NO OLA PROCEDURE

University of Cádiz | NO Online Learning Agreement | **How to make your study contract?**

HOME UNIVERSITY

Hello, **ERASMUS KA131+**,

As a first step, you should know that as your **STUDY CONTRACT** is NOT connected to **Erasmus Without Paper (EWP)**, you are a **NOT OLA STUDENT**.

LETTER OF ACCEPTANCE AND COURSE OFFER

Instructions.

UNIVERSITY OF CADIZ

Dear student:

Please *read* the entire document *carefully*.

I.   **Learning Agreement:** It is **MANDATORY** that all students make their **STUDY CONTRACT** from the UMOVE platform. If your university is NOT connected to Erasmus Paperless (EWP), please **send an email** to olga.letran@uca.es with the subject **"NO OLA"** to give you ACCESS to edit your Learning Agreement in UMove.

II.   **DEADLINES: General students (15th July or 14th June for students in Medicine)**.

III.   Once you have completed your study contract and it has been **signed by your** HOME **coordinator**, we will receive it in the UMove platform, and it can be signed by your Coordinator at the University of Cadiz (DESTINATION).

IV.   Once you have signed your contract you are **officially accepted at the University of Cadiz**.

V.   On your **arrival to Cadiz** and before purchasing your flight, consider both the **official dates** of the beginning of the semester and the dates of the Spanish course (optional).

VI.   Prices and information about the **PREPARATORY SPANISH COURSE** in the following link: CSLM Link.

To follow,

Below are the steps to be taken at the **UNIVERSITY OF CADIZ** to download your **ACCEPTANCE LETTER** and to know the **ASSIGNMENT OFFER** of your *Study Plan*.

Please read the instructions carefully.

INSTRUCTIONS ON LETTER OF ACCEPTANCE AND OFFERING COURSES

DEAR STUDENT:

Please read thoroughly the entirety of this document.

Once you have completed the pre-registration and registration process and uploaded the necessary documentation, you can download the Letter of Acceptance signed by the Vice Rector for Internationalization from the **UMove** platform by logging in with your username and password (u...):

1. Click on **"Mi Plaza"**.
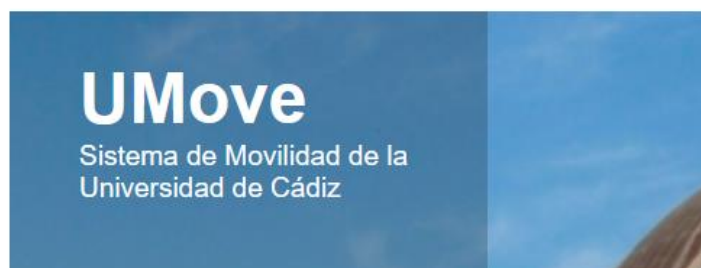
2. Then, go to **"Documentación"**.

3. To download the **"Letter of Acceptance"**, click on the button inside the **"Document"** box. There you will be able to see the Spanish and English version (Image at the bottom).

signed to your Study ts.

a. The **offer and the required language level** can be seen in the following link: [Course offerings](#). The published academic offer is for the academic year 2024-25. In July this information will be updated. If needed, you could change your learning agreement after your arrival.

5. ==ATTENTION:== By default, you will only be able to take subjects of the degrees offered in the Faculty/School where you are going to study. If you want to take a course in another Faculty/School, you have to send an e-mail to olga.letran@uca.es with the subject "modules in other centres of the University" and let her know the centre you would like to follow the additional modules.

==VERY IMPORTANT,==

I. If you are interested in taking one of the Spanish Courses offered by our Centro Superior de Lenguas Modernas, please contact lenguas.modernas@uca.es and visit the [website](#) to learn more about the courses, prices, etc. ...

II. In both they will inform you about the prices, codes, how to enrol, etc. They also organize **intensive courses** (before the semester) and **regular** courses (during the semester).

III. You will be able to register the Spanish course(s) in your **CONTRACT OF STUDY**, but to do so you should enter the following codes and ==NOT== the codes provided by the Language Centre.

IV. Remember that for any **academic questions and information about course schedules** you should contact your **UCA Coordinator** (except for the Spanish courses).

