PROGRAMAS DE MOVILIDAD
INTERNACIONAL

# SESIÓN INFORMATIVA
# BENEFICIARIOS ERASMUS+ KA131

Universidad de Alcalá

Centro Universitario Cardenal Cisneros

# PASO A PASO

1

- **Nominación** a la universidad de destino (ORI-CUCC)
- Esperar correo en inglés con admisión e instrucciones → TOR, idiomas…
- Proceso de admisión y registro en universidad de destino

2

- **Convenio de subvención** → te lo solicitará Vicerrectorado UAH
- **Ficha de Estudiante Internacional** → idem
- Tarjeta Sanitaria Europea / Seguro médico / Seguro de accidentes-responsabilidad
- Comprobante cuenta bancaria
- Becarios MECD → documento concesión Beca
- Si es el caso, certificado de discapacidad

3

- Consultar el “course catalogue” → hacer propuesta de acuerdo
- **Learning agreement (OLA)** → visto bueno del Coordinador
- Calendario distinto en cada universidad → citas en ORI-CUCC

Universidad de Alcalá

# *FICHA DE ESTUDIANTE DE MOVILIDAD*
# *ALUMNOS UAH*

Rellene únicamente los recuadros en blanco. Es imprescindible rellenar TODOS los campos.

FOTO

| | | | | | |
|---|---|---|---|---|---|
| CURSO ACADÉMICO: | 20 | -20 | | | |

**DATOS PERSONALES DEL ALUMNO:**

| | | | | | |
|---|---|---|---|---|---|
| Apellidos: | | | | Nombre: | |
| NIF/NIE/Pasaporte: | | Sexo (H/M): | | Nacionalidad: | |
| Lugar Nacimiento: | | | | Fecha Nacimiento: | |
| Dirección: | | | | | |
| Localidad: | | | | Código Postal: | |
| Email: | | Tfno: | | Tfno. Móvil: | |

| | |
|---|---|
| En caso de emergencia, contactar con: | Email: Tfnos: |

**TIPO DE BECA (marque con X):**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Erasmus: | | UAH Movilidad Global: | | Santander-Iberoamérica: | | Otra. ¿Cual?: | |
| ¿Has obtenido este tipo de beca anteriormente? (S/N): | | ¿En qué curso académico?: | | 20.. - 20.. | | | |
| ¿Es beneficiario de beca MEC? (S/N): | | En caso afirmativo deberá presentar copia de la credencial del curso actual. | | | | | |
| ¿Pertenece al programa de universidades EUF - Campus Europae? (S/N): | | | | | | | |

**DATOS ACADÉMICOS DEL ALUMNO:**

| | | | |
|---|---|---|---|
| Titulación cursada en la UAH: | Grado/Master en ... | | |
| Facultad/Escuela en la UAH: | | Último curso matriculado actual: | |
| Coordinador Erasmus de su Facultad/Escuela: | | | |

**DATOS RELATIVOS A LA PLAZA DE MOVILIDAD:**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| PAÍS de Destino: | | UNIVERSIDAD de Destino: | | | | | |
| Semestre de estancia en el extranjero (marque con X): | 1º: | | 2º: | | Anual: | | |
| Fecha aproximada de salida: | | Fecha aproximada de vuelta: | | | | | |
| ¿Cursará asignaturas? (S/N): | | ¿Realizará el Trabajo Fin de Grado? (S/N): | | | | | |
| ¿Cursará estudios en una lengua distinta del español? (S/N): | | ¿En qué lengua? | | | | | |
| ¿Tiene algún certificado que acredite conocimientos de ese idioma? (S/N): | | ¿De qué tipo?: | | | | | |
| ¿Ha realizado la prueba de ese idioma en la UAH? (S/N): | | | | | | | |
| Nivel de idioma acreditado por documento u obtenido en prueba de la UAH: | | | | | | | |

**DATOS BANCARIOS – CÓDIGO IBAN (obligatorio para perceptores de becas gestionadas por la UAH):**

| País | Entidad | Sucursal | DC | Nº Cuenta |
|---|---|---|---|---|
| | | | | |

Es imprescindible adjuntar fotocopia de documento acreditativo de titularidad de la cuenta bancaria.

| | |
|---|---|
| Fecha de presentación de esta Ficha: | Firma del estudiante: |

**Modelo de convenio de subvención Erasmus+ para movilidades de prácticas**

Sector: Educación Superior
Curso académico: 2022/2023

UNIVERSIDAD DE ALCALÁ (E ALCAL-H01)
Dirección: Plaza de San Diego, s/n, 28801, Alcalá de Henares, Madrid, España.
en lo sucesivo denominado/a "la organización", representada a efectos de la firma del presente convenio por Julio Cañero Serrano, Vicerrector de Relaciones Internacionales, de una parte, y

Nombre y apellidos:
Fecha de nacimiento:
Dirección
Teléfono:
Correo electrónico:

Cuenta bancaria para los pagos de la ayuda financiera:
Titular de la cuenta bancaria (si es distinto al participante):
Nombre del banco:
Código BIC/SWIFT: Código IBAN:

han acordado las Condiciones particulares y los anexos que se mencionan a continuación, que forman una parte integrante de este convenio ("el convenio"):

| | |
|---|---|
| Anexo I | Acuerdo de Aprendizaje Erasmus+ para la movilidad de estudiantes para prácticas |
| Anexo II | Condiciones Generales |
| Anexo III | Carta del estudiante Erasmus |

Lo dispuesto en las Condiciones Particulares prevalecerá sobre lo dispuesto en los anexos.

El importe total incluirá:
☒ Importe base del Apoyo individual para la movilidad física de larga duración
☐ Importe base del Apoyo individual para la movilidad física de corta duración
☐ Ayuda adicional para estudiantes y titulados recientes con menos oportunidades en movilidades de larga duración
☐ Ayuda adicional para estudiantes y titulados recientes con menos oportunidades en movilidades de corta duración
☒ Ayuda adicional en actividades de prácticas
☐ Ayuda adicional para viaje ecológico
☐ Apoyo para viaje (estándar o ecológico)
☐ Días adicionales de viaje (días de apoyo individual adicional)
☐ Costes excepcionales por gastos de viaje elevados (basados en costes reales)
☐ Apoyo a la inclusión (basado en costes reales)

# ADMISIÓN

Universidad de Alcalá

La universidad de destino puede pedirte una serie de trámites:

- Registrarte en su plataforma / comunidad virtual
- Cumplimentar y enviar su "Application Form" junto con una imagen del DNI a color
- Enviar copia de tu certificado oficial de idiomas (si lo solicitan)
- Enviar un "Transcript of Records" (ToR) o certificación académica en inglés que puede descargarse de la sede electrónica de la UAH (Catálogo de trámites) sin coste → hay que **estar al día de pago de la matrícula de la UAH**

A continuación, debes confirmar el acuerdo académico:

