

GUIDELINES FOR STAFF FROM FOREIGN PARTNER UNIVERSITIES COMING ON ERASMUS+ TO UAB, UAM, UC3M OR UPF

Covid-19

General conditions of Erasmus+ grant

1. If the mobility:
 - is conducted onsite (that is, the participant travels to the receiving country) and activities are carried out face to face or in a blended mode,
 - is duly accredited by a certificate of attendance, issued by the receiving university, and
 - lasts at least 5 days (a minimum set by Erasmus+ programme),

the mobility participant receives the grant.

The mobility can also be conducted online with no travel required to the receiving country. In this case, the activities stipulated in the mobility agreement are delivered online, and the mobility is recognized and documented in the same way as an onsite Erasmus+ mobility. However, the participant will not receive the grant since there will be no costs associated with the travel and stay in the receiving country.

2. As a general rule, if the participant incurs the costs of flights, accommodation and visa and the mobility cannot take place, these costs will not be reimbursed. As an exception, in cases of force major and other unexpected circumstances, the reimbursement of these costs can be considered, always in accordance with the Programme's rules regarding reimbursement and provided there are available funds to do so.

For this reason it is important that:

- participants make plans as and when the travel situation allows to carry out the mobility safely and always in agreement with their sending and receiving universities.
 - extra care is taken to make bookings (flights, accommodation etc.) on conditions that allow reimbursement in case of cancellation of travel.
- 3. The grant is paid only if the mobility takes place onsite, which is currently highly conditioned by the regulations and travel restrictions imposed by the authorities in relation to the Covid-19 situation, as well as by the continuity and conditions of exchange programmes and/or the acceptance of the participant by the receiving university.

Entry to Spain

Erasmus+ programme participants can obtain the visa under the “highly qualified workers” exemption. With regards to travel restrictions, please check:

- Spanish government guidelines on entry to Spain
<https://www.mscbs.gob.es/en/profesionales/saludPublica/ccayes/alertasActual/nCov/spth.htm>
- International Air Transport Association: COVID restrictions on international travel
<https://www.iatatravelcentre.com/>
- Travel recommendations given by the government authorities in your home country,
- Travel recommendations by the Spanish Embassy in your home country (contact details of the embassies are available following links in [Visa](#) section).

Situation at A4U universities

International mobility is allowed at all four universities and remains subject to travel restrictions imposed by the authorities in our respective countries.

All four universities are currently operating in face-to-face mode, combined with online teaching as and when required. Updates in relation to COVID can be checked on the universities’ websites, via their International Offices or liaising with Olga Belova.

Situation in Madrid and Barcelona

For information on COVID restrictions in Madrid and Barcelona, please check <https://www.comunidad.madrid/servicios/salud/coronavirus> and <https://web.gencat.cat/en/activem/restriccions-territorials/catalunya/index.html>.

International travellers who are not from the EU can use the vaccination card of their country and their passport as an equivalent to the EU COVID digital certificate, in case they are required to show it.

Flights and accommodation

You can book flights and accommodation that suit your needs, bearing in mind that all the expenses related to your Erasmus+ stay need to be advanced by yourself. The grant will be paid to you by cheque once you are in Spain.

Madrid is served by Barajas Airport, and Barcelona by el Prat Airport.

There is a wide choice of hotels in Madrid and Barcelona, which can be checked on a variety of search engines, such as www.booking.com. For on or near campus accommodation, check the following suggestions:

UAM

For staying on campus: Hall of residence the [Residencia Erasmo](#), also available through [booking.com](#). It is located in the main Campus of Cantoblanco, in the north of Madrid, about 20 km away from city centre.

For staying in the city centre: choose a hotel in the area of **Sol**, which is a 20-minute ride away on a local train “Cercanías”, or the area of **Nuevos Ministerios**, 15 minutes away by the same train.

For more assistance regarding accommodation, check our [website](#) or contact acogida.internacional@uam.es.

