



UCA

Universidad
de Cádiz

ERASMUS+ AT UCA

*Information for Incoming Erasmus traineeships
Students*

sea·EU

EUROPEAN UNIVERSITY OF THE SEAS



Cofinanciado por
la Unión Europea

Summary

- Thanks for the interest in an Erasmus traineeships at the Universidad de Cádiz Primero de todo, gracias por el interés mostrado en realizar una
- Through this pdf you will find the necessary information to apply and all the processes to be accepted at the Universidad de Cádiz under the Erasmus+ KA131 .
- 1.-Before your arrival
- 2.-After your arrival
- 3.-Before you finish you stay

1.- Before your arrival

1.- Request of acceptance at the Universidad de Cádiz

In order to apply under the Erasmus+ KA131 for traineeships, please send an e-mail to the person in charge of Centre (Faculty of School) or service of the University where you would like to do your traineeships using our [Factsheet](#). Please make sure you send a presentation e-mail with the following documents attached:

- **A) Curriculum Vitae:** Please indicate your academic details, laboral experience, abilities, relevant competences. We recommend the use of Europass: [siguiente enlace](#)
- **B) Learning Agreement** – Traineeship pre-rellenado: Este documento está disponible en cada oferta de prácticas o en blanco si no hay oferta creada y debe estar firmado previamente por el coordinador de su universidad de origen y por usted.
- **C) Language Certification.**

1.- Before your arrival

2.- Apply for an acceptance letter at your home University:

- While you apply for a traineeship at the Universidad de Cádiz, you do need to apply for an Erasmus+ for Traineeships at your home University. It is necessary to be selected in your home University otherwise it is not possible to be accepted at the Universidad de Cádiz.

1.- Before your arrival

3.- Online Application form at the Universidad de Cádiz.

Once you have your learning agreement signed by all parties and a proof that you have been accepted to come to the Universidad de Cádiz under the Erasmus+ KA131 programme, send an e-mail to erasmus.traineeships@gm.uca.es and we will send you a link to our online application form to receive your official acceptance letter. In the application form, you will have to upload the following compulsory documents:

- Learning agreements for traineeships filled out and signed by all three parties: (Your home University, your coordinator in the Universidad de Cádiz and yourself.
- Copy of your ID card of passport
- A document that confirms that you have been selected to come to the Universidad de Cádiz from your home University as Erasmus+ KA131 for traineeships.
- Certificate of Language needed for your traineeships. We usually need, at least, a B1 level of Spanish but if your traineeships will be in English, then upload a certificate of English, but please bear in mind that your daily life in Spain will be in Spanish (finding accommodation, shopping, etc)

IMPORTANT: Without these documents, you will not receive an acceptance letter in the Universidad de Cádiz.

1.- Before your arrival

4.- Acceptance letter of the Universidad de Cádiz

Once you have submitted your online application for, please send an e-mail to erasmus.traineeships@uca.es to let us know your have send the onine application and, if everything is find, you will receive the following documents:

- Acceptance Letter.
- Username and password

Before your arrival, you will have to upload in our platform (where you have done your application form) the following Document:

- Insure that covers at least, Civil Liability, Accidents and repatriation. All incoming students need to have this Insurance to start the traineeships. The University of Cádiz recommends the following one: [seguro de viaje ERGO](#).

You will also need to have the following document before your arrival:

- European Health Insurance card:

2.- At your arrival

1.- Registration at the Internationalization Office:

- Please send an e-mail to erasmus.traineeships@gm.uca.es to ask for an appointment to register at the Internationalization office. We will sign any certificate of arrival (if needed) and we will explain all the procedures and services of the University of Cádiz.
- Address: Plaza Falla, 8 11003 Cádiz

2.- Start your traineeship

- Ask for an appointment with your coordinator of the traineeships to start.

3.- Just before you finish your stay

- 1.- Please come to the internationalization office to get your certificate of departure signed.
- 2.- Please hand your “learning agreement after your arrival” to fill it out and get it signed.

Accommodation

You can check information about accommodation in the following website: [Accommodation](#)



ACCOMMODATIONS
ALOJAMIENTOS
— Universidad de Cádiz —

Spanish Course

The Language Centre (Centro Superior de Lenguas Modernas, CSLM) in the University of Cadiz organizes Spanish language courses (and does the same for other languages such as English, French, German...) before and during the semester. Information regarding courses, fees, etc...

www.uca.es/cslm

<https://cslm.uca.es/subhome-servicios/programas-de-espaol/>

e-mail: lenguas.modernas@uca.es

Tel: +34956015795

LDAP

Your UCA username and password will give you access to the WIFI, your e-mail, the virtual campus, etc... It is the same username and password that gives you access to Umove (Erasmus+ KA131 students) or ORI2 platform (for Erasmus+ KA171 or visiting students). Please you have to do your “matricula” in advance so this works.