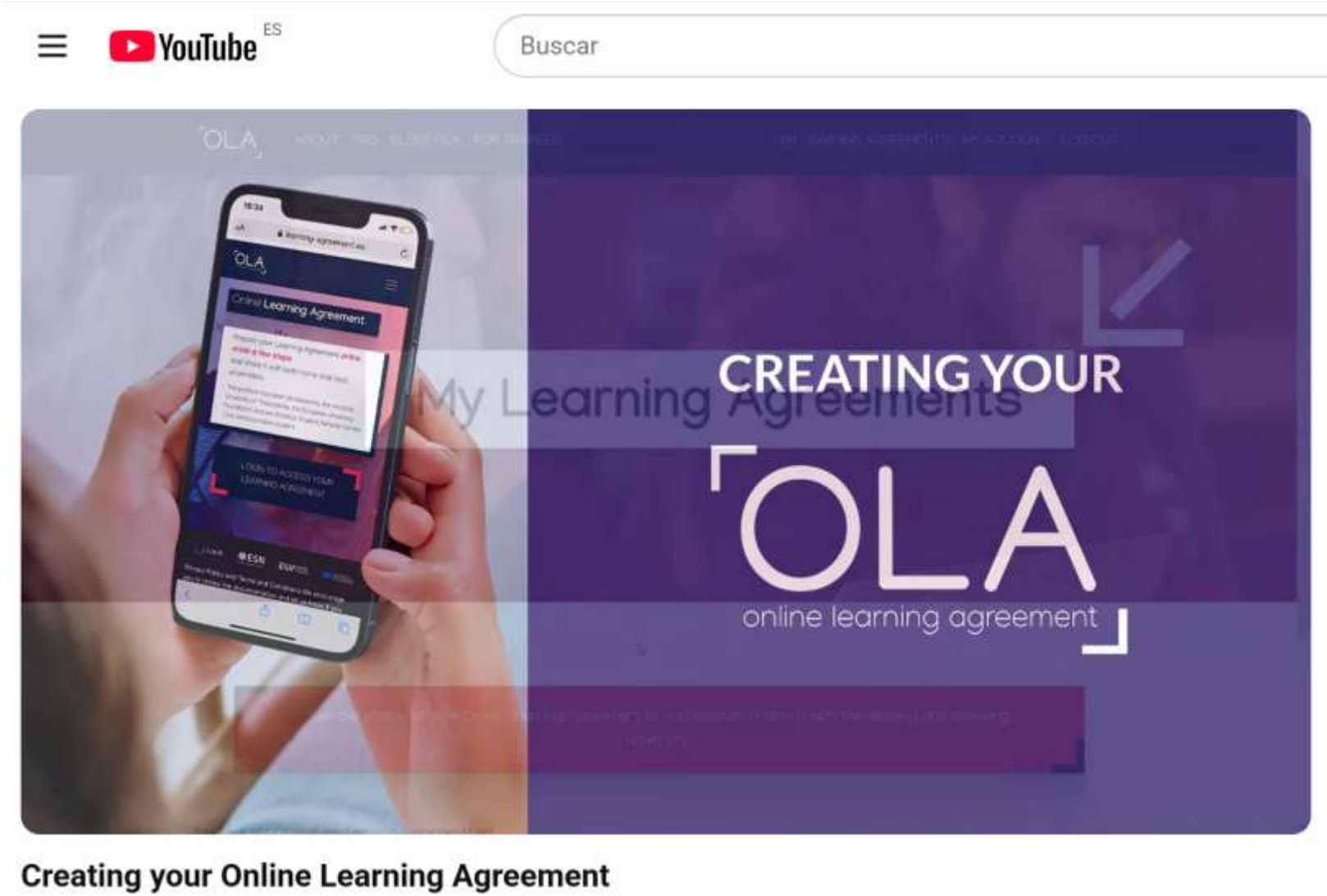
- Darse de alta en la aplicación EWP Dashboard con el correo de la UAH
- Cumplimentar el Online Learning Agreement (OLA) con las asignaturas a cursar / convalidar
- Tener el visto bueno del Coordinador de la ORI del CUCC, que firmará el OLA
- Recibir la Carta de admisión o un correo informativo de la universidad de destino

## ¡Ahora ya estás admitido/a!

Puedes empezar a gestionar el **viaje** y el **alojamiento** en tu destino

# ONLINE LEARNING AGREEMENT (OLA)

→ https://www.youtube.com/watch?v=paIKpHJvTlg



# PROPUESTA DE ESTUDIOS ACEPTADA POR TODAS LAS PARTES

Documento académico que contiene los equivalentes de asignaturas o de créditos cursados en el extranjero, que podrán ser reconocidos por la UAH al final de la movilidad.

Universidad de Alcalá

# *RESOLUCIÓN DE RECONOCIMIENTO DE CRÉDITOS DE PROGRAMAS INTERNACIONALES*

**DATOS PERSONALE DEL ESTUDIANTE:**

| | | | |
|---|---|---|---|
| **Apellidos:** | | | |
| **Nombre:** | | **NIF:** | |

**DATOS ACADÉMICOS DEL ESTUDIANTE:**

| | | | |
|---|---|---|---|
| **Facultad en la UAH:** | **CENTRO UNIVERSITARIO CARDENAL CISNEROS** | | |
| **Titulación cursada - Código:** | | **Nombre:** | **GRADO EN** |

**DATOS DEL INTERCAMBIO INTERNACIONAL:**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Programa de intercambio (marque con X): Erasmus+ KA131** | **X** | **Erasmus+ KA107** | | **Convenios no Erasmus** | | **Movilidad Global** | | | |
| **Curso académico del intercambio:** | **20** | **26** | **-20** | **27** | | **Universidad de destino - Nombre y código:** | | **País:** | |

**ASIGNATURAS CURSADAS EN LA UNIVERSIDAD DE DESTINO:** **ASIGNATURAS A RECONOCER EN LA UNIVERSIDAD DE ALCALÁ:**

| Código | Nombre Asignatura | Créditos ECTS | Calificación A rellenar por el Coordinador | Código | Nombre Asignatura | Tipo (*) | Créditos ECTS | Calificación A rellenar por el Coordinador |
|---|---|---|---|---|---|---|---|---|
| | | | | | | **OB** | **6** | |
| | | | | | | **OB** | **6** | |
| | | | | | | **OB** | **6** | |
| | | | | | | **OB** | **6** | |
| | | | | | | **OPT** | **6** | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**Total Créditos CURSADOS:** **24** **Total Créditos MATRICULADOS:** **24**

**Total Créditos SUPERADOS:** **Total Créditos SUPERADOS:**

(*) Tipo: B=Básica TR=Troncal OB=Obligatoria OPT=Optativa LE=Libre Elección TRV=Transversal

**Firma del COORDINADOR DE PROGRAMAS INTERNACIONALES:**

**Firma del DECANO/DIRECTOR:**

**DATOS DEL RECONOCIMIENTO** (a rellenar por el Coordinador)

| | | | | |
|---|---|---|---|---|
| **Curso académico de la convalidación:** | **20** | **26** | **-20** | **27** |
| Fecha de Convalidación/Reconocimiento: | | | | |

# Learning Agreement
# Student Mobility for Studies

| Student | Last name(s) | First name(s) | Date of birth | Nationality[1] | Sex [M/F] | Study cycle[2] | Field of education[3] |
|---|---|---|---|---|---|---|---|
| | | | | | | Bachelor | |

| | Name | Faculty/Department | Erasmus code[4] (if applicable) | Address | Country | Contact person name[5]; email; phone |
|---|---|---|---|---|---|---|
| Sending Institution | | | | | | |
| Receiving Institution | | | | | | |

| | Name | Faculty/ Department | Erasmus code (if applicable) | Address | Country | Contact person name; email; phone |
|---|---|---|---|---|---|---|

## Before the mobility

*Study Programme at the Receiving Institution*

Planned period of the mobility: from [month/year] ..... to [month/year] .....

| Table A Before the mobility | Component[6] code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue[7]) | Semester [e.g. autumn/spring; term] | Number of ECTS credits (or equivalent)[8] to be awarded by the Receiving Institution upon successful completion |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | Total: ... |

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*]

The level of language competence[9] in _____ [*indicate here the main language of instruction*] that the student already has or agrees to acquire by the start of the study period is: *A1* □ *A2* □ *B1* □ *B2* □ *C1* □ *C2* □ *Native speaker* □

*Recognition at the Sending Institution*

| Table B Before the mobility | Component code (if any) | Component title at the Sending Institution (as indicated in the course catalogue) | Semester [e.g. autumn/spring; term] | Number of ECTS credits (or equivalent) to be recognised by the Sending Institution |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | Total: ... |

Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]*

*Commitment*

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

| Commitment | Name | Email | Position | Date | Signature |
|---|---|---|---|---|---|
| Student | | | | | |
| Responsible person[10] at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution[11] | | | | | |





