

HOW TO MAKE YOUR STUDY CONTRACT?

CONTACT YOUR HOME UNIVERSITY

Hello. **ERASMUS KA131+**, as a first step, you should know that **STUDY** as vour CONTRACT is connected to **Erasmus** Without Paper (EWP), an OLA YOU are 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 complete their STUDY CONTRACT before 15TH July of 14th June for student in Medicine.
- 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*. Deadline 15th July of 14th June for students in Medicine.
- IV. Once your contract is signed you are officially accepted at 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 semester and the dates of the Spanish course (optional).











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

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.









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".











2. Then, click on "Documentación".

Datos de mi estancia	Contrato de Estudios	Documentación	Financiación
Acceso	Acceso	Acceso	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	P		
Certificado de Llegada (*)	No Disponible			
Certificado de Estancia (*)	No Disponible			
Certificado de calificaciones (*)	No Disponible			
Certificado de calificaciones convocat extraordinaria	oria No Disponible			

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: <u>Course offerings</u>. 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 <u>send an e-mail</u> to <u>olga.letran@uca.es</u> 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 <u>lenguas.modernas@uca.es</u> and visit the <u>web</u> 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 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





