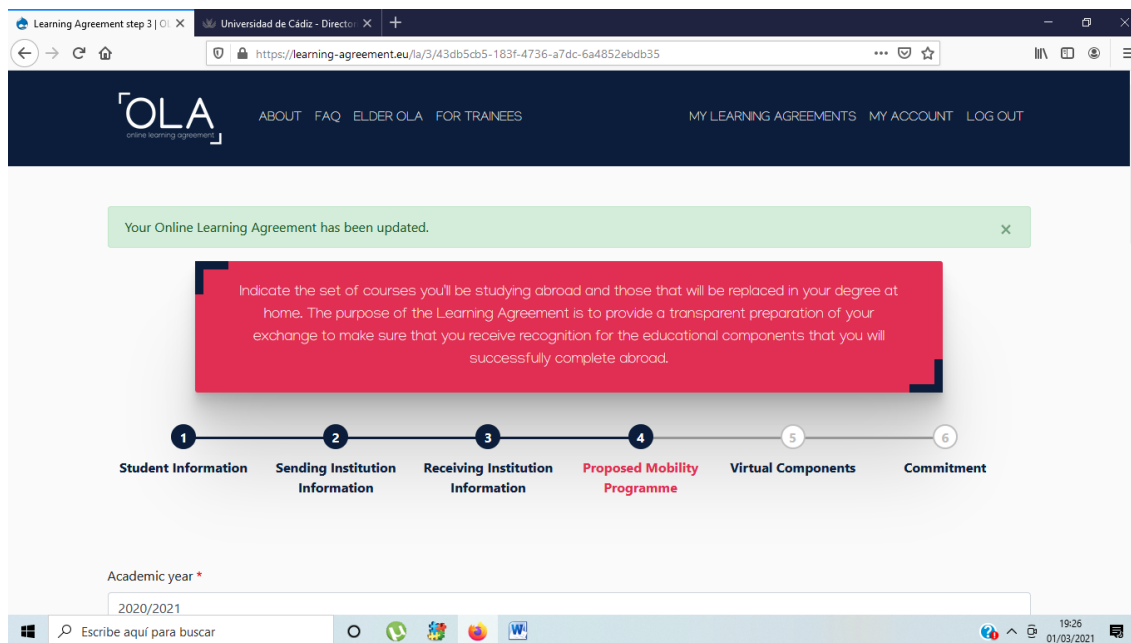
Email

Phone number

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4.-Proposed mobility programme



Learning Agreement step 3 | 01 X | Universidad de Cádiz - Directo X

https://learning-agreement.eu/la/3/43db5cb5-183f-4736-a7dc-6a4852ebdb35

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online learning agreement

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Your Online Learning Agreement has been updated.

Indicate the set of courses you'll be studying abroad and those that will be replaced in your degree at home. The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad.

1 2 3 4 5 6

Student Information Sending Institution Information Receiving Institution Information **Proposed Mobility Programme** Virtual Components Commitment

