

# 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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# Different programs

- Erasmus+ KA171 UCA
- Erasmus+ KA171 TransFrontEU
- Erasmus+ KA171 Líder África



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# Registration sessions

- Mandatory General session
- Mandatory Special session



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# Grant calculation example:

- A student arrives and registers on the 18 of September 2025.
- A student's departure is on the 06 of February 2026.
- Period of stay: 18/09/2025 – 06/02/2026.  
Total: 139 days.
- 1 month– 30 days. Therefore  $139/30=4$  months and 19 days.
- 4 months:  $850*4$  months +  $850/30*19$  days = **3938 euro.**
- + Travel Grant (180, 275, 360, 530, 820, 1500)
- \*Specific additional grant for inclusión: 250 euros/month



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# Grant calculation example:

- The student might arrive after the 18/09/2025 and leave the UCA before 06/02/2026:
  - 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: 20/09/2025; date of departure: 04/02/2026. Total granted days: 4 months and 15 days.  
 $850 \text{ euros} * 4 + 850 \text{ euros} / 30 \text{ days} * 15 \text{ days} = 3\,825 \text{ euros}.$



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# Distance slot

- Different Distance slots for 2023 and 2024 projects

## 2023

TRAVEL DISTANCE	AMOUNT PER PARTICIPANT
Between 10 and 99 Km	23 €
Between 100 and 499 Km	180€
Between 500 and 1999 Km	275€
Between 2000 and 2999 Km	360€
Between 3000 and 3999 Km	530€
Between 4000 and 7999 Km	820€
8000 Km or more	1500€

## 2024

TRAVEL DISTANCE	AMOUNT PER PARTICIPANT
Between 10 and 99 Km	28 €
Between 100 and 499 Km	211 €
Between 500 and 1999 Km	309€
Between 2000 and 2999 Km	395€
Between 3000 and 3999 Km	580€
Between 4000 and 7999 Km	1188€
8000 Km or more	1735€



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# Funding information in ORIUCA

## Fuentes de Financiación

- **SEPIE** (*Todos*) días a pagar: mín: 60, máx: 150. A pagar desde día 1 hasta día 150. Según estancia : **139 días** (4 meses y 19 días).

Línea de pago	Cantidad	Tipo	Periodicidad	Total
BAND_50 (3000-3998 km)	530,0 €	Pago por banda de distancia	Pago único	530.0€
SEPIE ALUMNOS ENTRANTES ESPAÑA KA171	850,0 €	Pago simple	Pago mensual	3938€
				<b>4468.0€</b>

- **SEPIE** (*Inclusión*) días a pagar: mín: 60, máx: 150. A pagar desde día 1 hasta día 150. Según estancia : **139 días** (4 meses y 19 días).

Línea de pago	Cantidad	Tipo	Periodicidad	Total
SEPIE INCLUSIÓN ALUMNOS ENTRANTES ESPAÑA KA171	250,0 €	Pago simple	Pago mensual	1158€
				<b>1158€</b>

Ayuda Total	<b>5626,0€</b>
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# Frequently asked questions

## 1. **Extention of stay:**

**Only for the students of the 1<sup>st</sup> semester. For the second semester.**

**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/24-25-erasmus-ka171-sms-in-lider-a>



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# Grant payments

- First payment: 80% of the grant by bank cheque at the arrival of the student at the information meeting on 18/09/2025. More information will be sent by email. Original Passport needed.
- Second Payment: 20% of the grant by bank cheque or transfer of money to your Spanish bank account 20 days after BM survey. At the very end of your stay. Beginning of February.



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# How to open a Spanish Bank account

- Recommendation: Banco Santander, plaza Palillero
- Requirements:
  - Valid Passport
  - Document of Matricula
  - Invitation Letter (the same as for the visa issue)
  - 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.



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# 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.



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## PhD students

- Institutional Coordinator: Natalia García Carbonell
- 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.



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# 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 November.
  - 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.