Universidad de Alcalá

## During the Mobility

Exceptional changes to Table A
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

| Table A2 During the mobility | Component code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue) | Deleted component [tick if applicable] | Added component [tick if applicable] | Reason for change[12] | Number of ECTS credits (or equivalent) |
|---|---|---|---|---|---|---|
| | | | ☒ | □ | Choose an item. | |
| | | | □ | ☒ | Choose an item. | |

Exceptional changes to Table B (if applicable)
(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

| Table B2 During the mobility | Component code (if any) | Component title at the Sending Institution (as indicated in the course catalogue) | Deleted component [tick if applicable] | Added component [tick if applicable] | Number of ECTS credits (or equivalent) |
|---|---|---|---|---|---|
| | | | □ | □ | |
| | | | □ | □ | |

| Commitment | Name | Email | Position | Date | Signature |
|---|---|---|---|---|---|
| Student | | | | | |
| Responsible person[13] at the Sending Institution | | | | | |
| Responsible person at the Receiving Institution[14] | | | | | |

## After the Mobility

*Transcript of Records at the Receiving Institution*

Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....

| Table C After the mobility | Component code (if any) | Component title at the Receiving Institution (as indicated in the course catalogue) | Was the component successfully completed by the student? [Yes/No] | Number of ECTS credits (or equivalent) | Grades received at the Receiving Institution |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total: ... | |

*Transcript of Records and Recognition at the Sending Institution*

Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....

| Table D After the mobility | Component code (if any) | Title of recognised component at the Sending Institution (as indicated in the course catalogue) | Number of ECTS credits (or equivalent) recognised | Grades registered at the Sending Institution (if applicable) |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

online learning agreement

Todo | Noticias | Imágenes | Videos | Shopping | Más | Configuración | Herramientas

Aproximadamente 1.470.000.000 resultados (0,38 segundos)

https://learning-agreement.eu ▾ Traducir esta página

## Home | OLA

**Online Learning Agreement**. Prepare your Learning Agreement online within a few steps and share it with both home and host universities. This platform has ...

Has visitado esta página muchas veces. Fecha de la última visita: 21/04/21

### Log in

eduGAIN (your academic credentials); eIDAS (national ID ...

### FAQ

The Online Learning Agreement is the future of Erasmus+ student ...

### Student login form (For HEI ...

The Online Learning Agreements created later on the updated ...

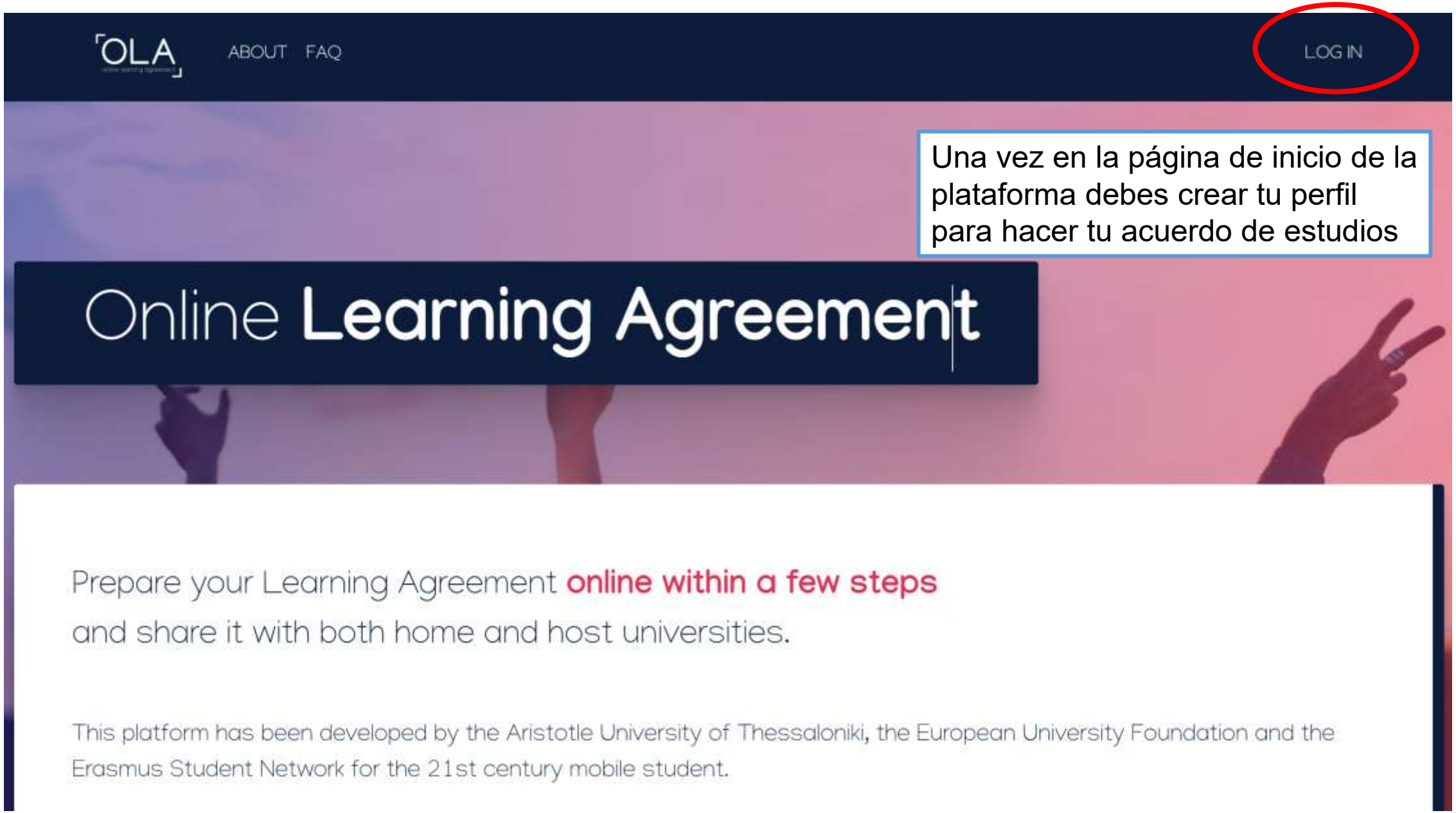
Más resultados de learning-agreement.eu »

