



Cofinanciado por el
programa Erasmus+
de la Unión Europea

Follow-up virtual meetings

December 14/12/2023

Departure before 02/02/2024

- * Your mobility for the first semester is till 02/02/2024. If you are planning to leave Cadiz earlier, you have to communicate it as soon as possible to the International Office in order to change the date of your last day at the UCA and change the amount of your grant.
- * Please, write to erasmus.ka107.incoming@gm.uca.es



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Before your departure

One month before the end of your Erasmus+ period you will receive an email from EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu

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

If you haven't received this email 25 days before the last day of your Erasmus+ period, please, write to erasmus.ka107.incoming@gm.uca.es

Don't 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.

In order to receive the last payment **you have to fill out the BM survey** (link received from EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu)

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



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Certificate of Stay

You **have to** come to our Office for Internationalization in order to receive the Certificate of Stay **on 02/02/2024 or later**. You will have to sign your Departure document **personally**.

If you are planning leave Cadiz before 02/02/2024, you have to communicate the change of your last day at the UCA (see the first page of this document). The grant will be proportionally reduced, but you will be able to receive the Certificate of Stay the day you have indicated (before 02/02/2024).

The Certificate of Stay is a mandatory document for your Erasmus+ period.



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Certificate of grades

As soon as the Official Actes (middle-end 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)



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BM 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 EU-CORPORATE-NOTIFICATION-SYSTEM@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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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. We will send you the Document After the mobility and your Home University will have to sign it and you have to upload it to your ORIUCA's profile **till 01/03/2024.**



Summary

1. If you leave Cadiz before 02/02/2024 you have to communicate it as soon as possible to the UCA's International Office.
2. 1 month before the end of your Erasmus+ period of stay you have to fill out the online survey
3. Don't write to our Office for Internationalization that you have done the online survey
4. You will receive the last payment (20% of the total of the grant) by bank transfer or by the check at the end of January.
5. You have to close your bank account in Spain, if you have open it.
6. You have to come to the UCA's Office for Internationalization on 02/02/2024 or later in order to receive your Certificate of Stay.
7. In the middle-end February you will receive by email the Transcript of Records
8. 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.
9. You have to fill out and upload to your ORIUCA's profile the LA After the mobility till 01/03/2024



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Thank you for the attention!