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# Ammendment

- You will have to sign an ammendment to you grant agreement if your period of stay is different to 18/09/2025 – 06/02/2026.
- You will be informed about the procedure by email.



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## 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 March 2026**.



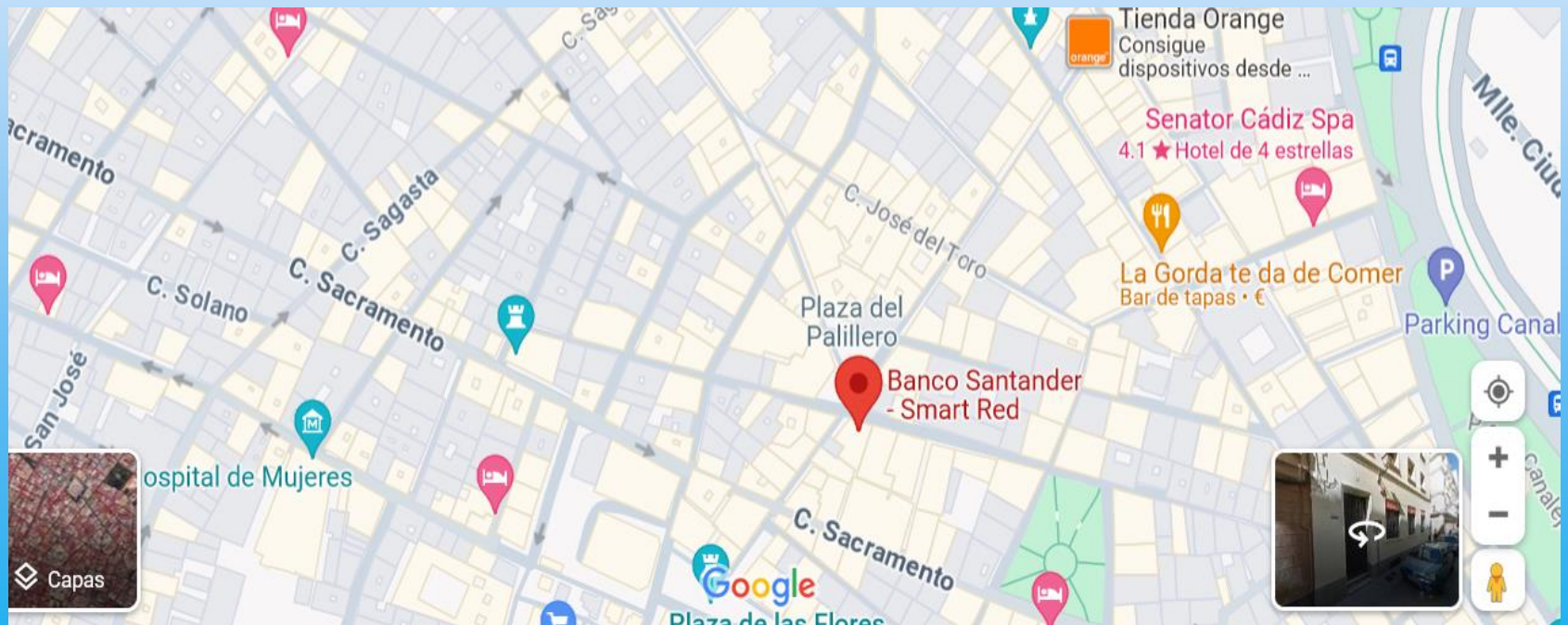
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# Grant Agreement

- Signature
- Cádiz, 18/09/2025

# Bank cheque

- Revise your Name and Surname
- Passport needed
- Address: C. Columela, 13, 11001 Cádiz
- Opening 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



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# 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/25-26-erasmus-ka171-sms-in/>

<https://internacional.uca.es/25-26-erasmus-ka171-sms-in-lider-africa/>

<https://internacional.uca.es/25-26-erasmus-ka171-sms-in-transfronteu/>



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# Thank you!