https://www.esn-spain.org › news › online-learning-agr... ▾

## El nuevo Online Learning Agreement ya está aquí | ESN Spain

https://learning-agreement.eu

→ Plataforma Online Learning Agreement (OLA): https://learning-agreement.eu/



https://learning-agreement.eu/user/login

OLA online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES LOG IN

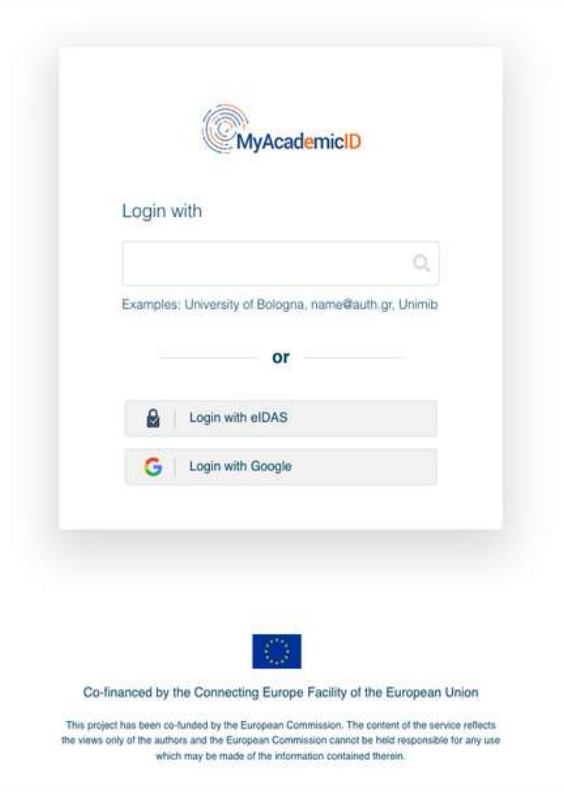
# My account

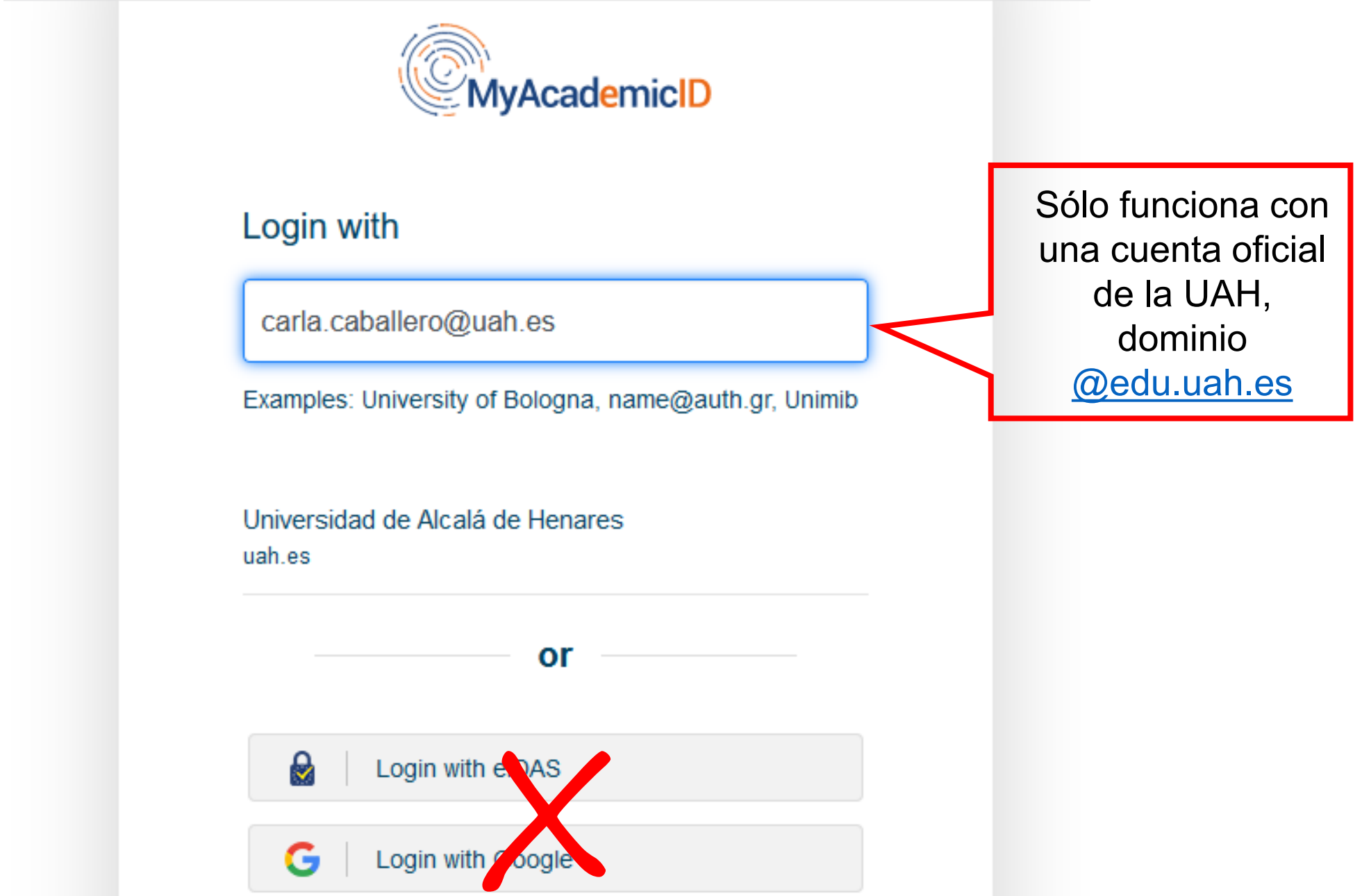
Log in with MyAcademicID

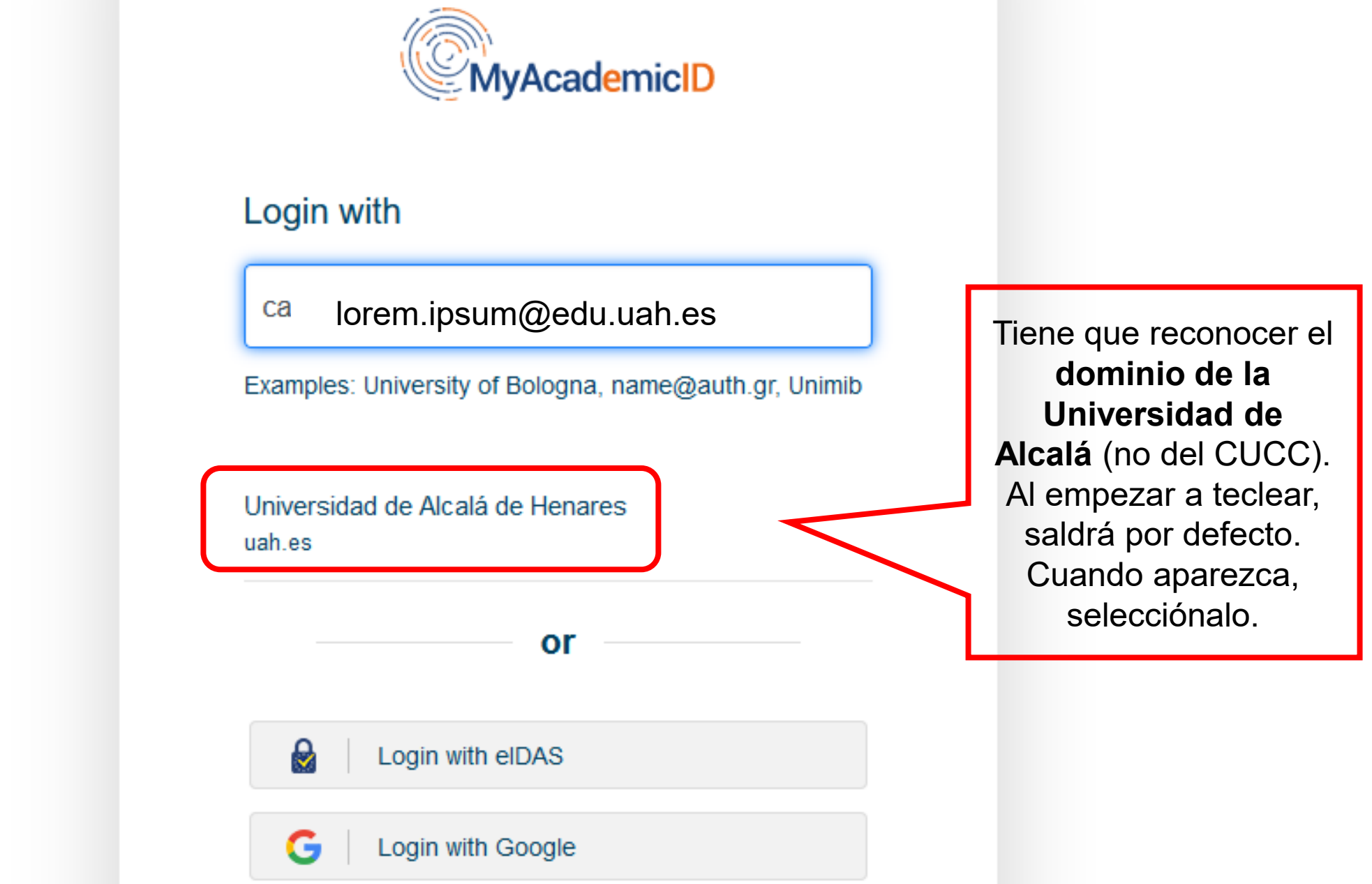
Your OLA just a click away!

