



UCA

Universidad
de Cádiz

ERASMUS AT **UCA**

Information for **Incoming Students**

sea · EU

EUROPEAN UNIVERSITY OF THE SEAS



Cofinanciado por
la Unión Europea

Academic Calendar

Academic Calendar 2023/24: Autumn Semester: 22nd September 2023 to 2nd February 2024. Spring Semester: 5th February 2024 to 2nd July 2024

[Further information regarding the academic calendar](#)

IMPORTANT: If you are a Master student who ONLY follows Master lessons, please contact your academic coordinator to ask about the beginning of those courses as they could start in March. If that is your case, you do not have to come to the compulsory registration sessions (page 7) but come to the internationalization office after your arrival. Address on the last page of this pdf.

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.

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)

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.

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?](#)

Registration at the Universidad de Cadiz and certificates of arrival

After your arrival in Cadiz, you will have to register by attending to any of the following meetings (English or Spanish):

-Information session and registration (COMPULSORY) for our incoming mobility students in **Campuses Cadiz, Jerez, Puerto Real and Algeciras. It is only necessary to attend to any of the following sessions. We recommend you to attend to the first available session just after your arrival.**

Students in campuses Cadiz y Puerto Real:

Information sessions on 12th, 29th, 31st January, 2nd and 5th February in English and Spanish.

The sessions will be at 10:00 in Spanish and 12:00 in English in “Sala Lequerica” of “Edificio Constitucion 1812”, in Cadiz.

[Google Maps link](#)

Students in Campus Jerez

Information sessions on 1st February in Spanish and English.

The sessions will be at 10:00 in Spanish and 12:00 in English in the “Salon de Actos” of “Edificio Despachos y Seminarios” in Campus Jerez. If you wish, you could also come to any of the sessions we have in Campus Cádiz instead.

[Google Maps link](#)

Students in Campus Algeciras

Information sessions. You will be informed per e-mail before your arrival

[Google Maps link](#)

Registration at the Universidad de Cadiz and certificates of arrival

-Certificates of arrival: If requested by your home University, you can bring with you your certificate of arrival to get it signed by us. It will be signed during the information sessions.

-Special information for Erasmus KA171 students (Students whose home University is outside the European Union and programme countries). Apart from the mentioned information sessions, you will have to attend to a specific session. We will let the students know per e-mail the date, time and specific place to meet. This session is NOT for Erasmus KA131, that is to say, if your home University is located in the European Union, United Kingdom, Serbia, Turkey, Liechtenstein, Iceland, North Macedonia or Norway, you do not have to attend to this specific meeting.

Subjects

The academic annual offer is published in the following website:

<https://internacional.uca.es/oferta-de-asignaturas/>



Enrolment (Matrícula)

Period of enrolment: from September 12th January to 9th February 2024

Erasmus+ KA131 and KA171 students:

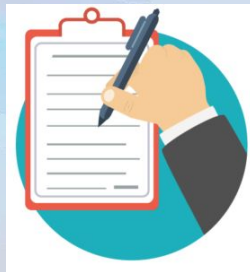
Instructions to register your subjects in our computer system (automatrícula):

[Matrícula](#)

Visiting students:

Instructions to register your subjects in our computer system:

[Matrícula](#)



Changing your enrolment

In case of having to change subjects in your learning agreement during the mobility you will have to inform through CAU to your faculty secretary's office in order for them to change your enrolment. In order to do so, you will have to send through a CAU message the document (learning agreement "during the mobility") signed, at least, by your coordinator at the University of Cádiz and by you. At the same time, you will have to report these changes to your home university. Same procedures for ERASMUS+ KA131, ERASMUS+ KA171 and visiting students.

Instructions: [Matrícula](#)

Period of enrolment changes: from 10th February to 15th March 2024



Academic record

Once you are enrolled, you can change your personal data, your enrolment and check your exam results in the following link: <https://www.uca.es/students/?lang=en>

You must select “Trámites” (Formalities) and then “Expediente Académico” (Academic record). To access its content, you will need to introduce your username and password.



Campus Virtual (Virtual Campus)

Campus Virtual is a platform that gives a service to the university community to support the teaching and diffusion of knowledge.