Academic year *

2020/2021

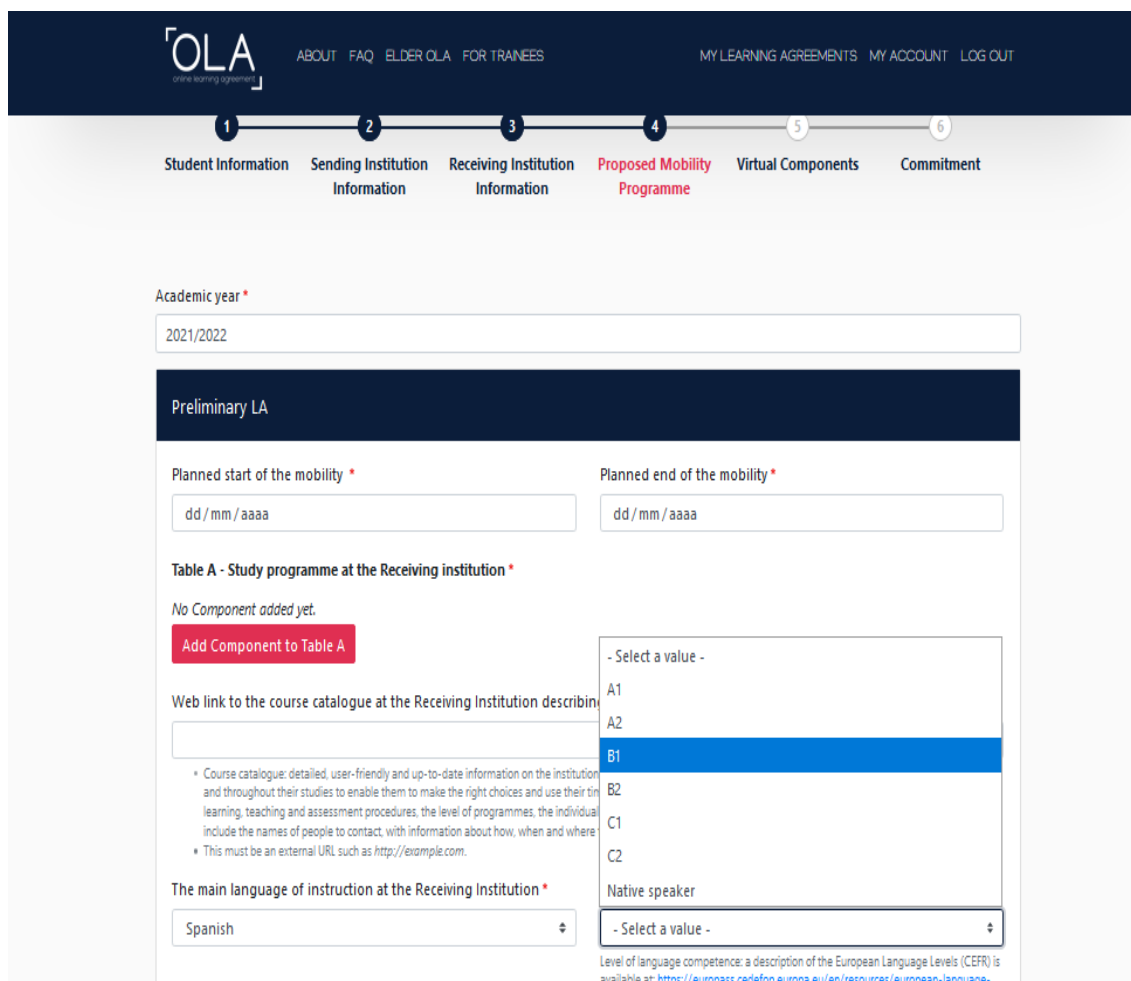
Introduce:

Planned start of the Mobility and planned end of the mobility. <https://internacional.uca.es/welcome-center/estudiantes/erasmus-ka103-incoming/>

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]: <https://asignaturas.uca.es/asig>

Language of Instruction: Spanish

The level of language competence: Al menos nivel B1



Before you click on “Add component to Table A” you have to search from subjects keeping in mind the information written on your acceptance letter:

Please click on <https://asignaturas.uca.es/asig> and introduce following this order the following informations:

Centro: Faculty or School you are going to study, for example: Fac CC. Económicas y Empresariales, Grado en Administración y Dirección de Empresas. And “curso académico” 2022-23. If the academic year 2022-23 is not available yet (it will be updated soon), you can search for the academic year 2021-22. Click on “filtrar”

Universidad de Cádiz

▼ > Cursos anteriores

Titulación: 1506 - GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS Centro: 15 - FAC. CC. ECONÓMICAS Y EMPRESARIALES Asignatura:

Departamento: Todos Área: Todas Curso: 2021-22

Filtrar Restablecer

Realice su selección y pulse en Filtrar

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Titulación: Introduce the degree you are going to follow the studies. You can find subjects from different degrees according to your needs and click on “filtrar”.

If you are interested in the subject “Introducción a las finanzas empresariales” click on the blue bottom and the blue arrow shows in the following screen shot to see important information on the subject.

