



UCA

Universidad  
de Cádiz

# ERASMUS+ AT UCA

*Information for Incoming Students*

sea·EU

EUROPEAN UNIVERSITY OF THE SEAS



Cofinanciado por  
la Unión Europea

# Differences among the international mobility programmes

- **Erasmus+ KA131: EU Universities + Norway, Switzerland, Serbia, North Macedonia, Liechtenstein, Turkey, United Kingdom and Iceland.**
- **Erasmus+ KA171: Rest of the world.**
- **Visiting students: Students coming from other programmes not financed by the European Union.**

# Academic Calendar

Academic Calendar 2024/25: Autumn Semester: 23rd September 2024 to 7th February 2025. Spring Semester: 10th February 2025 to 25th June 2025.

[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 8) 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. Information regarding courses, fees, etc...

[www.uca.es/cslm](http://www.uca.es/cslm)

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

e-mail: [lenguas.modernas@uca.es](mailto: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). Please you have to do your “matricula” in advance so this works.

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. The phone number is in the policy you have with your insurance.

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 10th, 29th January, 5th, 7th and 10th February in English and Spanish.

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

[Google Maps link](#)

## **Students in Campus Jerez**

Information sessions on 6th 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 “Institutos de Investigación INDESS - IVAGRO” 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**

We will inform about these sessions per e-mail. I will be around the beginning of February.



# 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 10th January to 16th February**

Erasmus+ KA131 and KA171 students:

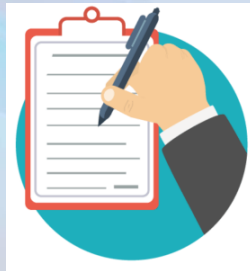
Instructions to register your subjects in our computer system (automatrícula):

[Matrícula](#)

Visiting students:

Instructions to register your subjects in our computer system:

[Matrícula](#)



# Changing your enrolment

If you are an Erasmus KA131:

Instructions:

[Matrícula](#)

If you are an Erasmus KA171 or visiting student:

[Matrícula](#)

**Period of enrolment changes:** 17th February to 14th March



# 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/>

Once you have your “matrícula”, if there is a module/subject missing in your campus virtual, please ask the lecture of that module/subject to give you access.

# 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](#)





# Tutoring sessions: timetables and professors

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

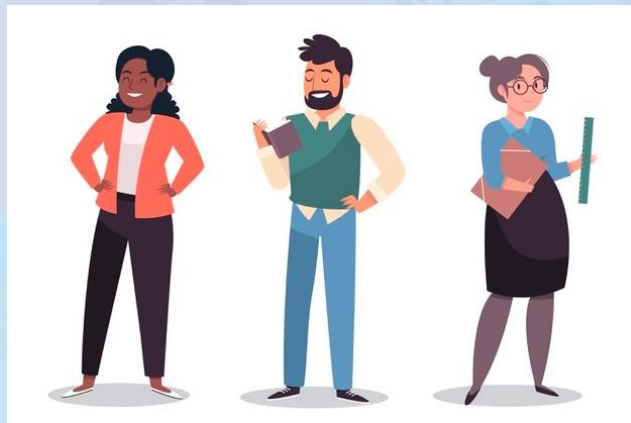
[Tutoring sessions](#)



# 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](#))

# Equity and Diversity

The University of Cadiz has a Diversity Unit

Diversity

Disability attention service:

Attention to Disability

Equity Unit

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](#)



# Certificate of departure

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



# Transcript of records and Recognition

## **-Erasmus students from countries in the program (KA131)**

You will be able to download the transcript of records from the Umove platform in July (students second semester and the whole academic year)

## **-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 and you cannot see the grade on the Transcript of records, please ask the Language Centre to send you the Diploma.

# 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:

Bahía de Cádiz 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. [Google Maps](#)

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

[Erasmus KA131 web](#)

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

[Erasmus KA171 web](#)

**-International mobility students (visiting students)** [estudiante.visitante@uca.es](mailto:estudiante.visitante@uca.es)

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

Telephone: 956015883

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