UC3M

UC3M works with “El Corte Inglés” travel agency, which has negotiated special rates for the following hotels:

Central Madrid:

- [Hotel Puerta de Toledo](#). See it also on [booking.com](#)
- [Hotel Madrid Atocha Affiliated by Meliá](#). See it also on [booking.com](#)

Getafe Campus:

- [Hotel Ibis Getafe](#)

Leganés Campus:

- [Hotel Madrid Leganés Affiliated by Meliá](#). See it also on [booking.com](#)

You can make your reservation by emailing “El Corte Inglés” at unicarlosiii@viajeseci.es or by calling +34 916963314 and +34 916245791.

For accommodation in student residences, please see our [website](#).

UAB

- Hotel based on UAB campus <http://www.hotelcampusuab.com/>
- Vila Universitaria <http://vilauniversitaria.com/en/> is on-campus residence, where it is possible to lodge for a week.

UPF

Hotels:

- **H10 Marina**, within walking distance of Ciutadella Campus and Mar Campus <https://www.h10hotels.com/en/barcelona-hotels/h10-marina-barcelona>
- **Capri by Fraser Barcelona**, roughly in between Ciutadella Campus and Poblenou Campus <https://barcelona.capribyfraser.com/en>
- **Four Points by Sheraton Barcelona Diagonal**, within walking distance of Poblenou Campus <http://www.fourpointsbarcelonadiagonal.com/ca>

Student residence:

- **RESA** is a student residence serving Ciutadella Campus and Mar Campus, both students who come for the whole academic year, but also those who wish to stay for only a few nights. Both are very at walking distance from Mar campus and Ciutadella Campus. Check contact details on <https://www.resa.es/en/residences/barcelona/residence-hall-la-ciutadella/residence/> and on <https://www.resa.es/en/residences/barcelona/residence-hall-campus-del-mar/residence/>

Before mobility

Invitation letter

Your host university will provide you with an invitation letter.

Grant letter and grant agreement

Olga Belova at A4U will arrange for your grant letter, which confirms that you are a recipient of an Erasmus+ grant, and a grant agreement. You will need to fill in the grant agreement, return the scanned copy to Olga Belova, and submit the paper original to the International Office of the host university upon arrival.

Medical insurance

Erasmus+ programme requires all mobility participants to have full coverage of eventual risks during their stay abroad so that they can fully benefit from the professional and personal development activities offered by the programme.

The insurance must include:

- Travel insurance including damage or loss of luggage.
- Medical, pharmaceutical and hospitalization expenses caused by an accidents or illness (including the pandemic) during the stay abroad. Recommended insured sum: 200.000,00€.
- Permanent incapacity or death, including repatriation. Recommended insured sum: 6.000,00€.
- Third party liability.

The cost of the insurance will be borne by the participants themselves and can be covered by the grant that will be paid to the participant upon arrival to the receiving university. A4U, like many Spanish universities, has an agreement with Oncampus insurance company and recommends their [travel medical insurance](#) for staff. A 10-day insurance for example costs 37,50€ (the amount varies according to the length of stay)

and can be purchased online. For questions related to the insurance coverage, please contact OnCampus directly on informacion@oncampus.es / (+34) 981 553 614.

If participants choose a different insurance, it has to meet the above requirements and the receiving university reserves the right of final admission. Also, please check that it would be accepted by the Spanish Embassy where you will be applying for the visa.

If Erasmus+ mobility is extended, the participant is responsible for extending the duration of insurance.

Given the ongoing Covid-19 pandemic, we strongly recommend participants have an adequate travel medical insurance. If you need medical attention related to COVID-19, follow the protocol established in your host country and contact your insurance company as soon as possible by email o telephone stated in your insurance policy. If you need to return to your country earlier than expected, the insurance company might not cover the transportation costs. If your flights are cancelled, contact the airline.

Visa

If visa is required, the participant needs to make application at the Spanish Consulate or visa centre in the country of his/her residence. The insurance, the grant letter and the invitation letter should be part of the documents submitted to the Consulate / visa centre.