SPANISH COURSE CODE TABLE		
9999901	Español como Lengua Extranjera. Nivel **A1**	7
9999902	Español como Lengua Extranjera. Nivel **A2**	7
9999903	Español como Lengua Extranjera. Nivel **A2.1**	3,5
9999904	Español como Lengua Extranjera. Nivel **A2.2**	3,5
9999905	Español como Lengua Extranjera. Nivel **B1**	7
9999906	Español como Lengua Extranjera. Nivel **B1.1**	3,5
9999907	Español como Lengua Extranjera. Nivel **B1.2**	3,5
9999908	Español como Lengua Extranjera. Nivel **B2**	7
9999909	Español como Lengua Extranjera. Nivel **B2.1**	3,5
9999910	Español como Lengua Extranjera. Nivel **B2.2**	3,5
9999911	Español como Lengua Extranjera. Nivel **C1**	7

9999912	Curso online de Español como Lengua Extranjera, nivel **B1**	7
9999913	Curso online de Español como Lengua Extranjera, nivel **B2**	7
9999914	Curso online de inmersión en el Español como Lengua Extranjera, nivel **B1**	1
9999915	Español como Lengua Extranjera. Nivel **C1.1**	3,5
9999916	Español como Lengua Extranjera. Nivel **C1.2**	3,5

PROCEDURE ON HOW TO MAKE YOUR STUDY CONTRACT IN UMOVE

1. Log in to the **UMove** platform and click on the green **"Access"** button under **"Study Contract"**.

2. The process begins with the SELECTION OF ASSIGNMENTS that you will do at the University of Cadiz (UCA). You will see the following screen and you will have to click on the blue button **"Edit"**.

REMEMBER: the offer of subjects is in the following link (Offer of subjects). Write down the codes of the courses you would like to take and type them in the search box (**IMPORTANT SEE STEP 3**).

If you want to take a course in another Faculty/School, you have to send an e-mail to olga.letran@uca.es with the subject "modules in other centres of the University" and let her know the centre you would like to follow the additional modules.

3. Where **"Asignatura"** appears, enter the subject code (example: 20523059) and press "Enter" on your keyboard. It is normal if it takes a few seconds to load, please wait a few seconds.
4. When it finds the subject, click the box under "Select" until you see the check mark displayed (☑).

IMPORTANT FOR ADDING OTHER SUBJECTS: DO NOT click on "Next", just **delete the code and write another one**.

You can see **further information about the course** by clicking on "more information".

(Image continued at the bottom

Repeat the same step with the rest of the subjects of the University of Cadiz (e.g. 20523008, 20523058, 20523065, 20524022 and 20520014).

- Remember to select only the subjects of your **STUDY PERIOD**, that is, if you are in the first term, you will only be able to select subjects of the first term (from September to February).
- Also, you will be able to see the **number of credits summed** as you enter the subjects.

5. Once you have <u>selected all the subjects you want to follow</u> at the University of Cadiz, click on **"Next"**.

You will see a dialog box where you will have to enter the subjects that will be recognized at your HOME UNIVERSITY. You can add, edit, delete, or remove subjects. When the information is correct, click on **"Save"**.

ATTENTION: The subjects of your university must be added one by one. DO NOT click on "Save" until you have added them all.

IMPORTANT: sometimes it is not possible to display the bottom part of the window, there are two ways to solve this problem:

i) **Drag** the upper part of the window **upwards** to be able to view it fully; or
ii) **"Ctrl -"** to make the screen smaller **(Zoom Out)** and be able to see the buttons.

6. When saving, you will see the following:

ATTENTION, **VERIFY THE INFORMATION.**

If there is any error, you can EDIT it by clicking on **"Edit"**.

Once it is correct, click on the green **"Finalize and Send Proposal to Coordinator"** button.

7. When you submit the proposal, you will see the following screen. Here you can **communicate with your coordinator at the UCA**, so write, for example: **"Hello, good morning. I am sending you my study contract proposal. Thank you very much."**

Then, click on **"Accept"** and a message will appear at the bottom indicating that *you have accepted your Learning Agreement.*

WAS YOUR STUDY CONTRACT ACCEPTED OR REJECTED BY YOUR COORDINATOR?

