



Cofinanciado por el
programa Erasmus+
de la Unión Europea

Follow-up virtual meetings

May 7th – 8th 2020



UCA

Universidad
de Cádiz

Check the information



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Check the information in the Follow-up document that you have received by email.

If there is any mistake, please, send an email to erasmus.ka107.incoming@gm.uca.es and indicate the point of the mistake and the right information.

For example,

1. Passport N° right answer: AN232145236
2. Nombre right answer Juan

If all the information in the Follow-up document is ok, just send an email of confirmation as an answer to the email with the follow-up document and indicate “All the information indicated in the Follow-up document is correct”.



Extension of the period of stay

The extension of your Erasmus+ period should be related to your academic activities at UCA and should be approved by the Academic coordinator of your Home University and your academic coordinator at UCA.

The extension of the period of stay is not mandatory. If you would like to stay in Cadiz after the 28/06/2020 and you are not going to participate in any academic activity at UCA (just going to the beach, have a rest, etc.), you mustn't ask for the extension of Erasmus+ period.



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Extension of the period of stay

The extension period of your Erasmus+ stay doesn't mean the payment of an extra grant. The UCA extends your consideration as Erasmus+ student and you will be able to access the UCA's library, laboratory, etc. but the amount of your grant will be the same as indicated in the document of amendment of the Grant Agreement we have sent you in the end March – beginning April 2020.



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Extension of the period of stay

The maximum day of the Extension of your Erasmus+ stay is
31/07/2020

Degree and Master students can ask for the extension of their period of stay till 22/05/2020. The PhD student can ask for the extension of their period of stay till 40 days before the last day of the grant.

If you would like to extend your period of Erasmus+ stay, you have to write and email to erasmus.ka107.incoming@gm.uca.es and ask the model of the Official document of the Extension of the period of Stay.

You will have to fill out the document and obtain the signature of the both coordinators.



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Before your departure

One month before the end of your Erasmus+ period you will receive an email from **eplies-will-be-discarded@ec.europa.eu**

You have to fill out the MT survey (you can choose the language).

If you haven't received this email 3 weeks before the last day of your Erasmus+ period, please, write to erasmus.ka107.incoming@gm.uca.es

As soon as you have done the survey, please, write to erasmus.ka107.incoming@gm.uca.es in order to confirm you have done the survey.



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Payment of the third part of the grant

The payment of the third (last) part of the grant will be done during the last 10-15 days of your Erasmus+ period.

It will be 20% of the Total amount of the grant as it is indicated in the Grant Agreement.

You can calculate the amount of the third part of the grant. Please, see the Total amount of the grant indicated in the document of the amendment sent in end March – beginning April 2020.

In order to receive the last payment you have to fill out the MT survey (link received from **replies-will-be-discarded@ec.europa.eu**)

The payment will be done in the same way as the payment of the second part of the grant in April 2020.



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Certificate of Stay

Due to the Pandemic of Covid-19, you **don't** have to come to our Office for Internationalization in order to receive the Certificate of Stay. This document will be sent by email after the end of your Erasmus+ period.



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Certificate of grades

As soon as the Official Actes (middle-end of July) are done, the Secretary of UCA will send by email to the student and to his/her home academic coordinator the Transcript of Records (Certificate of Grades).

The PhD students will receive the Certificate about their research work at UCA from their PhD academic coordinator. You can enter the PhD platform and download this certificate. If you have any question about the PhD platform, please, write to the Secretary of PhD School (secretaria.educa@uca.es)



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MT Survey about the recognition of the credits

One month after the end of your Erasmus period, you will receive another link with another survey from **replies-will-be-discarded@ec.europa.eu**

This survey is about the recognition of the credits done at UCA by your Home University.

You have to do mandatory this survey.

Learning Agreement After the Mobility



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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: ...	

In July-August 2020 you will receive the Transcript of Records (Certificate of Grades).

In the Table C you have to indicate the UCA's courses. You can indicate the Spanish Course done at CSLM.

Learning Agreement After the Mobility



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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	Compon ent 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)
			Total: ...	

Signature and Stamp of the sending Institution: _____

You have to indicate the courses of your home university that were recognised by your Home University in the table D. The document should have only the signature and the stamp of your Home University.

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Scan the document and send it till
20/09/2020 to
erasmus.ka107.incoming@uca.es

Summary



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1. 1 month before the end of your Erasmus+ period of stay you have to fill out the online survey
2. You have to write to our Office for Internationalization that you have done the online survey
3. You will receive the last payment (20% of the total of the grant) by bank transfer or by the check.
4. You have to close your bank account in Spain, if you have open it.
5. You will receive the Certificate of Stay by email after the end of your Erasmus+ period of stay
6. In the middle-end July you will receive by email the Transcript of Records
7. After the end of your Erasmus+ period you will receive another link with the survey about the recognition of the credits at your Home University. You have to fill out this survey.
8. You have to fill out and sent to our Office for internationalization the LA After the mobility till 20/09/2020



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Thank you for the attention!