



Cofinanciado por el  
programa Erasmus+  
de la Unión Europea

# Follow-up virtual meetings

November 16<sup>th</sup> – 20<sup>th</sup> 2020

# 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](mailto: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”.**

**Deadline: 20/11/2020**

# Last day of your Erasmus+ grant

- \* You have to indicate/confirm in the form the last day of your Erasmus+ stay.
- \* The Degree and Master students can be Erasmus+ students till 07/02/2021 (due to the academic issues and the end of the first semester 2020-21)
- \* The PhD students can be Erasmus+ students during maximum 5 months (due to the academic issues).
- \* If you have indicated/confirmed the wrong last day of your period of stay and you have to leave Cadiz earlier, you will have to **give back** the proportional part of the grant before leaving Cadiz.
- \* If you have indicated/confirmed the wrong last day of your period of stay and you have to leave Cadiz after the indicated date, you **will not be able to receive the proportional part of the grant for additional days** at the UCA.

# Amendment of the GA

- \* After you have done the Follow-up document, you will receive the amendment of the GA. You will have to print it, check it, sign it, scan it and send by email to [erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es)
- \* Then you will have to send the original document by post or handle it in the International Office.
- \* Only then you will be able to receive the second payment of the grant

# Second payment of the grant

- \* You will receive the second payment of the grant after the Follow-up online meetings and the signature of the amendment of the GA.
- \* You will receive the second payment of the grant in December 2020 to your Spanish Bank account (if you have it) or by bank check.



# 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.

Remember, **you can be Erasmus+ student only 12 months.**

The extension of the period of stay is not mandatory. If you would like to stay in Cadiz after the 07/02/2021 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 GA you have signed.



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# Extension of the period of stay

The maximum day of the Extension of your Erasmus+ stay is 31/07/2021

You can ask for the extension of their period of stay till 22/12/2020.

If you would like to extend your period of Erasmus+ stay, you have to write and email to [erasmus.ka107.incoming@gm.uca.es](mailto: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 and do a new LA for the second semester 2020-21.





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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](mailto:erasmus.ka107.incoming@gm.uca.es)

As soon as you have done the survey, please, write to [erasmus.ka107.incoming@gm.uca.es](mailto:erasmus.ka107.incoming@gm.uca.es) in order to confirm you have done the survey.



# 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.

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 December 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.



# Certificate of grades

As soon as the Official Actes (beginning of February) 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](mailto: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: ...	[ ]

This is a mandatory document. According to the Erasmus+ Programme the student is doing some credits at the UCA during his/her mobility period. These credits should be recognised at the Home University. You can download the document LA After the Mobility on our webpage:

<https://internacional.uca.es/welcome-center/estudiantes/erasmus-ka107-incoming/>

# 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	Compon ent 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 February-March 2021 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] .....

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.



# Learning Agreement After the Mobility



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Scan the document and send it till  
20/03/2021 to  
[erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es)



# Summary

1. Follow-up document (only online)
2. GA amendment (online and original document)
3. Second payment (transfer to your bank account or by bank check)
4. 1 month before the end of your Erasmus+ period of stay you have to fill out the online survey
5. You have to write to our Office for Internationalization that you have done the online survey
6. UCA's exams (mandatory if you are not PhD students)
7. You will receive the last payment (20% of the total of the grant) by bank transfer or by the check.
8. You have to close your bank account in Spain, if you have open it.
9. You will receive the Certificate of Stay by email after the end of your Erasmus+ period of stay
10. In the end February you will receive by email the Transcript of Records
11. 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.
12. You have to fill out and sent to our Office for internationalization the LA After the mobility till 20/03/2021



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**Thank you for the attention!**