The login options available to access the Online Learning Agreement platform are the following:

- eduGAIN (your academic credentials)




MyAcademicID
Login with
carla.caballero@uah.es
Examples: University of Bologna, name@auth.gr, Unimib
Universidad de Alcalá de Henares
uah.es
or
Login with eIDAS
Login with Google
Sólo funciona con una cuenta oficial de la UAH, dominio @edu.uah.es




Tiene que reconocer el **dominio de la Universidad de Alcalá** (no del CUCC). Al empezar a teclear, saldrá por defecto. Cuando aparezca, selecciónalo.

# My Learning Agreements

See the status of your Online Learning Agreement to successfully finalise it with the sending and receiving university.

Create New

Please **select your mobility type**. Choose carefully, if you pick the wrong one you'll have to start over.

Para becas Erasmus+ de uno o dos cuatrimestres debes elegir la modalidad semestral.

**Semester Mobility**

Discover a new culture and gain new experiences by going on **traditional academic mobility of between 2 and 12 months** at another higher education institution! Be sure to check out the possibility to upgrade your mobility experience with optional virtual components (e.g. online courses) next to your academic experience on campus.

**Blended Mobility with Short-term Physical Mobility**

In case regular semester mobility is too long or otherwise inaccessible for you, experience short-term blended mobility! This format foresees between **5 and 30 days of physical mobility** at another higher education institution **combined with a compulsory virtual component.**

**Short-term Doctoral Mobility**

Develop your skills and find contacts by going on **short-term doctoral mobility of between 5 and 30 days** at another higher education institution! To enhance the synergies with Horizon Europe, doctoral mobilities can also take place in the context of Horizon Europe funded research projects.

# TUS DATOS EN EL OLA

**Academic year: 2026/2027**

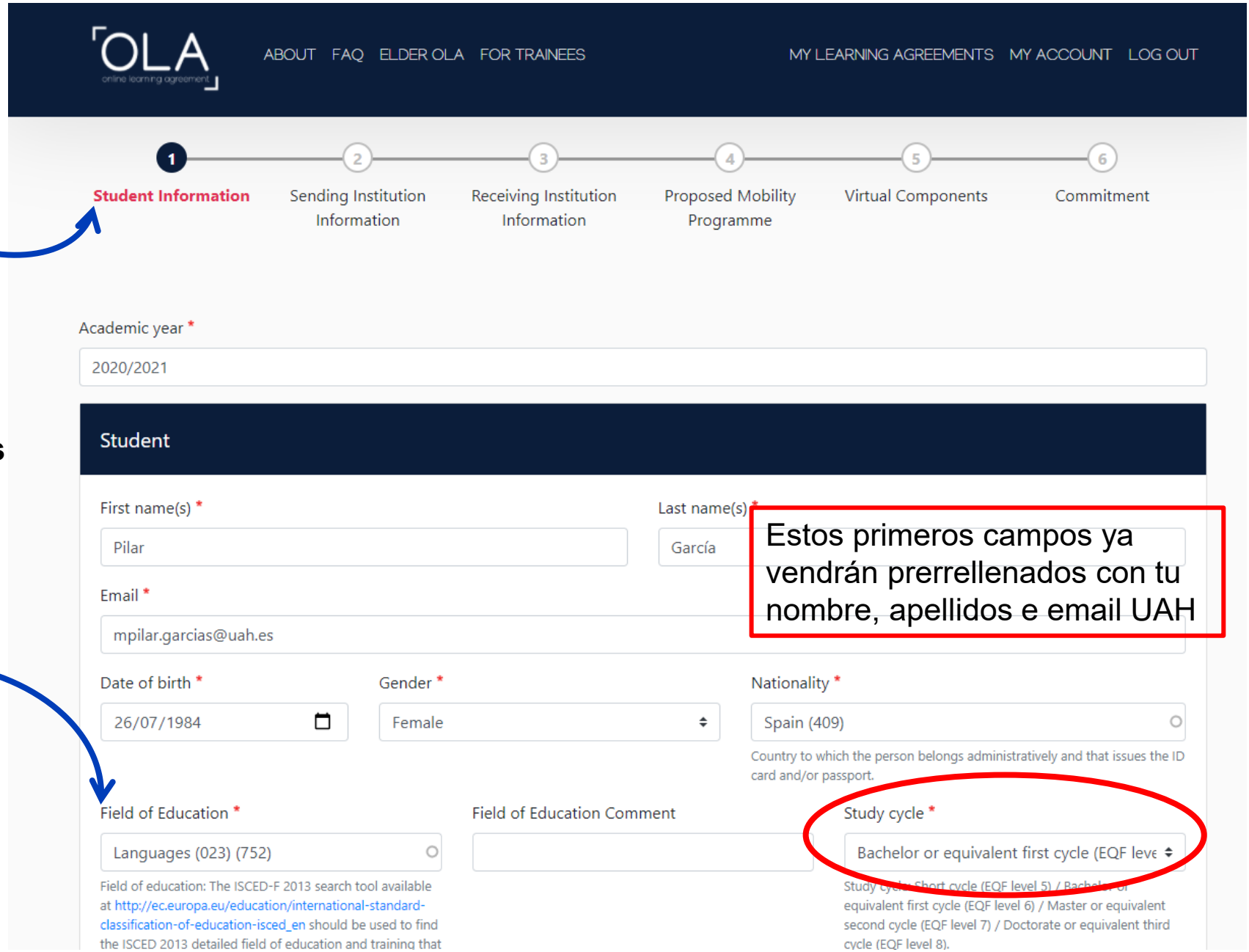
**Datos personales**

**Email: *****@edu.uah.es**

**Field of Education: código de estudios**

- **011 · EDUCACIÓN**
- **0313 · PSICOLOGÍA**
- **0923 · TRABAJO SOCIAL**

**Study cycle: Bachelor or equivalent (first cycle)**



1 Student Information — 2 Sending Institution Information — 3 Receiving Institution Information — 4 Proposed Mobility Programme — 5 Virtual Components — 6 Commitment

Datos de la UAH / CUCC

Academic year *

2020/2021

## Sending

### Sending Institution

Country *

Spain x

Name *

UNIVERSIDAD DE ALCALA x

Faculty/Department

Faculty of Law

Código UAH:
**E ALCAL-H01**

Información sobre la UAH (país, nombre, dirección y código Erasmus) ya prerrellenada. En la facultad / departamento, escribe “Centro Universitario Cardenal Cisneros”

Alcalá de Henares | E ALCAL-H01

## Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Academic Coordinator

Email *

josue.llull@cardenalcisneros.es

Phone number

+34 91 889 1254 Extensión 133

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Datos de tu coordinador académico: **Josué Llull Peñalba**

## Sending Administrative Contact Person

First name(s)

Last name(s)

Position

IR Officer

Email

internacional.secretaria@cardenalcisneros.es

Phone number

+34 91 889 1254 Extensión 134

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Datos del responsable administrativo de tu ORI: **Rocío Bernal Quevedo**

## Receiving Institution

Datos de la universidad de destino

Country *

Italy x

Elije país y universidad

Name *

UNIVERSITA DI PISA x

Faculty/Department

Faculty of Law

Address *

Pisa

La dirección postal y los datos de la universidad de destino vienen en su web o en el email de bienvenida que os habrán enviado.

