

Incoming Erasmus+ KA171 at the University of Cádiz

**Welcome to the
University of Cádiz!**



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Offices at the UCA

- International Office – Administrative issues related with the grant and period of stay.
- Secretary's Office at the Faculty - Administrative issues related with the matricula (enrollment), grades, courses.
- Faculty academic coordinator – All academic issues (selection of courses, timetable, change of courses, etc.)



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International Office

- Difference between Erasmus (KA131/ KA171) and visiting students.
- Passport issues:
 - Copy of the Passport as an identification document.
- Visa and Migration issues:
 - Visa for studies
 - Visa for less than 180 days – NO mandatory NIE/TIE. But it is possible during the first month of the stay.
- Travel to another countries:
 - Contact with the Embassy/Consulate of the country in Spain.
- Grant Agreement:
 - Mandatory
 - Amendments



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Grant calculation example:

- A student arrives and registers on the 5 of February 2024.
- A student's departure is on the 02 of July 2024.
- Period of stay: 05/02/2024 – 02/07/2024.
Total: 148 days.
- 1 month– 30 days. Therefore $148/30=4$ months and 28 days.
- 4 months: $850*4$ months + $850/30*28$ days = **4193 euro.**
- + Travel Grant (180, 275, 360, 530, 820, 1500)
- *Specific additional grant for inclusión: 250 euros/month



Grant calculation example:

- The student might arrive after the 5/02/2024 and leave the UCA before 02/07/2024:
 - If he/she has taken his/her final exams.
 - If he/she informed the International Office and his/her academic coordinator.
- The amount of the grant will be proportionally reduced:
For example, date of arrival: 07/02/2024; date of departure: 21/06/2024. Total granted days: 4 months and 15 days.
 $850 \text{ euros} * 4 + 850 \text{ euros} / 30 \text{ days} * 15 \text{ days} = 3 \text{ 825 euros.}$



Frequently asked questions

1. **Extention of stay:**

With a grant: You must be nominated again by your Home University.

The total period of Erasmus+ participation cannot exceed 12 months as Degree/Master or PhD student.

Without any grant: It is possible if your home university and your UCA's academic coordinator agree, but only from the first semester to the second.

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



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Travel Insurance

ERGO

Seguros de Viaje

<https://internacional.uca.es/seguro-de-viaje-ergo/>

How to use it: <https://internacional.uca.es/23-24-erasmus-ka171-sms-in/>



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Grant payments

- First payment: 2700 € bank cheque at the arrival of the student at the information meeting on 05/02/2024. More information will be sent by email. Original Passport needed.
- Second Payment: bank cheque or transfer of money to your Spanish bank account. End of April.
- Third Payment: 20 days after BM survey. At the very end of your stay. End of June.



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How to open an Spanish Bank account

- Recommendation: Banco Santander, plaza Palillero
- Requirements:
 - Valid Passport
 - Document of Matricula
 - Leasing contract of accommodation in Spain.
- Your name and surname have to match with the personal data in your passport



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Period of stay

- Minimum period – 60 days.
- Maximum financed period – 150 days.
- The total amount of the grant corresponds to the actual number of days spent at the University of Cadiz.
- You're compromised to stay at the University of Cadiz during the whole period indicated in your grant agreement.



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.



PhD students

- Institutional Coordinator: Gérard Fernández Smith*
- Academic tutor: Professor you are going to work with during your period of stay, specific for each student depending on his/her field of studies.



Modification of Learning Agreement

First, you have to do the Automatricula

Then, you can do the modification of the matricula and LA.

- First step: Make changes in the learning agreement with your coordinator at the UCA and then sign it (section “During the mobility”).
- Second step: Get it signed by your coordinator at your Home University (LA “During the Mobility”).
- Upload the document to your ORIUCA’s profile and modify the Matricula at the Secretary’s Office of your UCA’s.



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Follow-up meetings

- **Online or in person (more information will be send by email):**
 - Middle April.
 - By the Follow up meetings you will have to upload the LA during the mobility (if you have done any changes in the LA) to your ORIUCA's profile.
 - Communicate the exact day of your departure.



Amendment

- You will have to sign an amendment to you grant agreement if your period of stay is different to 05/02/2024 – 02/07/2024.
- You will be informed about the procedure by email.



