



Cofinanciado por el  
programa Erasmus+  
de la Unión Europea

# Follow-up virtual meetings

November 22, 2024



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# Departure before 07/02/2025

- \* Your mobility for the first semester is till 07/02/2025. 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](mailto:erasmus.ka107.incoming@gm.uca.es)



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# Bank account

- \* We strongly recommend to open a Spanish bank account in order to receive the second payment of the grant
- \* Please, attach the Holder Certificate of your bank account to your ORIUCA's profile as document "cuenta bancaria"
- \* We will validate the document, modify your bank data in your ORIUCA's profile and issue the amendment to your grant agreement



# Amendment to the grant agreement

- \* You will have to sign the amendment to the grant Agreement if:
  - \* You have a Spanish bank account and you will receive the second payment of your grant to this account
  - \* The last day of your period of stay at the UCA in before 07/02/2025
- \* We will send you an email with detailed instructions regarding the process.



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# Learning agreement During the Mobility

- \* If you have made any changes in your Learning Agreement, you have to upload the Learning agreement During the mobility document to your ORIUCA's profile
- \* You can find the model of this document and the instructions on the web of the Call in the part Durante la Movilidad



# Extension of the period of stay

- \* There are 2 types of extension:
  - \* With the grant (you will receive the additional individual support) covering the total period of extension or part of it, depending on the available funds for each country and the number of students asking for the extension.
  - \* Without additional grant. There no additional grant for extension period due to the lack of funds for the Home Country and region of the student.
- \* The funds are available for: Bosnia and Herzegovina, Montenegro, Azerbaijan, Georgia, Moldova, Ukraine, Armenia, Cote d'Ivoire, Tanzania.



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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](mailto: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](mailto:erasmus.ka107.incoming@gm.uca.es)

**Don't write to** [erasmus.ka107.incoming@gm.uca.es](mailto:erasmus.ka107.incoming@gm.uca.es) in order to confirm you have done the survey, we will see it in the system





# Payment of the second part of the grant

The payment of the second (last) part of the grant will be done during the last 10-15 days of your Erasmus+ period.

It will be 30% of the Total amount of the grant as it is indicated in the Grant Agreement.

You can calculate the amount of the second 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](mailto:EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu))

**The payment will be done to your bank account indicated in your ORIUCA's profile or by the bank cheque if you haven't indicated your Spanish bank account.**



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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 07/02/2025 or later**. You will have to sign your Departure document **personally**.

If you are planning leave Cadiz before 07/02/2025, you have to communicate the change of your last day at the UCA (see the third 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 07/02/2025).

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



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# Transcript of Records

As soon as the Official Acts (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](mailto: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](mailto: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 01/03/2025.**



# Summary

1. If you leave Cadiz before 07/02/2025 you have to communicate it as soon as possible to the UCA's International Office.
2. You can apply for the extension of your mobility. This extension can be covered by Erasmus+ grant or not.
3. You have to attach to your ORIUCA's profile the Holder Bank Certificate in order to receive the second payment of the grant.
4. If you have done any change to your Learning Agreement, you have to attach the Learning agreement During the mobility document to your ORIUCA's profile.
5. 1 month before the end of your Erasmus+ period of stay you have to fill out the online survey
6. Don't write to our Office for Internationalization that you have done the online survey
7. You will receive the last payment (30% of the total of the grant) by bank transfer or by the check at the end of January.
8. You have to close your bank account in Spain, if you have open it.
9. You have to come to the UCA's Office for Internationalization on 07/02/2025 or later in order to receive your Certificate of Stay.
10. In the middle-end February you will receive by email the Transcript of Records
11. 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.
12. You have to fill out and upload to your ORIUCA's profile the LA After the mobility till 01/03/2025



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**Thank you for the attention!**