

# INSTRUCTIONS FOR THE ERASMUS+ KA131 SMP IN ONLINE APPLICATION FORM ACADEMIC COURSE 2024-2025

## I. HOW TO CHANGE THE LANGUAGE?



Solicitud de admisión: ERASMUS+ KA131 SMS IN curso 2024-2025 convocatoria 1

- i. At the upper part of the online application form you can find the available languages. Before filling it out click on “EN” to change from Spanish to English.

### 1. (ADMINISTRATIVE PHASE 1) RECEPTION OF THE ONLINE APPLICATION FORM.

#### Dear students:

We are glad you have selected the *Universidad de Cádiz* as your host institution for an Erasmus mobility for *Traineeships*. Please follow these instructions to apply. This is divided into seven phases.

- All the nominated students will receive a personal link per e-mail to do the online application form. If your **Learning Agreement for Traineeships** has been *signed by the three parties* and you have the **Acceptance form** from your *Home University* stating you have been awarded as an Erasmus student for traineeships by your home University, but have not yet received an email from [erasmus.traineeships@uca.es](mailto:erasmus.traineeships@uca.es) with the link, please check your inbox Spam. In case you do not find it, please send an email to de above-mentioned address with the request.
- The online form will remain open for **14 days from the moment the student received the e-mail.**

### 2. (TECHNICAL CARD) FILLING OUT THE APPLICATION FORM.

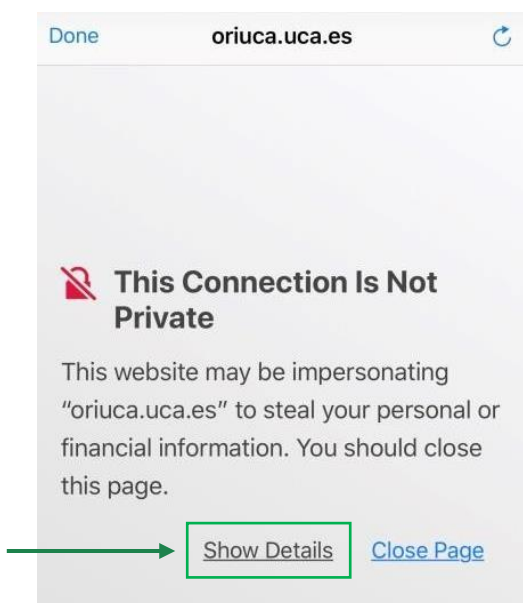
- If you have filled in the form but do not have all the documents to attach, please press “**Save**” before closing the window.

- This will allow the student to continue to fill the application form and uploading the mandatory documentation without data lost using the same link.
- IMPORTANT:** you WON'T BE ABLE to change any information in the form once the application form has been submitted. Please, make sure to read, write and carefully attach the required data.

### 3. (TECHNICAL CARD) ONLINE REGISTRATION PROCEDURE.

We do recommend *Google Chrome browser*.

Students have informed us about a “Connection” problem regarding the online registration. Do not worry, in here you can find the steps to solve it.



- This is a problem related to the **permissions granted to the web browser** that the students are using to fill in the form.
- If you receive this message, please, click on “Show details” and include this webpage as an exception so it can give you the permission to access to it.
- We guarantee this is an official webpage from the Universidad de Cádiz.

- Once you can see the site you can now read the specification sheet written below.

### 4. (SPECIFICATION SHEET) ONLINE REGISTRATION PROCEDURE.

Please, read attentively the marked points before filling the application form.

- The deadline to fulfil this application form is **July 20, 2024**. If you do not meet the deadline, please get in touch with the staff of the International Office of the Universidad de Cádiz through [erasmus.traineeships@uca.es](mailto:erasmus.traineeships@uca.es) email address.
- Before submitting the application form, please check that the filled in fields are correct.
- Once it has been submitted, you will not be able to access to this form again for modification.

- Please, attach the files **only when submitting your application form** (NOT if you save the application).

