



Cofinanciado por el
programa Erasmus+
de la Unión Europea

Follow-up virtual meetings

April 24, 2026

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Departure before 19/06/2026

- * Your mobility for the second semester is till **19/06/2026**. 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



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Extension

- * It is not possible to extend your period of stay at the UCA for the 2026-27 academic year
- * If you would like to come to the UCA in 2026-27, you must be nominated by your home University and do the same procedure as in 2025-26.



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 19/06/2026
 - * You have inclusion conditions approved after your arrival at the UCA
- * Please, come to our Office for Internationalization from 10:00 till 14:00



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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



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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

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



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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 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.



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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 19/06/2026 or later**. You will have to sign your Departure document **personally**.

If you are planning leave Cadiz before 019/06/2026, you have to communicate the change of your last day at the UCA (sea 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 19/06/2026).

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 (end of June) 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)



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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

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. This 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 15/06/2026.**

Summary



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1. If you leave Cadiz before 19/06/2026 you have to communicate it as soon as possible to the UCA's International Office.
2. You have to come to the Office for Internationalization in order to sign your amendment, from 10:00 till 14:00
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. 1 month before the end of your Erasmus+ period of stay you have to fill out the online survey
5. Don't write to our Office for Internationalization that you have done the online survey
6. You will receive the last payment (20% of the total of the grant) by bank transfer or by the check at the middle of June.
7. You have to close your bank account in Spain, if you have open it.
8. You have to come to the UCA's Office for Internationalization on 19/06/2026 or later in order to receive your Certificate of Stay.
9. In the beginning of July you will receive by email the Transcript of Records
10. 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.
11. You have to fill out and upload to your ORIUCA's profile the LA After the mobility till 15/06/2026



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Thank you for the attention!