

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

Covid-19 update

General conditions of Erasmus+ grant

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. In case of force major (for example, an illness certified by a medical report), the reimbursement of these costs will need to be approved by the Spanish National Agency, which manages Erasmus+ in Spain on behalf of the European Commission.

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.
- where possible bookings should be made (flights, accommodation etc.) on conditions that allow reimbursement in case of cancellation of travel.

Entry to Spain

With regards to travel restrictions, please check:

- Spanish government guidelines on entry to Spain
<https://www.sanidad.gob.es/en/profesionales/saludPublica/ccayes/alertasActual/nCov/spth.htm>
- 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 they are back to normal pre-Covid functioning.

Situation in Madrid and Barcelona

Masks are mandatory only on transport (train, bus, taxi etc.), in pharmacies and hospitals. Otherwise, life is back to normal.

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

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.

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](http://www.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](http://www.booking.com)
- [Hotel Madrid Atocha Affiliated by Meliá](#). See it also on [booking.com](http://www.booking.com)
- [Hotel Madrid Gran Vía 25 Affiliated by Meliá](#). See it also on [booking.com](http://www.booking.com)

Getafe Campus:

- [Hotel Ibis Getafe](#)

Leganés Campus:

- [Hotel Avenida Leganés](#). See it also on [booking.com](http://www.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 UC3M [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 with negotiated rates (use UPF as reference when booking)	Other hotels
<u>Motel One</u> **** (750 m from Campus Ciutadella)	<u>H10 Marina Barcelona</u> **** (550 m from Campus Ciutadella)
<u>Hotel SB Icaria Barcelona</u> **** (1 Km from Campus)	<u>IBIS Styles Barcelona City Bogatell</u> ** (700 m from Ciutadella Campus)
<u>Capri by Fraser</u> **** (1,2 Km from Campus Ciutadella)	<u>Hotel La Ciutadella</u> * (850 m from Campus Ciutadella)
<u>Hotel Acta Voraport</u> *** (1,3 Km from Campus Ciutadella)	<u>Sallès Hotel Pere IV</u> **** (950 m from Campus Ciutadella)
<u>IBIS Barcelona 22@</u> ** (1,6 Km from Campus Ciutadella)	<u>K+K Hotel Picasso</u> **** (1,2 Km from Campus Ciutadella)
<u>Hotel SB Glow</u> **** (1,7 Km from Campus Ciutadella)	<u>Hotel Ciutat de Barcelona</u> *** (1,3 Km from Campus Ciutadella)
<u>Hotel Novotel Barcelona City</u> **** (1,9 Km from Campus Ciutadella)	<u>Hotel Rec Barcelona (adults only)</u> *** (1,3 Km from Campus Ciutadella)
<u>Hotel Gates Barcelona Diagonal</u> **** (1,9 Km from Campus Ciutadella)	<u>Hotel Catalonia Born</u> **** (1,3 Km from Campus Ciutadella)
<u>Four Points by Sheraton Barcelona Diagonal</u> **** (2,2 Km from Campus Ciutadella)	<u>Travelodge Hotels España</u> * (1,5 Km from Campus Ciutadella)

- For further information on accommodation, use www.booking.com or [visit BCN](#)

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 42,50€ (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.

If you need medical attention related to COVID-19, contact your insurance company as soon as possible by email o telephone stated in your insurance policy.

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.

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
- [To apply for visa in Saint Petersburg](#)

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 the visa application process is managed by the participant, Olga Belova will notify the Spanish Embassies of the selected participants, so that they can expect their visa applications.

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

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.

Important: the mobility dates on the mobility agreement, grant agreement and certificate of attendance have to be the same. In case of discrepancies, documents will need to be amended.

Payment of the grant

Participants can choose to be paid by cheque or via an international bank transfer. Both will take place upon the arrival of the participant to the receiving university and submission of the original grant agreement.

If paid by cheque, the participant will receive it from the International Office of the host university, and should take it to a La Caixa Bank office indicated below, presenting proof of identity. Cheques are not commonly used in Spain, but these offices have been notified of our operations with the cheques, so use these offices primarily.

Cheques are processed from Monday to Friday 8:30-11:00, with the exception of La Caixa office at carrer de la Marina, 91-95, 08018 Barcelona, which processes cheques only on Wednesdays 8:30-18:00.

Mobility to UAB:

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

Mobility to UAM:

La Caixa Bank, Paseo de la Chopera 121, 28100 Alcobendas (near Campus Cantoblanco)
La Caixa Bank, calle Mayor 12, 28013 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, av. Mendiguchia Garriche, 11, 28914 Leganés.

Mobility to UPF:

Campus Ciutadella: La Caixa Bank, carrer de la Marina, 91-95, 08018 Barcelona. Wednesdays only 8:30-18:00.
La Caixa Bank, carrer de Bailen 71-73, 08009 Barcelona

Participants should bear in mind that through the cheque they will receive the full grant amount in cash.

If paid by the international bank transfer, the participants will receive it on the bank account they indicated in the grant agreement and a 30-40€ bank fee will be deducted from the amount they receive. The transfer usually takes a few days to arrive.

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):

Mobility office at Universidad Autónoma de Madrid (UAM):

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

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 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:
López berta.lopez@uc3m.es

Berta

**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

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

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			€820	€1.940
	Iran				
	Namibia				
	Botswana			€1.500	€2.620
	Indonesia				
	South Africa				
	Thailand				
	Malaysia				
	Vietnam				

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.