## A. FIRST PHASE. PERSONAL DETAILS:

Personal details

<p>ID document <input type="text" value="ID document"/></p> <p>Name <input type="text" value="Name"/></p> <p>Nationality <input type="text"/></p> <p>Country of Origin <input type="text"/></p> <p>Telephone number <input type="text" value="Telephone number"/> <small>Por favor, añada código del país '+999999999'</small></p> <p>Gender <input type="text" value="....."/></p>	<p>Tipo de documento de identidad <input type="text" value="Pasaporte"/></p> <p>Surname/s <input type="text" value="Surname/s"/></p> <p>Date of birth <input type="text" value="Date of birth"/> <small>Please, fill in the date with the following format: dd/mm/yyyy. For example: 24/02/2000</small></p> <p>Place of birth <input type="text" value="Place of birth"/></p> <p>Email Address <input type="text" value="Email Address"/></p> <p>Mother tongue <input type="text"/></p>
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Please, fill in each one of the gaps with the requested information. In the next fields, please verify that the information is correct:

- Identity document:** enter your passport number or identity card (the latter for EU citizens).
- Nationality:** the country with whose passport or identity card you are going to travel and stay in Cadiz.
- Telephone:** it must contain its country code. E.g. +32.
- Email address:** it must be the **same email address** where you received the link to the online application.

## B. DETAILS OF THE ACTUAL PLACE OF RESIDENCE:

Details of the actual place of residence

<p>City/Town <input type="text" value="City/Town"/></p> <p>Country <input type="text"/> <small>país de residencia fiscal</small></p>	<p>Address <input type="text" value="Address"/></p> <p>Postal Code <input type="text" value="Postal Code"/></p>
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Please, fill in each one of the gaps with the requested information. In the next fields, please verify that the information is correct:

- City/Town:** name of the city or town.
- Address:** it must be the complete home address, e.g.: *“Calle del Castillo número 23, 5ª planta, letra B”*.

## C. SECOND PHASE: MOBILITY INFORMATION

Mobility information			
Level of studies	<input type="text"/>	Study field	<input type="text"/>
Beginning of mobility	<input type="text"/> Please, fill in the date with the following format: dd/mm/yyyy. For example: 24/02/2000	End of mobility	<input type="text"/> Please, fill in the date with the following format: dd/mm/yyyy. For example: 24/02/2000
Kind of participant	<input type="text"/>	Level of English	<input type="text"/>
Level of Spanish	<input type="text"/>	Main working language	<input type="text"/>
Previous participation in Erasmus or Erasmus+	<input type="text"/> Number of months of previous participation in Erasmus or Erasmus+ at the same level of studies.		

Please, fill in each one of the gaps with the requested information. In the next fields, please verify that the information is correct:

**Level of studies:** please select the code of your current level of study.

Please, **DO NOT** choose “ICED 5 Short Cycle” nor “ICED 9 Not Elsewhere classified”.

- ✓ ISCED 6 First Cycle. [Degree](#).
- ✓ ISCED 7 Second Cycle. [Expert](#).
- ✓ ISCED 8 Third Cycle. [Doctorate](#).

**Study field from your Home University:** it is **composed by four digits**, e.g. “0111 – Educational Science”. IT IS NOT VALID “011 Education”.

**Beginning and end of mobility:** you can find further information on the [Academic Calendar](#). Please choose the actual course.

**Kind of participant:** “Alumnos.” (Alumni)

**Level of English:** even if the student does not have knowledge on English, it is necessary to choose the **level A1** to continue the application process.

**Main working language:** follow the instructions according to the type of mobility you are taking.

- ✓ **Erasmus+ Mobility:** even though the UCA’s offer considers subjects in English, *it is official language its Spanish*. Therefore, you should select “Spanish” (**ES**) as the main working language of the university.
- ✓ **Mobility for research stay:** as long as your UCA Coordinator approves, you will be candidate for selecting “English” (**EN**) as your working language. Otherwise, you will have to choose “ES.”

- Previous participation in the Erasmus+ programme:** please specify the number of months in which the student has participated on the Erasmus+ program **within the current Study cycle** you are taking.

Example:

- ✓ Student that has **NOT participated in any Erasmus+ mobility within his/her current Study cycle:** if you are currently a Master student and last year you have participated on the Erasmus+ program being a student degree, you must type “0” *because it will be your first participation as a Master student.*
- ✓ Student that **HAS participated in a mobility within his/her current Study cycle:** if you are a Doctorate student and last year you also participated on the program as a Doctorate student, you will have to type the number of months of your Erasmus+ mobility. Remember that you can only apply to the program a *maximum of 12 months* per Study Cycle.

#### D. THIRD PHASE: HOME UNIVERSITY

Home University

Agreement

Contact person at the Home University:

Name	<input type="text"/>	Surname/s	<input type="text"/>
Email	<input type="text"/>	Telephone number	<input type="text"/>

Please, fill in each one of the gaps with the requested information. In the next fields, please verify that the information is correct:

- Home university:** when typing the name of your home university, take in mind the next recommendations: E.g. if you are a student from the “Hochschule München,” please type “Munich” or “München” or “Munchen” and as it follows select your study field.
- Telephone:** it must begin with the country code of your Home University (+).

