

# GUIDELINES FOR BACHELOR, MASTER AND PHD STUDENTS FROM FOREIGN PARTNER UNIVERSITIES COMING ON ERASMUS+ TO UAB, UAM, UC3M OR UPF

## Update in relation to Covid-19

### Travel restrictions

Before travelling, 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: information regarding COVID restrictions on  
<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

Academic activities and international mobility are back to normal at all four universities. Teaching is delivered in face-to-face mode.

It is important however that mobility participants check the travel situation through the above links and take extra care when making bookings (flights, accommodation etc.), preferably on conditions that allow reimbursement in case of cancellation of travel.

The mobility should always be carried out with the agreement of their sending and receiving universities.

### Situation in Madrid and Barcelona

As of September 2022, masks are only required on transport (metro, bus, train, taxi), clinics, hospitals, pharmacies and old people's homes.

EU COVID Digital certificate is not required for everyday activities.

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

## General conditions of Erasmus+ grant

1. 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 participant receives the grant regardless of whether teaching at the receiving university was delivered face-to-face 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. In cases of force major (for example, illness documented by a medical report), 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.

## Accommodation

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***The grant covers 850€ per month for accommodation, subsistence, transport and other expenses you might incur. It is meant as a contribution towards your mobility stay, rather than covering 100% of the expenses. Please note that student accommodation can cost up to 800€ per month, and a room in shared flat up to 400-500€.***

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 are in Spain.

Please note that both in Madrid and Barcelona university accommodation options are limited and can often be expensive. It can be more affordable to stay in private accommodation shared with other students.

If you decide to rent privately, you may want to stay for a few days at a hostel upon arrival, while visiting in person possible accommodation, or checking with other

students at the department, student forums etc if they need a roommate. Note that many landlords do not speak English.


***Accommodation is not automatically provided by the receiving university. Students are advised to start looking for accommodation early, through their own efforts and using the information provided below.***

As the first step, check student accommodation choices recommended by [UAB](#), [UAM](#), [UC3M](#), and [UPF](#) below.

**UAB:** it is recommended

- to stay in [student residence](#) on campus,
- to check with Raquel Munoz Delgado at [Raquel.Munoz.Delgado@uab.cat](mailto:Raquel.Munoz.Delgado@uab.cat) what off-campus accommodation is available for exchange students
- check with [Barcelona Centre Universitari](#) (Housing Service for Students) +34 93 238 9072 [info@resahousing.com](mailto:info@resahousing.com)

If staying in private accommodation, check:

- Barcelona, which 40 minutes away on a direct train line Ferrocarril de la Generalitat de Catalunya (FGC ). It's convenient to stay near FGC train stations. Avoid Raval neighbourhood and La Rambla promenade.
- the town of Cerdanyola, within walking distance of UAB campus.
- the town of Sant Cugat, which can be reached from UAB by bike in 30 minutes or by FGC direct train line in 10 minutes. Both Cerdanyola and Sant Cugat are safe and pleasant.

**UAM:** check UAM [website](#) for available student residences. UAM [International Welcome Office](#) guides mobility students in their search for private accommodation in Madrid.

**UC3M:** UC3M offers a wide range of information on accommodation, such as halls of residence or residential colleges close to our campuses, shared flats, families, hotels or businesses which have entered into agreements and offer discounts for international students. Check them on <https://www.uc3m.es/studentsupport/accommodation>

**UPF:** check with [Barcelona Centre Universitari](#) (Housing Service for Students) and <https://www.upf.edu/web/barcelona/allotjament>. UPF International Office does not assist student in looking for accommodation.

**More accommodation options in Madrid:**

Affiliated to UAM:

- [Castilla University Hall of Residence](#) (for males onles)

- [Santillana University Hall of Residence](#) (for males only)
- [Somosierra University Hall of Residence](#) (for females only)

#### **Finding private accommodation in Madrid and Barcelona:**

- <https://www.spotahome.com/es/>
- <https://badi.com/>

Be cautious when renting private accommodation and dealing directly with landlords, as fraud can happen. When booking, you will usually be asked to pay a deposit and for the first month. Beware of paying for your whole stay in one single payment.

## **Other practical information**

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### **Using your mobile phone**

One of the first you might want to do upon arrival is getting a Spanish SIM to avoid high charges of using your phone abroad. Check the following links for information:

- <https://www.expatica.com/es/living/household/spain-sim-card-1019515/>
- <https://www.spain-traveller.com/en/how-to-buy-a-prepaid-sim-card-in-spain/>
- <https://barcelona-top-travel-tips.com/sim-card-phone/>

### **Getting around**

Public transport in Spain is a good way to get around on a budget. It is safe, relatively cheap and usually reliable. It is widely used by Spanish people and tourists alike.

