

# ERAMUS+ K107 GUIDELINES

## 1.) DIFFERENCES BETWEEN ERASMUS+ PROGRAMMES



- KA103: EU countries (Italy, France, Germany...)



- KA107 : Non- EU countries (Bolivia, Morocco, Russia..)
- Visiting students (and free-movers): EU and non-EU countries; not participating in Erasmus + programme (other exchange programmes, bilateral agreements)

*\*K103 and K107 Documents are different and follow different procedures*

## 2.) PASSPORT ISSUES

- **DON'T LOSE YOUR PASSPORT!** If you lose it, you must go to the Consulate of your country in Spain (or another EU country)
- **Bring your passport with you if you:**
  - leave your hometown
  - go to the bank
  - go to receive the grant in the International Office
  - travel
- **Don't bring your passport with you if:**
  - You go out (go for a walk, to the beach, etc)



**\*BRING A COPY OF YOUR PASSPORT INSTEAD\***

NOTE: IF POLICEMEN ASK YOU TO SHOW THEM YOUR PASSPORT, GIVE THEM THE COPY AND TELL THEM YOU HAVE IT AT HOME

## 3.) VISA ISSUES



- Please, check you have a Student National Spanish visa.
- Check the days of your visa (it is usually 180 days) because you can stay in Spain or Schengen zone for the period which is indicated on it.
- Count the days of your stay Starting the day you cross the Spanish or Schengen border until the end of the period indicated in your visa, since it will be the last day you can stay in Spain. This day may not be the same as the date of the end of your visa indicated in your passport.
- If you have your student visa for 180 days you don't have to issue the Residence permission in Spain (NIF: Número de identificación del Extranjero), but you may do it, if you want to.

*\*Migration issues: at the Migration Office, it doesn't depend on UCA, it is a structure of the Ministries of Internal Affairs and Migration (Oficina de Extranjería, calle Acacias, 2, 11007, Cádiz)*

## 4.) TRAVEL TO ANOTHER COUNTRIES

- Freedom of movement in all Schengen area with your passport.

**\*PLEASE NOTE THAT DUE TO COVID19 PANDEMIC SOME RESTRICTIONS MAY APPLY.**



### TIPS BEFORE MOVING AROUND COUNTRIES IN EUROPE:

- Write to the Consulate/Embassy of Spain and explain the reason of your stay and dates: "I'm incoming Erasmus+ students from... and stay at the UCA from ... till... I would like to see Rome on 12 of October..."
  - Attach copy of your Passport, visa, UCA's matricula and any other document you consider.
  - Ask the Consulate/Embassy to confirm you can travel to this country.
  - Inform the consulate of your country in Spain about your stay in the country.
- \*All this will prove that you are allowed to move in case any problem may occur.**

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## 5.) GRANT AGREEMENT

You have received the Grant Agreement (GA) document at the beginning of September 2020. Please, bring the original version (signed by you with a pen) to our Internationalization Office



### GRANT CALCULATION:

Your grant is divided into two parts:

- **Individual support:** It is calculated per each day of your stay at UCA. For example, if you stay from 14th of February until 18th of June (125 days/4 months and 5 days) the calculation would be: 4 months:  $850 \times 4$  months +  $850/30$  (1 month)  $\times 5$  days = 3.541,66 euros
- **Travel grant:** It depends on the distance between your home University and UCA. The help can estimate 180, 275, 360, 530, 820, 1500)

## 5.) GRANT AGREEMENT (2)



- **GRANT PAYMENT:** The payment is divided into three periods:

- First payment: 2700 euros bank cheque. It will be needed the passport
- Second payment: Beginning of December. It can be collected with a bank cheque or transferred to your Spanish bank account.
- Third payment à 20 days after MT survey (end of January). Bank cheque or transfer to your Spanish bank account.

## 6.) FAQ

**1. Extension of mobility:** Erasmus students: It is possible if your host university and your coordinator agree, but you must apply again.

**2. You can't choose** annual subjects if you only came for one semester.

### 3. Open a bank account

Recommendation: Banco Santander.

**-Requirements:** Valid Passport, document of acceptance/matricula, leasing contract in Spain.

-The total amount of the grant corresponds to the actual number of days spent at the University of Cadiz.

-Period of financed stay: From 90 to 150 days.

\*You compromise to stay at the University of Cadiz during the whole period indicated in your grant agreement and the registration form

## 7.) MODULES



- Undergraduate students can only follow modules in our degree programmes.
- Master students can follow modules in Master and degree programmes.
- Doctorate students can follow Doctorate modules ("matrícula" online) Master and degree modules.

\*Institutional Coordinator: Gérard Fernández Smith

\*Academic tutor: the name will be sent by email..

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## 5.) WIFI CONNECTION

**NETWORK NAME:** UcaAir pública

**Password:** caminantenohaycamino

Then, you will be redirected to Uca webpage where you will need to login with your:

**Personal user name:** u.....

**Personal password:** c.....

+eduroam network also available

## 5.) INTERNATIONAL OFFICE CONTACT

**Visiting hours**  
of the Internationalization Office:  
**Monday-Friday**  
from **9:00** to **14:00**

**Take into account that due to the Covid-19 situation we are not always at the Office and we would kindly ask you to write us your questions by email:**  
[erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es)

The emails are better than face to face communication at the moment

