

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

## Covid-19

### Situation at partner universities

International mobility is allowed at all four A4U universities, and remains subject to travel restrictions imposed by the authorities in Spain and the country of your destination. When planning your mobility, check the specific circumstances at your receiving university with your host.

### General conditions of Erasmus+ grant

1. As a general rule, 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. In this case, however, the participant does not receive the grant as s/he does not bear the 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.

3. The grant is only paid 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.

## Flights and accommodation

Before travelling, please check:

- Spanish government guidelines on international travel  
<https://www.mscbs.gob.es/en/profesionales/saludPublica/ccayes/alertasActual/nCov/spth.htm>
- International Air Transport Association: information regarding COVID restrictions on travel to individual countries  
<https://www.iatatravelcentre.com/>
- Travel recommendations given by the Spanish embassies as well as those by the embassy of your receiving country in Spain (both can be consulted in the [Visa](#) section).

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 via a bank transfer once you have completed your stay. Your host university can advise on suitable accommodation.

## Before mobility

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### Invitation or acceptance 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, which should be signed before your departure.

### 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.

Recommended travel and medical assistance insurance: [OnCampus](#). A 10-day coverage for travel to a non-European country is 37,50€ (insured sum for medical expenses 200.000,00€). Questions regarding the insurance coverage should be addressed directly to [OnCampus informacion@oncampus.es](mailto:informacion@oncampus.es) / 981 553 614.

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 or 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 application has to be made, usually the grant letter, the invitation letter and medical insurance should be part of the documents submitted to the Consulate or visa centre.

Please check the following links for further information:

### **BOTSWANA:**

- Visa is not required if travelling to Botswana for a short stay. Upon entry visitors will be given up to a maximum of 90 days of stay and will be required to fill in an arrival form, where they need to indicate the place they are visiting and where they will be staying. Please check [Recomendación de viaje a Botsuana](#).

### **IRAN:**

- Visa is required for travel to Iran and can be obtained from the [Iranian Embassy in Madrid](#). Please check [Recomendación de viaje a Irán](#).

### **INDONESIA:**

- [Recomendación de viaje a Indonesia](#).

### **INDIA:**

- Visa is required for entry to India. Please check with the [Indian embassy in Madrid](#) for further details.
- [Recomendación de viaje a India](#)

### **MALASIA:**

- [Recomendación de viaje a Malasia](#)

### **NAMIBIA:**

- [Recomendación de viaje a Namibia](#)

### **RUSSIA:**

- Visa is required for travel to Russia. Please check [Recomendación de viaje a Rusia](#).
- [Russian Embassy in Madrid](#). See also <https://spain.mid.ru/covid-19>
- [Russian Consulate in Barcelona](#). See also [https://barcelona.mid.ru/es\\_ES/web/barcelona\\_esp](https://barcelona.mid.ru/es_ES/web/barcelona_esp)

### **SOUTH AFRICA:**

- Visa is not required for travel for tourism/meetings for up to 90 days.

- [Recomendación de viaje a Sudáfrica](#)
- Information on COVID in South Africa <https://sacoronavirus.co.za/>
- See also <https://www.sanidad.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov/spthRequisitosEntradaEspana/home.htm>

#### THAILAND:

- [Recomendación de viaje a Tailandia](#)

#### VIETNAM:

- Visa is required for entry to Vietnam. Please check [Recomendación de viaje a Vietnam](#)
- Embassy of Vietnam in Madrid <https://embvietnam-madrid.org/>

While you are welcome to ask your sending university or Olga Belova for support, the visa application process is managed by the participant.

#### 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 at your university or ask Olga Belova at A4U to help you get in touch.

## During mobility

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### 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.

## After mobility

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### Payment of the grant

A-4U issues the payment, which is transferred to the participant's bank account in Spain.

### 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

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**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](mailto:erasmus.ka107@uab.cat) +34 93 586 8499

**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](mailto:erasmus.ka107.em@uam.es)

**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  
[bltoledo@pa.uc3m.es](mailto:bltoledo@pa.uc3m.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](mailto:silvia.vilanova@upf.edu) / 93 542  
20 63

**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 [coordinacion@a-4u.eu](mailto:coordinacion@a-4u.eu) Tel: 34 935 422 079

## Frequently asked questions

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### 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. Your department / Faculty at your home university can assist, but usually 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

### Outgoing staff from A4U universities to partner countries

Category	From	To	Grant amount		Total
			Subsistence	Travel	
Staff	Spain	Russia	€180/day	€530	€1.790
		Iran	€180/day	€820	€2.080
		India	€180/day	€820	€2.080
		Namibia	€180/day	€820	€2.080
		Botswana	€180/day	€820	€2.080
		Indonesia	€180/day	€1.500	€2.760
		South Africa	€180/day	€1.500	€2.760
		Vietnam	€180/day	€1.500	€2.760
		Malaysia	€180/day	€1.500	€2.760
		Thailand	€180/day	€1.500	€2.760

**Should I have an invoice for the plane ticket or keep receipts for any other expenses?** No receipts are required. You are free to make the arrangements that best suit your needs, and transfer funds from travel to subsistence and vice versa as you see fit. The only documents that we require to prove that the mobility was carried out are: a signed grant agreement, certificate of attendance and completion of 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.