

# GUIDELINES FOR BACHELOR, MASTER AND PHD STUDENTS FROM UAB, UAM, UC3M OR UPF GOING ABROAD ON ERASMUS+

## Covid-19

### Situation at partner universities

All international mobility remains subject to travel restrictions imposed by the authorities in Spain and the country of your destination.

The situation at universities in partner universities needs to be checked on a case by case basis.

Mobility participants should note that any costs advanced by them in relation to organizing the stay, such as flights, accommodation, visas etc, cannot be reimbursed through Erasmus+ funds if the mobility cannot take place. So it is important that:

1. They 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.
2. That extra care is taken to make bookings (flights, accommodation etc.) on conditions that allow full reimbursement in case of cancellation of travel

### General conditions of Erasmus+ grant

1. The type of mobility (onsite, online or in a blended mode) determines whether the grant will be paid. If the mobility:

- is conducted onsite (that is, the participant travels and resides in the receiving country),
- is duly accredited by a certificate of attendance, issued by the receiving university,
- lasts at least 90 days, the first and the last day being working days at the receiving university,
- and credit recognition takes place,

the mobility participant receives the grant regardless of whether teaching and research at the receiving university was delivered face to face, only online or in a blended mode.

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 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 health crisis, as well as by the continuity and conditions of exchange programmes and/or the acceptance of the student by the receiving university.

## Flights and accommodation

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Before travelling, please check:

- International Air Transport Association: information regarding COVID restrictions on <https://www.iatatravelcentre.com/>
- World Health Organisation Travel advice <https://www.who.int/travel-advice>
- Travel recommendations given by the Spanish authorities, 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 once you register at your host university. Your host university can provide advice on finding suitable accommodation.

## Before mobility

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### Invitation or acceptance letter

Your host university will provide you with an acceptance or invitation letter. Please factor in a month for this as some universities can take longer to do that.

### Grant letter

Olga Belova at A4U will arrange for your grant letter, which confirms that you are a recipient of an Erasmus+ grant. Please note that the amount stated in the grant letter (issued to all participants before the start of the mobility) is based on the expected dates of the mobility. If the real dates are different, the balance will be adjusted in the 2nd payment of the grant. The real dates are those reported in the certificate of attendance issued by the host university at the end of mobility.

### Medical insurance

Erasmus+ programme requires all international students to have full coverage of eventual risks during their stay abroad so that they can fully benefit from the academic 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: 300.000,00€.
- Permanent incapacity or death (including repatriation). Recommended insured sum: 50.000,00€.
- Third party liability.

The cost of the insurance will be borne by the participants themselves and can be covered with 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 strongly recommends [OnCampus Estudia](#) travel medical insurance. It is also recommended by UAM, UC3M, and UPF.

UAB recommends [Omnibus](#) insurance, which is a travel medical insurance similar to OnCampus Estudia.

The insurance costs for 2020-2021 academic year are:

	<b>OnCampus Estudia</b>	<b>Omnibus</b>
<b>Students outgoing from Spain to non-EU countries</b>	99€ flat rate for 6 months (sum insured 400.000,00€). Duration of insurance can be extended for free. Includes pandemic-related medical treatment.	242,18€ flat rate for 6 months (insured capital 300.000,00€). Duration of insurance can be extended for an additional fee. Includes pandemic-related medical treatment.

Any questions regarding the insurance coverage should be addressed directly to OnCampus [informacion@oncampus.es](mailto:informacion@oncampus.es) / (+34) 981 553 614 or Omnibus [info@omnibusbcn.com](mailto:info@omnibusbcn.com) / (+34) 93 241 21 38. Olga Belova can also provide some basic guidance.

If participants choose a different insurance, it has to meet the above requirements and the participant has to sign a declaration of responsibility for insurance coverage (see the attached form "Requisitos de seguro 2020 de la A4U"). A4U will verify that it has sufficient coverage.

**PhD students going to South Africa** need to be covered by South African medical insurance, for example, Momentum Health Insurance ([Ingwe Option](#)). Please contact Neville Govender at [Neville.Govender@momentum.co.za](mailto:Neville.Govender@momentum.co.za) for details. An acceptance letter from the South African University is needed in order to buy the insurance, and may take up to a month to be issued. Feel free to ask Olga Belova for support if necessary. The cost of the insurance in 2019-2020 academic year was 110€.

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

***Given the global 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**

The participant needs to apply for the visa at the Embassy of the receiving country in Spain. The insurance, the grant letter and the invitation letter should be part of the documents submitted to the Embassy.

Before applying for the visa you may want to check the links below:

### **RUSSIA:**

- [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)
- [Recomendación de viaje para Rusia](#)

### **SOUTH AFRICA:**

- [South African Embassy in Madrid](#)
- [Recomendación de viaje para Sudáfrica](#)

If going for a period of up to 90 days, it's visitor's visa. According to visa typology set by the South African Embassy, PhD students going to South Africa with an Erasmus+ grant need to apply for the visitor's visa, not for student's visa.

### **IRAN:**

- [Iranian Embassy in Madrid](#)
- [Recomendación de viaje para Irán](#)

### **INDONESIA:**

- [Embajada de Indonesia en Madrid](#)
- [Recomendación de viaje para Indonesia](#)

### **INDIA:**

- [Embajada de India en Madrid](#)
- [Recomendación de viaje para India](#)

### **MALAYSIA:**

- [Embajada de Malasia en Madrid](#)

- [Recomendación de viaje para Malasia](#)

## **Accommodation**

Your host university will provide with you information on how to book your accommodation in the country of your destination. You should book well in advance in order to avoid arriving without a place to stay.