In order to enter, you will have to be enrolled and introduce your username and password in the following link:

<https://campusvirtual.uca.es/en/>

E-Mail

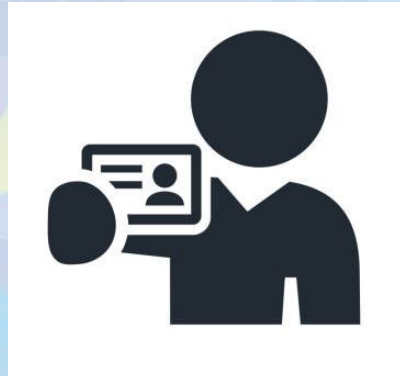
Once you are enrolled, you will need to activate an UCA e-mail account with your username and password. In this address you will receive e-mails from the information services in the University of Cádiz:

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



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

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



Tutoring sessions: timetables and professors

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

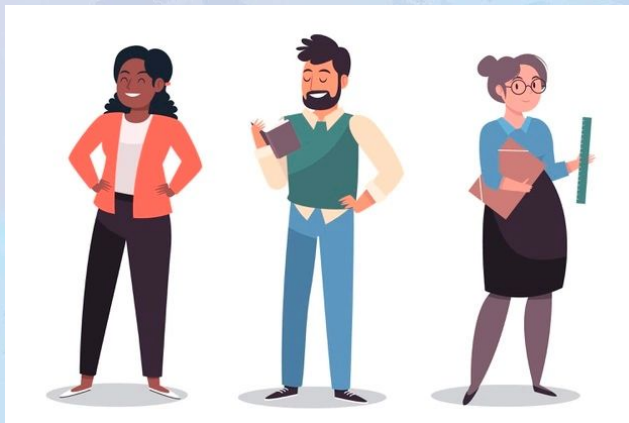
[Tutoring sessions](#)



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](#))

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



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](#)



Internship

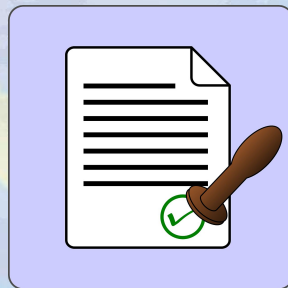
If you're interested in doing extracurricular internships inside the University, you can contact our employment unit

[Internship](#)



Certificate of departure

At the end of your stay, we will sign your certificate of departure in the Office of Internationalization.



Grades certificate and acknowledgement

-Erasmus students from countries in the program (KA131)

The campuses' secretaries will send you and your university of origin the grades certificate during the months of February/March (if your stay was only during the first semester) or July (if your stay was for the whole course or only for the second semester).

-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, it will not appear in your grades certificate, the Superior Centre of Modern Languages (Centro Superior de Lenguas Modernas) will send you a course certificate.

Urban and Intercity transport

Urban:

Cádiz: [Transporte urbano Cádiz](#)

Information on coupons: [Bonos](#)

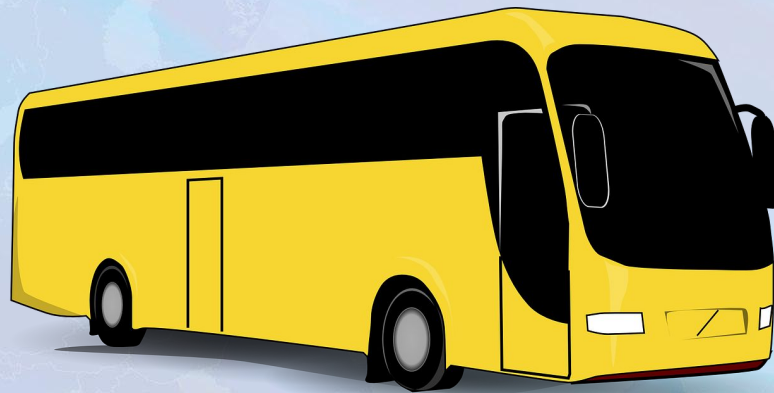
Jerez (Information and coupons): [Transporte urbano Jerez](#)

Algeciras: [Transporte Urbano](#)

Puerto Real: [Transporte urbano](#)

Intercity:

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



Managers of international mobility in centres

In the following link you can check information about those responsible for the centres' international mobility, as well as the internationalization office staff:

[Factsheet](#)

Internationalization Office

Address: Edificio Hospital Real, Plaza Falla, 8, 11003 Cadiz (literally translates to Royal Hospital Building, Falla Square)

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

-Erasmus Students coming from the program (European Union+ Norway, Liechtenstein, Turkey, United Kingdom, Ireland, Serbia, North Macedonia): erasmus.incoming@uca.es

[Erasmus KA131 web](#)

-Erasmus Students from associated countries (KA171): erasmus.ka107.incoming@uca.es

[Erasmus KA171 web](#)

-International mobility students (visiting students) estudiante.visitante@uca.es

[International and visitor's students web](#)

Telephone: 956015883

<https://internacional.uca.es/?lang=en>