

## **Instructions at the end of Erasmus+KA171 Stay at UCA**

**2023-2024**

### **1. Grades (Marks):**

The Transcript of Records of UCA (Grades) will be sent to the student and to the academic coordinator of the Home University at the end of February 2024 for the students from the 1<sup>st</sup> Semester and at the end of July 2024 for the students of the second semester and the full academic year:

- Degree and Master students will receive the Transcript of Records from the Secretary of the UCA's Faculty he/she has been studying at
- PhD students have to enter their profile at the PhD platform of UCA and download the Certificates of PhD courses they have attended, and the Report of UCA's academic coordinator.
- PhD students that have attended Degree or Master courses will receive the Transcript of Records too.

If the student has any problem with the Transcript of Records (he/she has not received it on time, the original is required, etc.), the student should write directly to the Secretary of Campus of UCA's Faculty he/she has been studying:

- Algeciras: [secretaria.campusalgeciras@uca.es](mailto:secretaria.campusalgeciras@uca.es)
- Jerez: [secretaria.campusjerez@uca.es](mailto:secretaria.campusjerez@uca.es)
- Cádiz: [secretaria.campuscadiz@uca.es](mailto:secretaria.campuscadiz@uca.es)
- Puerto Real: [secretaria.campuspuertoreal@uca.es](mailto:secretaria.campuspuertoreal@uca.es)
- PhD: [secretaria.educa@uca.es](mailto:secretaria.educa@uca.es)

## 2. Recognition

The last document to be filled in is the Recognition of the credits done at the UCA.

### **Deadline:**

**Students from the 1st semester: 15/03/2024**

**Students from the 2nd semester and full 2023-24 academic year: 15/09/2024**

### ***Degree and Master students:***

1. Download the document “TOR (Transcript of records)” from you ORIUCA’s profile.
2. If your University recognises all the ECTS credits passed at UCA, just ask your International Office (Dean Office/Secretary Office from your home University) to sign, seal the document.
3. If your university doesn’t recognise all the credits passed at UCA, fill out the document Learning Agreement After the Mobility and indicate the recognized courses and credits in the Table E.
4. Ask your International Office (Dean Office/Secretary Office from your home University) to sign, seal the document Learning Agreement After the Mobility.
5. Upload the document as “Reconocimiento” (signed and sealed TOR document or LA After the Mobility document) on your ORIUCA’s profile.

### ***PhD students***

1. PhD students have to fill out the document Learning Agreement After the Mobility and indicate the number of recognized hours in the Table E.
2. Ask your International Office (Dean Office/Secretary Office from your home University) to sign, seal the document Learning Agreement After the Mobility.
3. Upload the document as “Reconocimiento” on your ORIUCA’s profile

**Learning agreement After the Mobility****Table based on the Transcript of Records**

**After the mobility**

Table D Transcript of Records at the Receiving Institution Start and end dates of the study period: from [day/month/year] 22/09/2023 to [day/month/year] 02/02/2024				
Component code (if any)	Component title (as indicated in the course catalogue) or description of the study programme at the Receiving Institution	Was the component successfully completed by the student?	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
[redacted]	[redacted]	Yes <input type="checkbox"/> No <input type="checkbox"/>	[redacted]	[redacted]
[redacted]	[redacted]	Yes <input type="checkbox"/> No <input type="checkbox"/>	[redacted]	[redacted]
[redacted]	[redacted]	Yes <input type="checkbox"/> No <input type="checkbox"/>	[redacted]	[redacted]
			Total: [redacted]	

1. Indicate in the Table D all the courses the student has attended at UCA. It is possible indicate the Spanish course at CSLM:

- \* Degree and Master Courses: indicate
  - \* The code of the course,
  - \* The name of the course,
  - \* If the course was successfully completed by the student,
  - \* The ECTS credits of the course,
  - \* The grade of the course
- \* PhD courses: indicate
  - \* The name of the course,
  - \* If the course was successfully completed by the student,
  - \* Academic hours of the course,
  - \* The grade of the course or the information: pass/failed
- \* PhD students: Research period: indicate
  - \* “Estancias de investigación” –the name of the course

- \* Amount of hours dedicated to the research period at UCA (total). This information should be indicated in the Report of UCA's PhD academic coordinator.

## Recognition Table

Table E Transcript of Records and Recognition at the Sending Institution ( physical and virtual components, if applicable)			
Component code (if any)	Component title (as indicated in the course catalogue) or description of the study programme at the Sending Institution	Number of ECTS credits (or equivalent) recognised	Grades received at the Receiving Institution
		Total:	

Signature and stamp at the Home University

### 2. Indicate in the table E the courses recognised at the Home University:

- \* Degree and Master students: indicate
  - \* Names of the recognised courses at Home University,
  - \* Recognised ECTS credits at the Home University
  - \* Grades recognised at the home University.
- \* PhD students:
  - \* If the Home University can recognise any course done at UCA, the student has to indicate the name of the course of the Home University recognised, ECTC credits/academic hours of this course and the grade (if exists).
  - \* If the plan of studies at the Home University does not have any course, only Research, in the Table E the student has to indicate "Research on ... *topic*" and amount of recognised academic hours.

### 3. Sign and stamp the document **only** at the Home University.

### 4. Scan the document and upload it as document **"Reconocimiento" on your ORIUCA's profile until the 15/03/2024** for the students of the first semester and

15/09/2024 for the students of the second semester and the full 2023-24 academic year.