## **Signature of the grant agreement between the participant and A-4U**

Olga Belova will email you the grant agreement, which, once filled it and signed, has to be emailed back to her. You need to submit the paper copy of the signed grant agreement to the International Office of your home university.

## **Learning from the experience of other Erasmus+ participants**

You may like to talk to other mobility participants from your university or other A4U universities about their experience of going on Erasmus+ exchange outside of EU. You may contact them via the International Office at your university or ask Olga Belova at A4U to help you get in touch.

## **Upon arrival and during mobility**

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### **Proof of arrival**

Please keep your boarding pass as you will need to present it to Olga Belova as proof of arrival. Some universities might be able to issue an arrival certificate. This will depend on the situation and protocols established at the receiving university.

### **Payment of the 1<sup>st</sup> part of the grant**

A-4U issues the 1<sup>st</sup> payment, equivalent to the 70% of the total grant, based on the real arrival date and a planned departure date, which goes into the participant's bank account in Spain. Remember that the grant amount is always based on the real dates of the stay reflected in the final certificate, not on the expected dates stated in the grant letter.

### **Changes to the learning agreement**

If upon registering for your courses you find there are changes in your original study plan (courses not available, conflict in time table etc.), please fill in the "during mobility" section in your learning agreement and make sure these changes are approved by your home and host university, for example, by email.

### **Register at the Spanish embassy**

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

## Before the end of your stay

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### EU survey

One month before the end of their stay you will be asked by email to fill in an EU survey about their mobility experience. It is important you do so as it is a condition for receiving the 2<sup>nd</sup> part of the grant.

### Certificate of attendance

Two weeks before the end of their stay the participant has to contact the mobility office of the host university in order to receive the certificate of attendance, needed to receive the 2<sup>nd</sup> part of the grant. The remaining payment accounts for the 30% of the total grant based on the real mobility dates, recorded in the certificate of attendance.

### Payment of the remainder of the grant

A-4U issues the payment, which goes into the participant bank account in Spain.

### For PhD students only: recognition

Please complete table C in your learning agreement by providing a summary of the activities undertaken during the mobility. Your supervisor at the host university should sign it as a confirmation that these activities took place.

## After mobility

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### Recognition

Bachelor and Master's students: within 5 weeks of the publication of the marks that you obtained during mobility, your receiving institution will send a Transcript of Records to you and your sending institution. Your sending institution will provide you with complete information on the recognition of your achievements.

PhD students: Your supervisor at home university should complete table D in your learning agreement by providing a signed statement that the activities in table C will be recognised as part of your PhD studies.

## 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 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](mailto: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](mailto: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  
[proyectos.internacionales@uam.es](mailto:proyectos.internacionales@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 for Bachelor and Master students: Laia Martínez  
[laia.martinez@upf.edu](mailto:laia.martinez@upf.edu) /+34 935 422 170  
Contact person for PhD students: Silvia Vilanova  
[silvia.vilanova@upf.edu](mailto:silvia.vilanova@upf.edu) / 93 542 20 63

**For contact details of International Offices at foreign partner universities,** please check the factsheets on [A4U website](#) or ask Olga Belova.



## 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. The International Office at your home university or Olga Belova can provide support.

**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 selected candidate.

**Is it ok for me to arrive a little earlier than the date of the beginning of my mobility?** Yes. You will be advised by your host university on the dates of arrival so that you can take part in integration activities if there are any (welcome events etc.). You can arrive a few days earlier before the start of your classes/research activities in order to have some time to settle in.

### Grant amount

**How long is the period covered by the grant?** The grant will cover the whole period of your mobility reported in the certificate of attendance issued by the host university at the end of the stay.

**How is the total of the grant calculated for students?**

Category	Fixed quota for travel	Individual support	Total of the grant
<b>Incoming students</b> (mobility to Spain)	530 EUR for mobility with Russia 820 EUR for mobility with India, Iran, Namibia and Botswana	850 EUR per month x months and days of the mobility	Travel + Individual support
<b>Outgoing students</b> (mobility from Spain)	1.500 EUR for mobility with South Africa, Indonesia, Malaysia, Thailand, Vietnam.	700 EUR x per month months and days of the mobility	

<p>Example: outgoing student to Russia, mobility from 1 Sept-25 Dec. Please note that in Erasmus+ all months are considered as 30 days long.</p>	<p>530</p>	<p>Length of stay: 3 months 25 days  <math>(700 \times 3) + (700 : 30 \times 25) = 2.100 + 583,33 = 2.683,33</math></p>	<p><math>530 + 2.683,33 = 3.213,33</math> EUR</p>
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**How much will the 1st installment of my grant be?** The amount of the 1st installment equals 70% of the total grant and is calculated by multiplying the total amount of grant x 0,7. Bear in mind that the amount stated in the grant letter (issued to all participants before the start of the mobility) is based on the expected dates of the mobility. If the real dates are different, the balance will be adjusted in the 2nd payment of the grant. The real dates are those reported in the certificate of attendance issued by the host university at the end of mobility.

**Should I request an invoice for the plane ticket or keep receipts for any other expenses?** We will ask you to email us your plane tickets and boarding passes. We don't require any other receipts.

**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.