Erasmus Code *

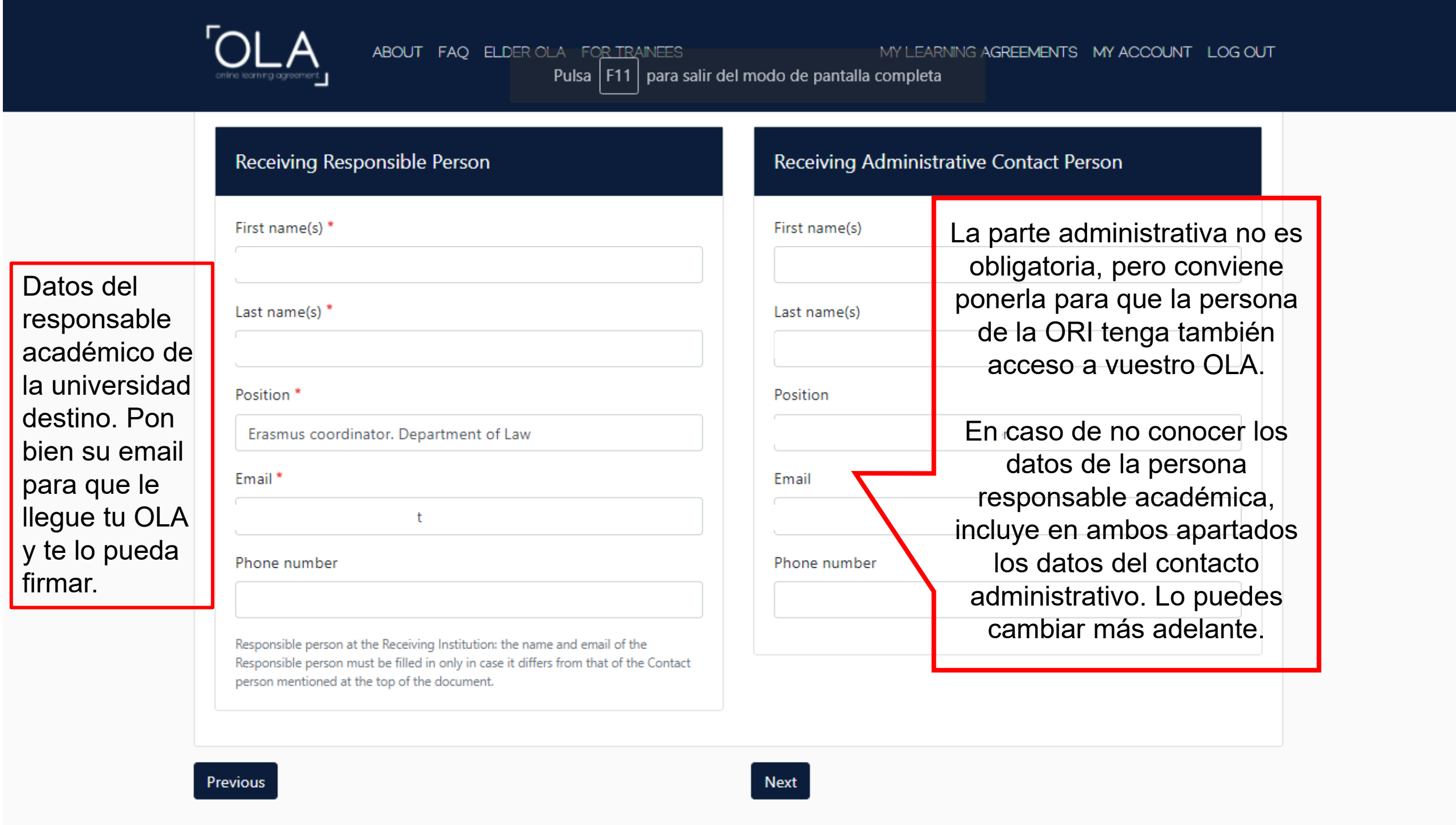
I PISA01

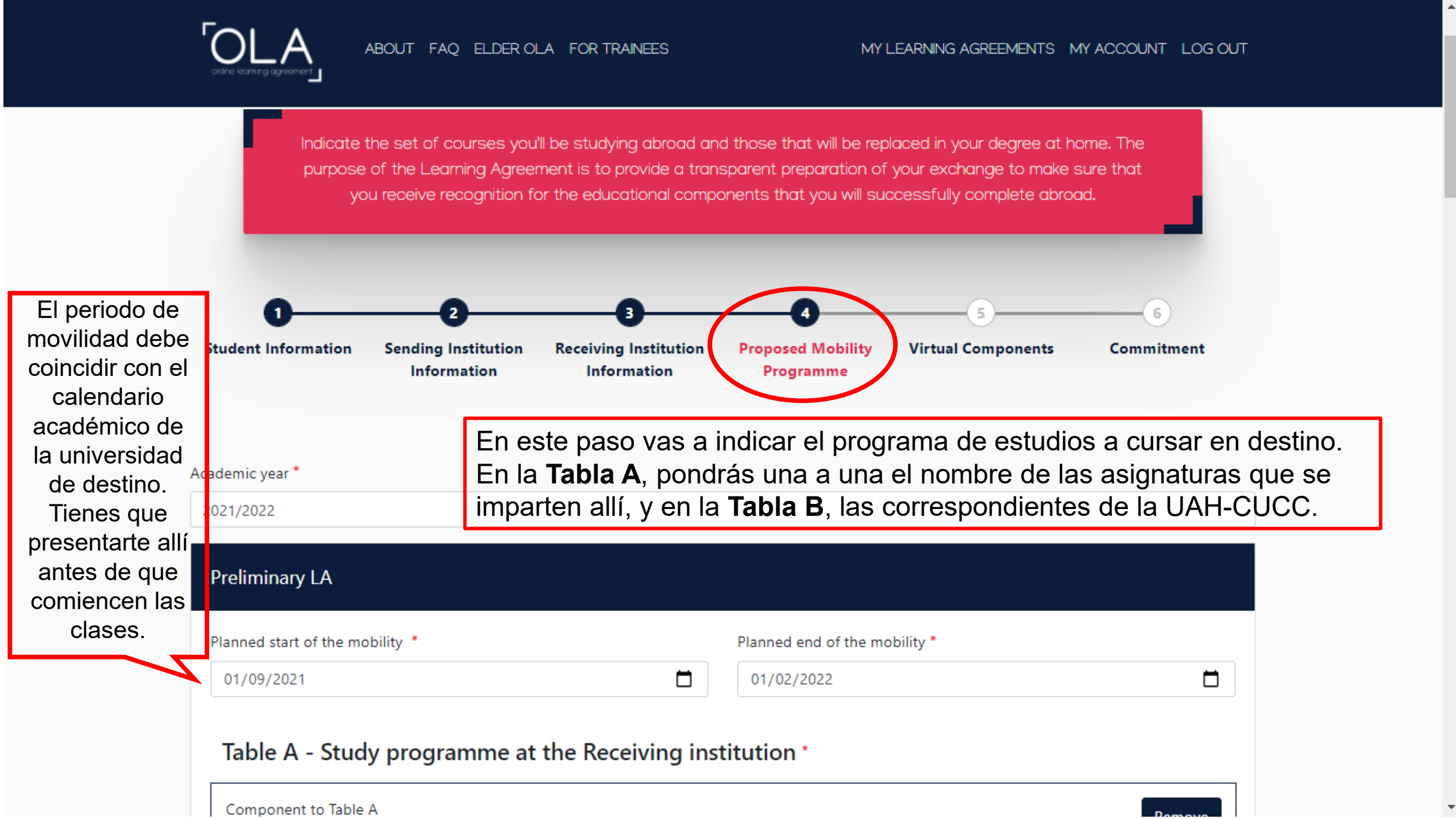
## Receiving Responsible Person

First name(s) *

## Receiving Administrative Contact Person

First name(s)


OLA
online learning agreement
ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT
Pulsa F11 para salir del modo de pantalla completa
Receiving Responsible Person
First name(s) *
Last name(s) *
Position *
Erasmus coordinator. Department of Law
Email *
t
Phone number
Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
Receiving Administrative Contact Person
First name(s)
Last name(s)
Position
Email
Phone number
Previous
Next
Datos del responsable académico de la universidad destino. Pon bien su email para que le llegue tu OLA y te lo pueda firmar.
La parte administrativa no es obligatoria, pero conviene ponerla para que la persona de la ORI tenga también acceso a vuestro OLA.
En caso de no conocer los datos de la persona responsable académica, incluye en ambos apartados los datos del contacto administrativo. Lo puedes cambiar más adelante.