At the end of your stay

- You will have to fill out the Beneficiary Module survey one month before your departure.
- You will receive your certificate of departure (only **the day** of the departure).
- Send us back your Learning Agreement with “After the mobility” section filled in and signed by your home University to confirm that the modules have been recognized, by **the 15 of September 2024.**

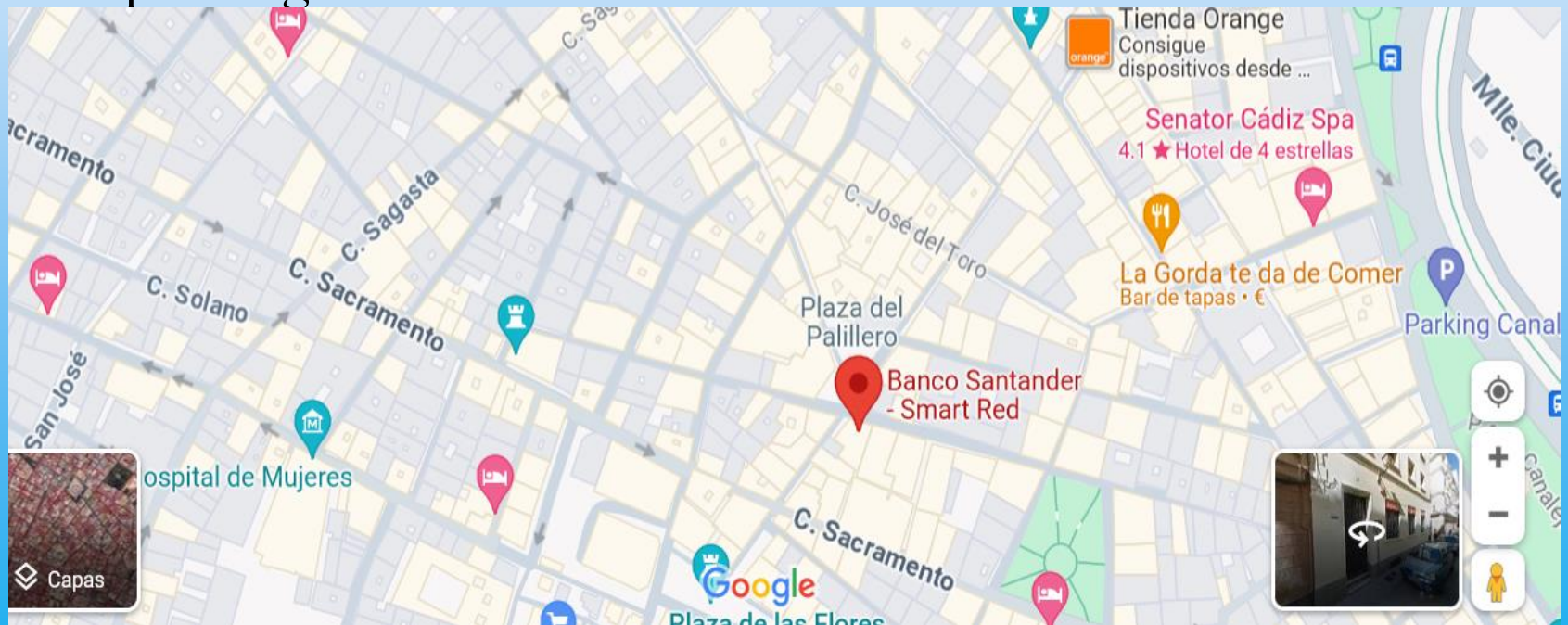


Grant Agreement

- Signature
- Cádiz, 05/02/2024

Bank cheque

- Revise your Name and Surname
- 2700 euros of the first payment
- Passport needed
- Adress: C. Columela, 13, 11001 Cádiz
- Openning hours: 9:00 – 14:00



Visiting hours
of the International Relations Office:

Monday-Friday
from 9:00 to 14:00



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WiFi

- UcaAir pública
- Password: caminantenohaycamino
- Your personal login: u.....
- Your personal password: c.....
- You have to be enrolled in order to access the UCA's WiFi



Further information

Oficina de Internacionalización
Universidad de Cádiz
Plaza Falla 8
Planta baja
E-11003 Cádiz

erasmus.ka107.incoming@uca.es

<https://internacional.uca.es/23-24-erasmus-ka171-sms-in/>



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Thank you!



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