



ERASMUS AT UCA

Information for **Incoming Students for traineeships**



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Summary



First of all, thanks for your interest in the Universidad de Cádiz to follow a traineeship under the Erasmus for traineeships programme.

In PDF you will find the steps to be accepted at the Universidad de Cádiz and the information you will need throughout your whole stay with us:

- 1.- Apply for acceptance.
- 2.- Information before your arrival.
- 3.- Information just after your arrival.
- 4.- Information during your stay.
- 5.- Information at the end of your stay.



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UCA

Universidad
de Cádiz

1.- Apply for acceptance



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Please contact your Erasmus office in your home University to apply for Erasmus+ for traineeship fundings and ask for the internal procedures. To be accepted at the Universidad de Cádiz for a traineeship you need to contact the person in charge of the International mobility of the centre you want to be in. You can find the contact details in the [factsheet](#). If you wish to do a traineeship in a service of the University (for example, library, internationalization office, etc...) please contact the following e-mail to ask for the e-mail address of the service you are interested in: erasmus.incoming@uca.es

Once you have the contact details, please send an e-mail to that address with your learning agreement filled out and ask if your mobility could be possible. If you have a positive reply, ask for the signature of that learning agreement.



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Once your learning agreement has been signed by the three parties (home University, host University and yourself) please send an e-mail to erasmus.incoming@uca.es to ask for a link to our online application form.

Once submitted you will receive a letter of acceptance with information on how to get to Cádiz, username and password, etc...

No mobilities will be allowed without the acceptance letter.



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2.- Information before your arrival



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Please make sure you have filled out all the requested form from your home University (grant agreement, etc...) and you have an appointment with your coordinator of the traineeship after your arrival.



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Accommodation



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



ACCOMMODATIONS
ALOJAMIENTOS

— Universidad de Cádiz —



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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.

www.uca.es/cslm

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

e-mail: lenguas.modernas@uca.es

Tel: +34956015795



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LDAP



Before your stay begins, you will receive an e-mail with your UCA username and password that will give you access to the WIFI, your e-mail, the virtual campus, etc...

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



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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.

In case of health emergency call 061.

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

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



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3.- Information just after your arrival.



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Registration at the Universidad de Cadiz and certificate of arrival



After your arrival, please come to the internationalization office to register.

If you are going to do your traineeship in Campus Cadiz, Puerto Real or Jerez, you will have to come to the internationalization office after your arrival. It is located in the following address:

Internationalization office:

Plaza Falla, 8

11003 Cádiz

[Enlace a Google Maps](#)

Opening hours: Mondays-Fridays from 10:00 to 14:00

Please ask for an appointment in: erasmus.incoming@uca.es

If you are going to be in **campus Bahía de Algeciras**, you can register in the Internationalization office of the Campus:

Oficina de Internacionalización de la Escuela Técnica Superior de Ingeniería de Algeciras

Av. Ramón Puyol, s/n, 11202 Algeciras

[Enlace a Google Maps](#)

Opening hours: Mondays-Fridays from 10:00 to 14:00

Please ask for an appointment in: internacional.algeciras@uca.es



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Registration at the Universidad de Cadiz and certificate of arrival



-Certificate of arrival: If your home University has requested to get signed a certificate of arrival, please bring it with you to the internationalization office and we will sign it for you.



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E-Mail



After your arrival, 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>



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



Instructions to access the TUI [English](#) [Español](#)



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Tutoring sessions: timetables and professors

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

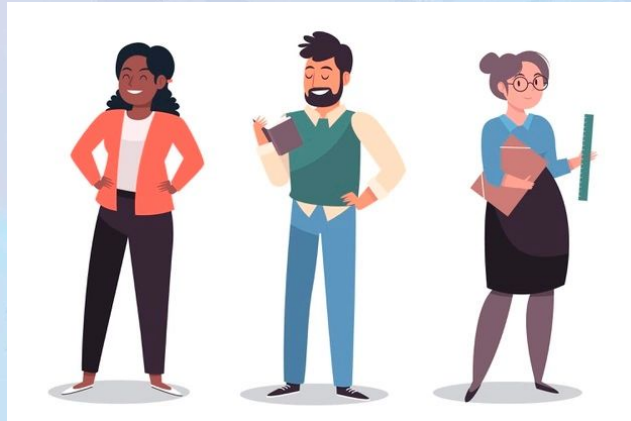
[Tutoring sessions](#)



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](#)





4.- Information during your stay



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Changes to your learning agreement



If you need to make changes to your proposed learning agreement for traineeships (any changes to the proposed working plan, extension of your stay...) please fill out the part of your learning agreement to do so and get it signed by your traineeship coordinator. Send a copy of that to erasmus.incoming@uca.es to your home University (to ask for permission and follow their procedures).



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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](#))



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Inclusion and equal unity between men and women

The University of Cadiz has a Secretary in Inclusion Politics (Secretariado en Políticas de Inclusión)...

Inclusion

...Which the Attention to Disability Office belongs to

Attention to Disability

And an equity unit between men and women.

Equity



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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](#)



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Urban and Intercity transport

Urban:

Cádiz: [Transporte urbano Cadiz](#)

Information on coupons: [Bonos](#)

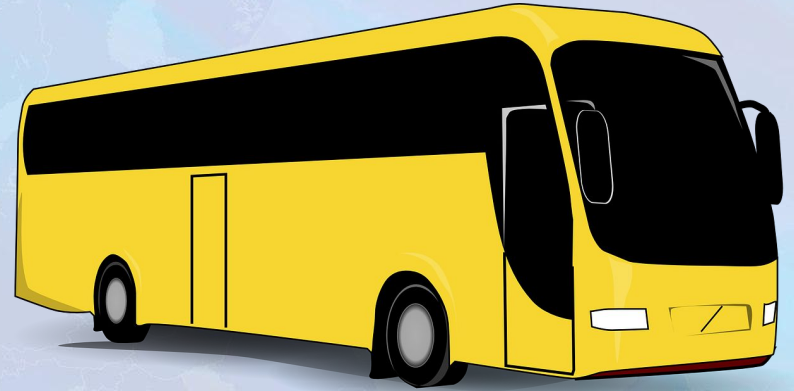
Jerez (Information and coupons): [Transporte urbano Jerez](#)

Algeciras: [Transporte Urbano](#)

Puerto Real: [Transporte urbano](#)

Intercity:

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





5.- Information at the end of your stay.



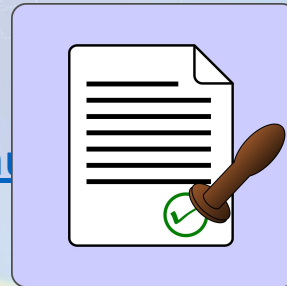
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Certificate of stay

At the end of your stay we will sign at the internationalization office your certificate of stay. Please come to the internationalization office (addresses on page 13). On the other hand, your traineeship coordinator will have to fill out and sign your learning agreement after the mobility.

Further
[Web](#)

Erasm



information:
[Prácticas](#)