OLA
online learning agreement
ABOUT FAQ ELDER OLA FOR TRAINEES
MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT
Indicate the set of courses you'll be studying abroad and those that will be replaced in your degree at home. The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad.
1 Student Information
2 Sending Institution Information
3 Receiving Institution Information
4 Proposed Mobility Programme
5 Virtual Components
6 Commitment
El periodo de movilidad debe coincidir con el calendario académico de la universidad de destino. Tienes que presentarte allí antes de que comiencen las clases.
En este paso vas a indicar el programa de estudios a cursar en destino. En la **Tabla A**, pondrás una a una el nombre de las asignaturas que se imparten allí, y en la **Tabla B**, las correspondientes de la UAH-CUCC.
Academic year *
2021/2022
Preliminary LA
Planned start of the mobility *
01/09/2021
Planned end of the mobility *
01/02/2022
Table A - Study programme at the Receiving institution *
Component to Table A

## Preliminary LA

Planned start of the mobility *

01/09/2021

Planned end of the mobility *

01/02/2022

**Table A - Study programme at the Receiving institution** *

*No Component added yet.*

Add Component to Table A

Asegúrate de seleccionar asignaturas que se imparten en el cuatrimestre de tu movilidad (**Autumn / Winter o Spring / Summer semester**)

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as *http://example.com*.

The main language of instruction at the Receiving Institution *

- Select a value -

The level of language competence *

- Select a value -

Level of language competence: a description of the European Language Levels (CEFR) is

Academic year *

2021/2022

## Preliminary LA

Planned start of the mobility *

01/09/2021

Planned end of the mobility *

01/02/2022

### Table A - Study programme at the Receiving institution *

Component to Table A

Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

Administrative Law I and II

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

495NN

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

12

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Semester *

Full academic year

Este es un ejemplo ficticio de la Facultad de Derecho. Añade todas las asignaturas de los semestres (cuatrimestres) que vas a hacer.

Pulsa F11 para salir del modo de pantalla completa

is used, and a web link to an explanation to the system should be added.

Component to Table A

Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

Diritto Comerziale (ejemplo)

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

349NN

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

6

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Semester *

First semester (Winter/Autumn)

Add Component to Table A

Para añadir otra materia, haz click en el botón rojo

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant info]

https://esami.unipi.it/esami2/programma.php?pg=ects&c=44507

- Course catalogue: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. Show less
- This must be an external URL such as *http://example.com*.

The main language of instruction at the Receiving Institution *

English

The level of language competence *

B1

Level of language competence: a description of the European Language Levels (CEFR) is

4000XX

7.5

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Second semester (Summer/Spring)

Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant info]

This must be an external URL such as *http://example.com*.

Web link to the course catalogue at the Sending Institution describing the learning outcomes: [web link to the relevant info]

https://derecho.uah.es/estudios/lstAsignaturas-v3.asp?CodPlan=G400

This must be an external URL such as *http://example.com*.

En la Tabla B debes indicar las asignaturas que vas a convalidar en la UAH

Previous Next

Pulsa F11 para salir del modo de pantalla completa

## Table B - Recognition at the Sending institution *

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

Derecho Administrativo

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

400016

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

8

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

Semester *

First semester (Winter/Autumn)

Automatically recognised towards student degree

Automatic recognition comment

Ejemplo de asignaturas reales que existen en el Grado en Derecho de la UAH

Component to Table B

Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

Derecho Mercantil I

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational

TABLA CONVERSI....pdf

Mostrar todo

Cada vez que pasas de pantalla se guardan los datos introducidos y aparece arriba una confirmación en verde

Your Online Learning Agreement has been updated. ×

1 Student Information — 2 Sending Institution Information — 3 Receiving Institution Information — 4 Proposed Mobility Programme — 5 Virtual Components — 6 Commitment

Academic year *

2021/2022

**Table C**

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

Previous Next

*2025/26 is not formed as academic year identifier (e.g. “2025/2026”)*

Si no te deja pasar de pantalla mira arriba, te aparecerá un mensaje de error

Indicate the set of courses you'll be studying abroad and those that will be replaced in your degree at home. The purpose of the Learning Agreement is to provide a transparent preparation of your exchange to make sure that you receive recognition for the educational components that you will successfully complete abroad.

1 Student Information — 2 Sending Institution Information — 3 Receiving Institution Information — 4 Proposed Mobility Programme — 5 Virtual Components — 6 Commitment

Academic year *

2025/26

En este caso el error era simplemente el formato del año académico elegido

Preliminary LA

1 Student Information — 2 Sending Institution Information — 3 Receiving Institution Information — 4 Proposed Mobility Programme — 5 Virtual Components — 6 Commitment

No es necesario agregar información en el paso 5 salvo en los OLAs para la parte online de los programas BIP.

Academic year *

2025/2026

## Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the

## Commitment Preliminary

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Clear

Firma con tu ratón

Además de ti, el OLA debe ir firmado por el Coordinador de la ORI del CUCC y por la universidad de destino. Supone un **compromiso de tres partes**, así que puede ser ACEPTADO O RECHAZADO.

Previous | Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

Pulsa F11 para salir del modo de pantalla completa

## Commitment Preliminary

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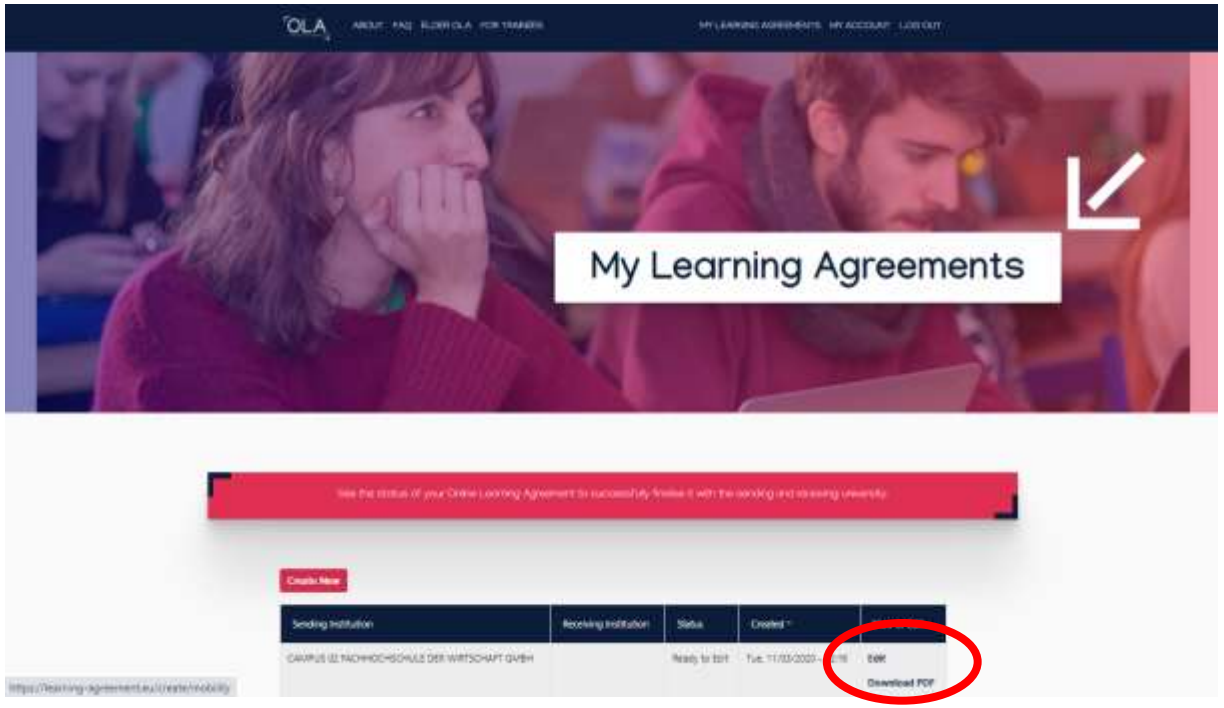
Clear