Universidad de Cádiz

▼ > Cursos anteriores

Titulación: 1506 - GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS Centro: 15 - FAC. CC. ECONÓMICAS Y EMPRESARIALES Asignatura:

Departamento: Todos Área: Todas Curso: 2021-22

Filtrar Restablecer

Mostrar 10 registros

Excel PDF

Cód. Título	Título	Cód. Asig.	Asignatura	Cód. Dep.	Cód. Área	Programa Docente
1506	GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS	21506001	HISTORIA ECONÓMICA	C110	480	   
1506	GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS	21506002	DERECHO EMPRESARIAL I	C134	165	   
1506	GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS	21506003	ESTADÍSTICA	C146	165	   
1506	GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS	21506004	MATEMÁTICAS	C101	165	   
1506	GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS	21506005	INTRODUCCIÓN A LA ECONOMÍA DE LA EMPRESA	C139	650	   
1506	GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS	21506006	INTRODUCCIÓN A LAS FINANZAS EMPRESARIALES	C150	230	   
1506	GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS	21506007	FUNDAMENTOS DE CONTABILIDAD FINANCIERA	C150	230	   
1506	GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS	21506008	INTRODUCCIÓN AL MARKETING	C148	095	   
1506	GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS	21506009	ECONOMÍA	C110	225	   
1506	GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS	21506010	MICROECONOMÍA	C110	225	   

Mostrando registros del 1 al 10 de un total de 48 registros

Anterior 1 2 3 4 5 Siguiente

Click on “mostrar asignatura” and you will find important information you will need to fill out your Online Learning agreement.

Duración: PRIMER SEMESTER (Autumn Semester) SEGUNDO SEMESTRE (Spring Semester)
ANUAL (Autumn Semester + Spring Semester)

Idioma: Language

Movilidad internacional: It has to be written “SI” otherwise this subject is not available for our incoming Erasmus students.

Programa Docente de 21506006 - INTRODUCCIÓN A LAS FINANZAS EMPRESARIALES

Asignatura: 21506006 - INTRODUCCIÓN A LAS FINANZAS ... Titulación: 1506 - GRADO EN ADMINISTRACIÓN Y DIR ... Centro: 15 - FAC. CC. ECONÓMICAS Y EMPRESARIALES

Dep. área: C150 - ECONOMÍA FINANCIERA Y ... / 230 - ECONOMÍA FINANCIERA Y ... (S) Compartidas: 21506006 (P) - Mat (500) (nuevos: 437 - repetidores: 143)

Tipo estudio: OPA Oferta: 5 Vigencia: V Créd. teoría: 4 Créd. práctica: 2 Créd. ECTS: 6,00

Tipo Asignatura: FORMACIÓN BÁSICA Módulo: MÓDULO I FORMACIÓN BÁSICA EN CENCI ... Materia: MATERIA 15 EMPRESA

Curso: 1 Matric. 2021-22: 500 Matric. 2022-23: 0 Duración: PRIMER SEMESTRE

Idioma: CASTELLANO

Ocultar asignatura

REG Y RECON PROFESIONADO ENOMAS MOVILIDAD COMPETENCIAS RES DE ... ACT FORMATIVAS SIST DE EVALUACIÓN RESC DE CONTENIDOS BIBLIOGRAFÍA COMENTARIOS

Movilidad Nacional (SICUE)

☒ SI ☐ No ☒ Presencial ☐ Combinada ☐ Virtual

Movilidad Internacional

☒ SI ☐ No ☒ Presencial ☐ Combinada ☐ Virtual

Estudiante Visitante Nacional

☒ SI ☐ No Número de plazas ☒ Presencial ☐ Combinada ☐ Virtual

Salir

regar notas

Notas Comentarios

If you have further questions regarding academic matters, you can contact your “coordinador académico” whose e-mail address is available on your acceptance letter.

Once you have fill out your Table A, you have to introduce the subject to be recognized in your home University “Table B”



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Table B - Recognition at the Sending institution *

Deleted Component: *Component t...*

Confirm removal ▾

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

This must be an external URL such as <http://example.com>.

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The University of Cádiz does not offer subjects for table C, so please ignore this table and click on “next”



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Academic year *

Table C

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous

Next






Co-funded by the Erasmus+ Programme of the European Union

Privacy Policy and Terms and Conditions
We encourage you to review the documentation and let us know if you have any questions.

Once everything is done, you can sign the online learning agreement with your mouse and send it. Please keep an eye on your learning agreement every now and then to see if you receive notifications from your coordinators. Once this has been signed by the three parties. You are accepted by the Universidad de Cádiz and you will receive useful information for our incoming students before your arrival.