



Cofinanciado por el
programa Erasmus+
de la Unión Europea

Follow-up virtual meetings

December 1, 2025

Content



Cofinanciado por el
programa Erasmus+
de la Unión Europea

1. Departure before 06/02/2026
2. Bank account
3. Extension
4. Amendment to the Grant Agreement
5. Learning agreement during the mobility
6. Before your departure (EU Survey)
7. Second payment
8. Certificate of Stay
9. Transcript of Records
10. Recognition Survey
11. Learning agreement After the Mobility
12. Summary



Cofinanciado por el
programa Erasmus+
de la Unión Europea

Departure before 06/02/2026

- * Your mobility for the second semester is till **06/02/2026**. 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



Cofinanciado por el
programa Erasmus+
de la Unión Europea

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



Cofinanciado por el
programa Erasmus+
de la Unión Europea

Extension

- * It is possible to extend your period of stay at the UCA for the second semester 2025-26
- * All the information about the extension is available on the webpage of the Call
- * The **deadline** for the submission of the required documents, Learning agreement during the mobility (signed by 2 parts) and the application form (signed by 3 parts) is on **01/12/2025**
- * The extension period can be **with** and additional grant (if there are available funds in the region) or **without** an additional grant



Cofinanciado por el
programa Erasmus+
de la Unión Europea

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 is before 06/02/2026
 - * If the extension is approved by the UCA
- * We will send you an email with detailed instructions regarding the process.



Cofinanciado por el
programa Erasmus+
de la Unión Europea

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



Cofinanciado por el
programa Erasmus+
de la Unión Europea

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, we will see it in the system



Cofinanciado por el
programa Erasmus+
de la Unión Europea

Payment of the second part of the grant

The payment of the second (last) part of the grant will be done during the last 10-5 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 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)

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.



Cofinanciado por el
programa Erasmus+
de la Unión Europea

Certificate of Stay

You **have to** come to our Office for Internationalization in order to receive the Certificate of Stay **on 06/02/2026 or later**. You will have to sign your Departure document **personally**.

If you are planning leave Cadiz before 06/02/2026, 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 06/02/2026).

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



Cofinanciado por el
programa Erasmus+
de la Unión Europea

Transcript of Records

As soon as the Official Acts (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)



Cofinanciado por el
programa Erasmus+
de la Unión Europea

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



Cofinanciado por el
programa Erasmus+
de la Unión Europea

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 15/03/2026.**



Cofinanciado por el
programa Erasmus+
de la Unión Europea

Summary

1. If you leave Cadiz before 06/02/2026 you have to communicate it as soon as possible to the UCA's International Office.
2. You have to attach to your ORIUCA's profile the Holder Bank Certificate in order to receive the second payment of the grant to your bank account.
3. 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.
4. The deadline for the application for extension for the 2nd semester is on 01/12/2025
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 (20% 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 06/02/2026 or later in order to receive your Certificate of Stay.
10. In the end of 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 15/03/2026



Cofinanciado por el
programa Erasmus+
de la Unión Europea

Thank you for the attention!