

# OLA

## ONLINE LEARNING AGREEMENT

HOW TO MAKE YOUR STUDY CONTRACT?

### CONTACT YOUR HOME UNIVERSITY

Hello, **ERASMUS KA131+**, as a first step, you should know that as your **STUDY CONTRACT** is connected to **Erasmus Without Paper (EWP)**, you are an **OLA STUDENT**.

### INSTRUCTIONS FOR ACCEPTANCE LETTER AND OFFER OF SUBJECTS

#### HOME UNIVERSITY

#### DEAR STUDENT:

Please read *attentively* the totality of this document.

- I. **OLA STUDENTS MUST NOT** complete their **STUDY CONTRACT** before **1ST JUNE**.
- II. Follow the instructions of your **HOME UNIVERSITY** to complete your **study contract** on the *platform indicated* to you.
- III. Once your study contract is completed and **signed by your ORIGIN coordinator**, we will receive it in the Umove platform and it can be signed by your coordinator at the University of Cadiz (**DESTINATION**). Please note that the coordinator may request *modifications*.
- IV. Once your contract is signed you are **officially accepted at the University of Cadiz**. At the **END OF JULY** you will receive a message regarding the **information sessions** that we will hold during the month of September and helpful information on how to get to the University of Cadiz.
- V. On your **arrival to Cadiz** and before purchasing your flight, take into account both the **official dates** of the beginning of the



UCA  
Universidad  
de Cádiz



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la Unión Europea

semester and the dates of the Spanish course (optional).

- VI. Prices and information about the **PREPARATORY SPANISH COURSE** in the following link: [CSLM Link](#).

### AS FOLLOWS,

Below are the steps to perform at the **UNIVERSITY OF CADIZ** in order to download your ACCEPTANCE LETTER and to know the **COURSE OFFERING** of your *Study Plan*.

Please read the instructions carefully.



# ONLINE LEARNING AGREEMENT

## INSTRUCTIONS FOR ACCEPTANCE LETTER AND OFFER OF SUBJECTS

### UNIVERSITY OF CADIZ

#### DEAR STUDENT:

Please read *thoroughly* the totality 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 of Internationalization from the **Umove** platform by logging in with your username and password (u...):

1. Click on “**Mi Plaza**”.








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2. Then, click on “**Documentación**”.

Datos de mi estancia	Contrato de Estudios	Documentación	Financiación
<a href="#">Acceso</a>	<a href="#">Acceso</a>	<a href="#">Acceso</a>	Información no disponible para el estudiante

3. To download the “**Letter of Acceptance**”, click on the icon inside the “**Document**” box. There you will be able to see the Spanish and English version.

[Documentos para Descargar](#) [Documentos para Incorporar](#)

Tipo de documento	Estado	Documento	Acciones
Carta de aceptación (*)	Disponible		
Oferta de asignaturas (*)	Disponible		
Certificado de Llegada (*)	No Disponible		
Certificado de Estancia (*)	No Disponible		
Certificado de calificaciones (*)	No Disponible		
Certificado de calificaciones convocatoria extraordinaria	No Disponible		

(\*) Documento obligatorio

[Volver](#)

4. **NOTE:** in the above screenshot you can also see the “**Course offer**” assigned to your study plan (pdf) but it is not necessarily open to international mobility students.

- a. The **offer and the required language level** can be seen in the following link: [Course offerings](#). The current offer is for the **2023-24 academic year** and may differ from the 2024-25 offer that will be published during the **month of July**. If necessary, you will be able to make changes after your arrival.

5. **ATTENTION "SUBJECTS"**: 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 will have to send an e-mail to [olga.letran@uca.es](mailto:olga.letran@uca.es) with the subject "**Modules in other centres of the University**" and let her know the centre where 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](mailto:lenguas.modernas@uca.es) and visit the [web](#) page to learn more about the courses, prices, etc...
- II. Both will inform you about the prices, enrolment codes, how to register, 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 will need to enter the following codes (*bottom table*) and **NOT** the codes provided by the language center:
- IV. Remember that for any **academic questions** and information regarding **course schedules** you should contact your **UCA Coordinator** (with the exception of Spanish courses).

## SPANISH COURSE CODE TABLE

9999901	Español como Lengua Extranjera. Nivel <b>A1</b>	7
9999902	Español como Lengua Extranjera. Nivel <b>A2</b>	7
9999903	Español como Lengua Extranjera. Nivel <b>A2.1</b>	3,5
9999904	Español como Lengua Extranjera. Nivel <b>A2.2</b>	3,5
9999905	Español como Lengua Extranjera. Nivel <b>B1</b>	7
9999906	Español como Lengua Extranjera. Nivel <b>B1.1</b>	3,5
9999907	Español como Lengua Extranjera. Nivel <b>B1.2</b>	3,5
9999908	Español como Lengua Extranjera. Nivel <b>B2</b>	7
9999909	Español como Lengua Extranjera. Nivel <b>B2.1</b>	3,5
9999910	Español como Lengua Extranjera. Nivel <b>B2.2</b>	3,5
9999911	Español como Lengua Extranjera. Nivel <b>C1</b>	7
9999912	Curso online de Español como Lengua Extranjera, nivel <b>B1</b>	7
9999913	Curso online de Español como Lengua Extranjera, nivel <b>B2</b>	7
9999914	Curso online de inmersión en el Español como Lengua Extranjera, nivel <b>B1</b>	1
9999915	Español como Lengua Extranjera. Nivel <b>C1.1</b>	3,5
9999916	Español como Lengua Extranjera. Nivel <b>C1.2</b>	3,5