Si tu OLA aún no está listo, no firmes y usa el botón Previous, se habrá guardado toda la información introducida

Haz clic en Enviar cuando tu responsable académico te haya aprobado tu propuesta de asignaturas o bien esté todo listo

Previous | Sign and send the Online Learning Agreement to the Responsible person at the Sending Institution for review

# Algunas notas finales:




- En cualquier momento puedes volver a la pantalla principal e imprimir una versión de tu OLA en PDF en su estado actual.
- Algunas plataformas online para realizar la solicitud (application) piden subir el PDF de tu OLA, que tendrás que descargar una vez ya esté firmado por ti y tu responsable académico.
- Ante cualquier incidencia técnica puedes consultar con tu ORI. A veces simplemente hay muchos alumnos en todos los países entrando a la vez y la plataforma va más lenta.

- Ten en cuenta que las imágenes y la disposición de los distintos elementos en cada pantalla que se han usado en este tutorial pueden no coincidir exactamente con la plataforma OLA en su estado actual, pues hay frecuentes actualizaciones.

# LLEGADA

Al llegar a la universidad de destino:

- Antes de partir hacia el destino asegúrate de llevar la **Carta de admisión** de la universidad de destino, el **Convenio de subvención** firmado y la **Carta Erasmus** que te facilitará el Vicerrectorado de RRII la UAH
- Debes ir a la ORI de la universidad de destino a registrarte
- Entrevistarte con su Coordinador Erasmus para revisar el OLA (es habitual que haya cambios)
- Informar al Coordinador de la ORI del CUCC de cualquier incidencia
- **¡No entrar en pánico!** Las gestiones administrativas / académicas forman parte de la experiencia Erasmus

Cuestiones prácticas:

- Comprobar el alojamiento reservado
- Conocer las aulas e instalaciones de la universidad
- Familiarizarse con el transporte y logística necesaria para la vida diaria

# CAMBIOS EN EL PROGRAMA DE ESTUDIOS (OLA)

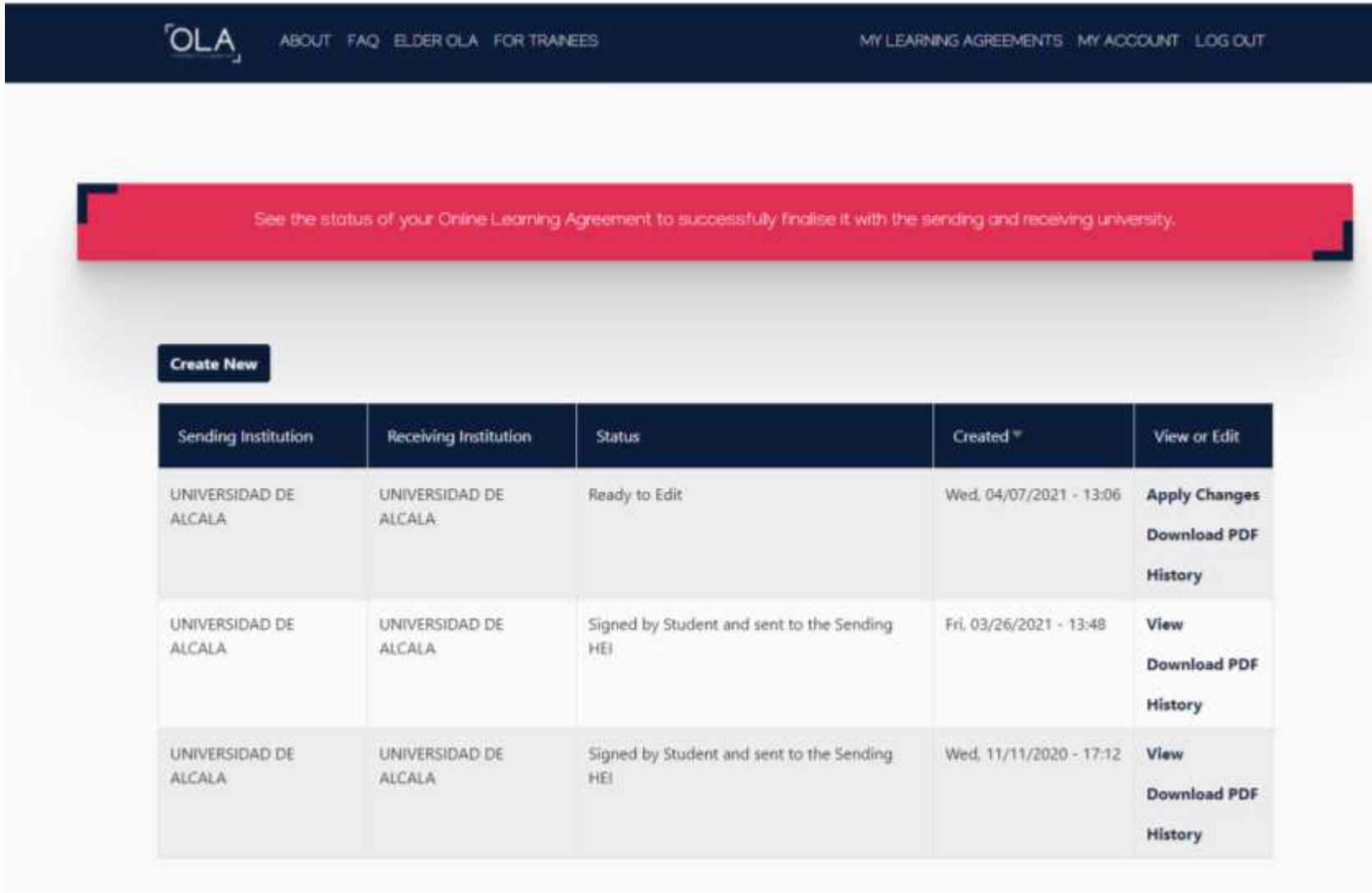
El OLA firmado previamente a la movilidad siempre tiene un carácter provisional.

Puede haber cambios a partir de la llegada al destino: “During Mobility”

Deben introducirse esos cambios en la aplicación y volver a firmarlos por todas las partes.

El **OLA final** es el que sirve para el reconocimiento de créditos tras la movilidad

**TRANSCRIPT OF RECORDS**



# CONSEJOS PRÁCTICOS

Universidad de Alcalá

- ✓ Para los trámites de la beca Erasmus+ hay que utilizar siempre la cuenta de correo @edu.uah.es Esta es la única cuenta en la que recibirás las comunicaciones oficiales del Programa Erasmus+ desde el CUCC, desde la UAH y desde la universidad de destino.
- ✓ ¡Atención a la burocracia! Es esencial (y obligatorio) completar todos los trámites correctamente o tu movilidad no será aceptada ni recibirás el dinero de la beca.
- ✓ Utilizar la firma electrónica / certificado digital para firmar documentos
  → puedes obtenerla AQUÍ
- ✓ Consulta frecuentemente la web de la universidad de destino y la web de la UAH internacional → Programa Eramus + KA131
- ✓ ¡Ojo con las residencias en destino! Utiliza solo webs de alquiler seguro, que tengan teléfono o email de contacto.
- ✓ Contactar con la Eramus Student Network (ESN) de la universidad de destino. Está formada por antiguos estudiantes de Erasmus que te pueden aconsejar sobre alojamiento, transporte, burocracia, etc.