Before applying for the visa please check the links below:

BOTSWANA AND NAMIBIA:

The Spanish embassy in Namibia serves both Namibia and Botswana. The latest information we had is that applicants from Botswana can apply by post but should collect their visa in person. Please contact Beatha Tangi Ntinda beatha.tangi@maec.es to schedule an appointment, and receive the application form and requirements for the visa application.

INDIA:

- [Visa for stays of up to 90 days](#)

INDONESIA:

- [Visa for stays for up to 90 days](#). To schedule a visa appointment, contact the Consular Section of the Spanish Embassy on emb.yakarta.sc@maec.es. Information on how to apply is available via the visa center <https://idn.blsspainvisa.com/>

IRAN:

- [Visas for stays up to 90 days](#)

MALAYSIA:

- [Visa for stays of up to 90 days](#)

RUSSIA:

- [Spanish embassy in Moscow](#)
- https://blsspain-russia.com/moscow/english/embassy_appointment_long_stay.php

SOUTH AFRICA:

- [Visas for stays of up to 90 days](#)

THAILAND:

- [Visa for stays of up to 90 days](#)

VIETNAM:

- [Visa for stays of up to 90 days](#)

While visa application process is managed by the participant, you can contact your receiving university or Olga Belova for support.

Learning from the experience of other Erasmus+ participants

You may like to talk to other mobility participants from your university or your country about their experience of going to A4U universities on Erasmus+ visit. They can be contacted via the International Office of your university or ask Olga Belova at A4U to help you get in touch.

During mobility

Register at your embassy

You are strongly advised to register with your embassy in Spain, so that they can contact you in case of emergency or any Covid-related measures.

Certificate of attendance

The host department/mobility office issues a certificate of attendance which confirms that during his/her stay the participant has carried out the activities proposed in the mobility agreement.

Payment of the grant

The participant will receive a cheque from the International Office of the host university, which can be cashed at La Caixa offices indicated below, from Monday to Friday from 8:30 to 11:00, presenting proof of identity.

Mobility to UAB:

La Caixa Bank, UAB Campus in Bellaterra, Rectorate building (Rectorado)

Mobility to UAM:

La Caixa Bank, avenida de España, 28100 Alcobendas (near Campus Cantoblanco)

La Caixa Bank, calle Mayor 1, Madrid (near train and metro station Sol in the city centre)

Mobility to UC3M:

Campus Getafe: La Caixa Bank, calle Madrid 115, 28903, Getafe, Madrid

Campus Leganés: La Caixa Bank, Avenida de Fuenlabrada, 17, 28911 Leganés, Madrid

Mobility to UPF:

Campus Ciutadella: La Caixa Bank, carrer de la Marina, 91-95, 08018 Barcelona

La Caixa Bank, carrer de Bailen 71-73, 08009 Barcelona

After the mobility

EU survey

The participant will receive an email with an invitation to fill in an EU survey about their mobility experience, which has to be completed online during 30 days since the date of invitation.

Recognition of mobility

Recognition of **mobility for teaching** by the home university does not always happen in an immediate and formal way. Recognition can also be seen in terms of its impact of staff member's teaching and research profile, since it demonstrates:

- outreach, international exposure and visibility of the individual.
- international research contacts of the individual.
- ability to deliver university courses at overseas highly reputed institutions.
- experience of developing teaching materials tailored to the needs of a specific audience with a different background.
- the ability of the individual to attract funds at zero-cost for the home institution.
- the ability of the individual to write applications in a standardised format (Erasmus+) and be successful.
- If the contacts have been productive and reciprocal visits take place, the ability to attract future teaching, co-supervision and research cooperation to the home institution.