## E. FOURTH PHASE: **HOST UNIVERISTY (UCA)**

Host University	
Institutional Coordinator in Faculty/School/or Administrative Unit	<input type="text"/>
Coordinator's Email address	<input type="text"/>
Telephone number of the coordinator	<input type="text"/>

Please, fill in each one of the gaps with the requested information. In the next fields, please verify that the information is correct:

**Coordinator of the centre/Administrative Unit:** in the next link ([Factsheet UCA](#)) on section three “*International Mobility Coordinators*” you will be able to see the UCA’s Coordinators by Campus and Faculty.

1. Click on the **Campus** where your mobility will take place (Cádiz, Jerez, Puerto Real and Algeciras).
2. Search for the **Centre/Faculty** of your Study field and type the name, email address and telephone number of the responsible person in the designated blanks. Remember that the phone must contain the “+34” (Spain).
  - ✓ **Doctorate** students: “Natalia García Carbonell” is your UCA Coordinator. Her phone number and email address are shown on the link and section mentioned above.

## F. FIFTH PHASE: **REQUESTED DOCUMENTS**

Requested documents (Please upload the documents just before submitting the application form)	
Pasaporte/Passport	Only PDF documentos. Max. 5MB <input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado
Certificado de español	<input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado

Please, **PROVIDE THE REQUESTED DOCUMENTATION ONLY WHEN SUBMITTING THE APPLICATION FORM.**

- Passport:** please attach a copy of your passport or Identity Card (the latter if you are an EU citizen).
- Certificado de Español (Spanish Certificate):** only if necessary for your Traineeship. On the contrary, attach only the certificate of the requested language.
- Learning Agreement three parties signed** (student and Coordinator both from the Home University and the UCA).
- Acceptance form from your Home University.**

## G. SIXTH PHASE: ADDITIONAL INFORMATION

Additional information:	
Comments	Comments

Admissible only if you consider necessary to add information related to your mobility. **THIS IS NOT a field for doubts nor questions**, for that, please contact directly with [erasmus.traineeships@uca.es](mailto:erasmus.traineeships@uca.es) through e-mail.

## H. SEVENTH PHASE: CONFIRMATION

Confirmation
<p>The applicant declares the authenticity of the information provided and the fulfilment of the requirements in this call for applications. <input type="checkbox"/></p>
<p>En cumplimiento del artículo 11 de la Ley Orgánica 5/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales, por el que se regula el derecho de información en la recogida de los datos, se le informa de que sus datos personales serán tratados por la Universidad de Cádiz en su condición de responsable del tratamiento con la finalidad de: gestión, registro y matrícula de alumnos y profesores procedentes de universidades extranjeras. Gestión de alumnos procedentes de universidades españolas con el intercambio SICUE y de las becas Séneca. Gestión de alumnos de la universidad de Cádiz solicitantes del intercambio SICUE y de las becas Séneca.</p> <p>You will be able to exercise your right to access, amend, oppose, suppression, limitation and transferability and the right not to be subject of automatic individual decisions, including the elaboration of profiles and to submit a complaint to the Delegate of Data protection of the Universidad de Cádiz or to the "Transparency and data protection Council of Andalusia (<a href="https://www.ctpdandalucia.es">https://www.ctpdandalucia.es</a>)". You can have access to further information about the treatment of your personal data in the following url: <a href="https://secretariageneral.uca.es/actividades-del-tratamiento/#Actividad_31">https://secretariageneral.uca.es/actividades-del-tratamiento/#Actividad_31</a></p>
<p>I have read and accepted the legal conditions. <input type="checkbox"/></p>
<p><input type="button" value="Save"/> <input type="button" value="Submit application"/></p>

Read attentively the provided data. Then, click on both confirmation squares to declare both the authenticity of the information provided and that you have read and accepted the legal conditions of the online application form regarding your personal rights.

**ATTENTION:** if you still have not filled out every blank, please click on "Save" for being able to continue later through the same application form link.

Once each one of the blanks are filled out and you have submitted the required documentation, click on "Submit application." Please, do take in mind that **once sent YOU WILL NOT BE ABLE TO MAKE CHANGES**. For this reason, **before sending it, we kindly ask for you to double check** the information.

*Thank you,  
Erasmus+ KA131 y KA171,  
Internationalisation Office.*