MESSAGE FROM THE COORDINATOR.

In the UMove platform, at the top of the screen on the "Message Envelope" icon you will see:
"¡Tienes 1 avisos sin leer!", which may say:

ACCEPTANCE of the LEARNING AGREEMENT.

  A) My Coordinator **accepts my study contract**:

   a) In **"Contrato de Estudios"** you will see *"Courses accepted by the Coordinator…"*

  Please SKIP the procedure up to point 8: "APPROVED". (click here)

REJECTAL of the LEARNING AGREEMENT.

Important: Do not worry, you just need to **follow the next steps** to **make another proposal**.

  B) My Coordinator asks for changes:
  1. Go back to your **"Contract of Studies"**, there is an orange button **"Communications with the UCA Coordinator"**, where he/she can tell you in detail the modifications that you should make to your proposal.

2. In green you will see the suggestions. **Write them down.**

Historial de las Comunicaciones realizadas con el Coordinador de la UCA

Coordinador	07/07/2023 10:24:30	Hola María: Debes sustituir la asignatura 20523065 Retórica actual por 20524019 Aplicaciones de la lingüística Dear María, please change 20523065 Retórica actual for 20524019 Aplicaciones de la lingüística
Alumno	06/07/2023 13:29:12	I send you my proposal of learning agreement
Coordinador Universidad destino	19/06/2023 08:41:35	Desbloqueo del OLA: se pasa el contrato al alumno

Cerrar

3. To make **CHANGES** to your Learning Agreement, you must click **"Edit"** again.

4. 5.Find the subject(s) to be deleted in the search box and click **"select"** (☑) to **uncheck it** (☐).

ATTENTION: it is normal if it takes a while for the screen to load, wait a moment to continue.

Marque las asignaturas que desea cursar:

Asignatura	Idioma de la docencia	Temporalidad	Créditos	Seleccionar
20523065	----	----		
(Pulse enter al finalizar de escribir)				
20523065 - RETÓRICA ACTUAL ▾ Más información	Español	1er Cuatrimestre		☐
		Suma de Créditos de Asignaturas seleccionadas		36

5. If you need to make **CHANGES** in your **HOME COURSES** (not applicable in all cases; check with your Home Coordinator if necessary), you may do so here. If it is NOT necessary, click on **"Save"**.

IMPORTANT: sometimes it is not possible to display the lower part of the window, there are two ways to solve this problem:

    iii)   **Drag** the upper part of the window **upwards** to be able to view it fully; or

    iv)   **"Ctrl -"** to make the screen smaller **(Zoom Out)** and be able to see the buttons.

6. Send a **message to the Coordinator** saying that you have made the necessary changes (e.g.: "Hello, good morning, Coordinator... I am sending you my new study contract proposal. Thank you very much").

7. Once again, **CHECK** that the information is correct, this time, according to the **message from your UCA Coordinator**. If it is correct, click on "Finish and send proposal to the Coordinator".

Again, you will see "You have accepted the new changes", and you must wait for your Coordinator's **approval**.

8. Once **APPROVED** you will receive a message in the UMove platform acknowledging it.

9. Access your **"Study Contract"** and you will be able to view the **"Contract (PDF)"** document. Download it to get the version of your new study contract.

10. **Sign it**, have it **co-signed by your Home Coordinator** and once your Contract has both signatures, upload it to UMove so that your **UCA Coordinator** can sign it digitally. The process is as follows:

I)   Click on **"Access"** in the **"Documentation"** box.

II) You will see the following screen. There, under **"Documentos para incorporar"** add your **signed Contract** under "Contrato de estudios inicial incorporado" by clicking on the corresponding button in the **"Acciones"** column.

11. The document will be added to your documentation and will be available for download *(in "Documentos para Descargar")* once your UCA **Coordinator** has **SIGNED it**.

Once it is signed you are now *accepted at the UCA*. During December, you will receive a message with **relevant information regarding your mobility** (University Smart Card (TUI, how to create your UCA email, information sessions, how to get to Cadiz, etc.)