Mobility for training, in addition to having possible recognition on institutional level, demonstrates:

- improved competences linked to one's professional profile, as a result of exchange of experience and learning that takes place during mobility.
- broader understanding of practices, policies and systems in higher education across countries as a result of international exposure.
- increased capacity to trigger changes in terms of modernisation and international opening within the home organisation.
- increased opportunities for professional and career development.
- the ability of the individual to attract funds at zero-cost for the home institution.
- the ability of the individual to write applications in a standardised format (Erasmus+) and be successful.
- greater understanding and responsiveness to social, linguistic and cultural diversity.
- improved foreign language competences.

Useful contact details

Mobility office at Universidad Autónoma de Barcelona (UAB):

Àrea de Relacions Internacionals
Universitat Autònoma de Barcelona
Edifici N - Plaça Cívica, Campus UAB
08193 Bellaterra (Cerdanyola del Vallès)
Spain
Contact person: Glòria Valls
erasmus.ka107@uab.cat +34 93 586 8499

Mobility office at Universidad Carlos III de Madrid (UC3M):

Oficina Internacional de Getafe
Edificio Rectorado, Despacho 8.0.18
C/ Madrid, 126 - 28903 Getafe
+34 91 624 9550
Contact person: Berta López
berta.lopez@uc3m.es

Alianza 4 Universidades

International Relations
Universitat Pompeu Fabra
Campus Ciutadella
Ramón Trias Fargas 25-27
Edificio Roger de Llúria, despacho 40.259
Barcelona 08005
Contact person: Olga Belova
coordinación@a-4u.eu Tel: 34 935 422
079

Mobility office at Universidad Autónoma de Madrid (UAM):

Oficina de Relaciones Internacionales y Movilidad
Plaza Mayor, planta baja
C/ Einstein 5
+34 91 497 2935
+ 34 91 497 3283
Contact person: Sandra Martín
erasmus.ka107.em@uam.es

Mobility office at Universidad Pompeu Fabra (UPF):

Oficina de Movilidad y Acogida (OMA)
Campus Ciutadella
C/Ramon Trias Fargas, 25-27
Edificio Jaume I
08005 Barcelona
Contact person: Silvia Vilanova
silvia.vilanova@upf.edu / 93 542
20 63

Frequently asked questions

Organising your stay

How long will the period covered by my visa be? Your visa duration will be based on the letter of acceptance from the host university, which will state the dates of your stay.

How do I apply for the visa? You have to ask for an appointment directly at the embassy of the country to which you will be travelling, or through an agency that might deal with visa applications. It is the participant him/herself that deals with the visa application.

Will the costs of getting the visa and the medical insurance be reimbursed? No, the costs of obtaining the visa and the insurance are borne by the participant.

Is it ok for me to arrive earlier than the mobility start date, or to arrive/leave from a destination different from where the mobility takes place? Yes, it is fine, just bear in mind that the grant will only cover 7 days in total: 5 days of mobility and 2 days of travel.

Grant amount

Incoming staff from partner countries to A4U universities

Category	From	To	Grant amount		Total
			Subsistence	Travel	
Staff	Russia	Spain	€160/day	€530	€1.650
	India		€160/day	€820	€1.940
	Iran		€160/day	€820	€1.940
	Namibia		€160/day	€820	€1.940
	Botswana		€160/day	€820	€1.940
	Indonesia		€160/day	€1.500	€2.620
	South Africa		€160/day	€1.500	€2.620
	Thailand		€160/day	€1.500	€2.620
	Malaysia		€160/day	€1.500	€2.620
	Vietnam		€160/day	€1.500	€2.620

Should I have an invoice for the plane ticket or keep receipts for any other expenses? We don't require any receipts. You are free to make the arrangements that best suit your needs, and use money left over from travel for subsistence and vice versa as you see fit.

The documents required to prove that the mobility was carried out are: an updated mobility agreement, a signed grant agreement, a certificate of attendance and a completed EU survey.

What if my plane ticket exceeds/is less than the allocated travel expenses? If you go over/spend less than the allocated travel budget, you can use the money for subsistence to compensate.