Follow the next steps to get access to the University WIFI:

- Connect to ucAirPublica and type in: caminantenohaycamino
- You'll be redirected to a website where you will have to introduce your LDAP



Insurance and how to go to the doctor

Every incoming mobility student should have the following:

- European Health Insurance Card (only for students who come from countries in the European Union) or private medical insurance (for those students outside of the European Union)
- Mandatory insurance that covers, at least, property civil liability, accidents and repatriation.

The UCA recommends the following insurance: [Link](#)

What to do if you need to go to the doctor?

- If you have an European Health Insurance Card you must go to the public medical centre (Servicio Andaluz de Salud –Andalusian Health Service-) that is closest to your home or else go to the urgency services of the public hospital (Servicio Andaluz de Salud)
- If you do not have the European Health Insurance Card, you must call your private insurance and they will inform you of the centre you have to go to. The phone number is in the policy you have with your insurance.

In case of health emergency call 061. General Emergency (Police, Fire Department...): Tel: 112

[¿Qué debo hacer si necesito acudir al médico?](#)

[What to do to visit a doctor?](#)

E-Mail

Once you are enrolled, you will need to activate an UCA e-mail account with your username and password. In this address you will receive e-mails from the information services in the University of Cádiz:

<https://cau.uca.es/cau/altaEmailAlumno.do>



Student ID Card or Intelligent University Card (Tarjeta Universitaria Inteligente/TUI)

Instructions to access the [TUI](#)



Tutoring sessions: timetables and professors

In the following link you will be able to find information of the timetables for the professors' tutorship sessions:

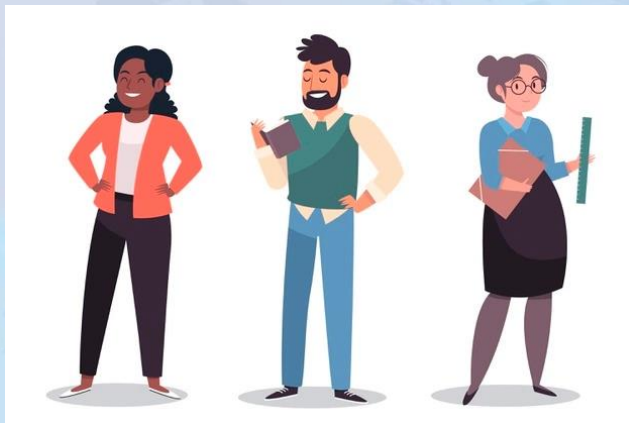
[Tutoring sessions](#)



Directory:

In the following link you will be able to find the personal contacting data corresponding to all members of the staff in the University of Cádiz.

[Directory](#)



Services by the University of Cádiz

Aside from the study program, the University of Cádiz offers services to the students, such as library, sports, culture, etc...

Services ([Español](#), [English](#))

Equity and Diversity

The University of Cadiz has a Diverity Unit

Diversity

Disability attention service:

Attention to Disability

Equity Unit

Equity



Sustainability

The University of Cadiz has an office for sustainability which belongs to the delegation of the Rector for Social and Corporate Responsibility Policies

[Sustainability](#)



Transcript of records and Recognition

-Erasmus students from countries in the program (KA131)

You will be able to download the transcript of records from the Umove platform in July (students second semester and the whole academic year)

-Erasmus students from associate countries (KA171)

Visiting students: After the stay is finished and the grades are published, students will be able to download the grades certificate from their academic record which they will be able to find in the app/application

<https://oriuca.uca.es>

Once you are back at your University of origin, you must request the studies recognition. If you have done the Spanish course and you cannot see the grade on the Transcript of records, please ask the Language Centre to send you the Diploma.

Urban and Intercity transport

Urban:

Cádiz: [Transporte urbano Cádiz](#)

Information on coupons: [Bonos](#)

Jerez (Information and coupons): [Transporte urbano Jerez](#)

Algeciras: [Transporte Urbano](#)

Puerto Real: [Transporte urbano](#)

Intercity:

Bahía de Cádiz Consortium of Transport (Consortio de Transporte Bahía de Cádiz): [Pagina Web y Bonos](#)