Google Maps application / website is useful in that it tells you exactly what train or bus line to take, showing timetables, location of the stops and how to get there:

- <https://www.google.com/maps>

#### **Madrid**

Wherever you're staying, you'll need to get around the capital and its surrounding area. You can get the public transport card of the Consorcio de Transportes de Madrid <https://tarjetatransportepublico.crtm.es/CRTM-ABONOS/entrada.aspx>. The type of card you need will depend on your age and place of residence.

Remember that the UAM Cantoblanco campus is located in Zone B1.

Also check out UC3M website <https://www.uc3m.es/living-madrid/need-know/transport>

#### **Barcelona**

To get to know different means of public transport in Barcelona and ticket prices (not for buying them)

- [https://www.introducingbarcelona.com/transport?\\_ga=2.50400105.1501576731.1631785465-1996122633.1631785460](https://www.introducingbarcelona.com/transport?_ga=2.50400105.1501576731.1631785465-1996122633.1631785460)

General information on getting around in Barcelona

<https://www.habitatgejove.com/mundoerasmus/>

## Staying safe

Spain is one of the safest European countries to visit. There is little serious crime.

However, pickpocket theft in the metros of the big cities like Madrid and Barcelona, and in crowded places that are frequented by tourists IS COMMON, and seems to be part of the tourist trade.

Be especially mindful of your bags and belongings when in crowded places, such as bus terminals, train stations, plazas and other tourist sites. Using a money belt is a good idea to carry your cash and passport. Placing your valuables in your backpack is not a good idea.

When carrying a purse or a backpack, be sure to hold it in front of you close to the body, rather than slung on the side. Keep your passport in a safe place and only carry a photocopy with you.

At night you should not walk on a street where you are the only one. It is safe when there are many others on the street.

Use ATM machines in a bank and not the ones on sidewalks. This is to prevent youngsters from rushing to you in a group and grabbing the money as it comes out of the machine. Also some ATM machines on the street may have had their keyboards tampered with and will transmit your card number and code to someone who will try to empty your account. This is called card skimming.

Avoid women offering you a flower or rosemary. These women are Romany gypsies. They will want some money if you accept. Many are expert pickpockets.

**The emergency number in Spain, and all other European countries, is 112.** It works from any phone, and is free to call. You can use it to report any emergency, such as theft, a medical or fire emergency.

For more information:

- Police in Madrid [https://www.policia.es/es/idioma\\_en\\_policia.php](https://www.policia.es/es/idioma_en_policia.php)
- Police in Barcelona <https://mossos.gencat.cat/en/inici/>

## Before mobility

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It is crucial to regularly check your email for communication from Alianza 4 Universidades as well as from the university that you'll be attending. Remember that these are two different organizations so you won't receive all the necessary info from a single source/representative.

### Semester dates

The academic year at UAB, UAM and UC3M is divided into the autumn term September-January, and the spring term February-June.

The academic year at UPF is divided into three terms: autumn term September-December, spring term January-March, and summer term April-June. Bachelor and Master students coming on mobility in spring can stay for both spring and summer terms, or just for one or the other, depending on how it fits with their studies at their home university.

PhD students' mobility is more flexible and does not have to coincide with the term dates but will rather depend on the availability of their host supervisor. The only exception is August: Spanish universities are closed for summer holidays and mobility cannot happen during this month.

For academic calendar and other university-specific information please check UAB, UAM, UC3M and UPF websites or factsheets on <https://alliance4universities.eu/en/mobility-scholarships/>

### Passport

Send Olga Belova the scan of the passport that you will use for travelling to Spain. Check that it will be valid during the period of your mobility.

### Proof of registration at home university

As an Erasmus+ student you are exempt from paying the tuition fees at the receiving university.

PhD students might be requested to provide proof of registration at their home university for the mobility period.

### Learning agreement

Bachelor and Master students need to have their learning agreement signed by the receiving faculty.

At UAB, UAM and UC3M your contact person at the International Office will liaise with the receiving faculty to get your learning agreement signed.

At UPF, you should contact the mobility coordinator at your receiving faculty yourself in order to get your learning agreement signed. Their contact details are available on <https://www.upf.edu/web/incoming/exchange-students-academic-information>

**When getting your learning agreement signed, please make sure that the signature dates are prior to the mobility start date stated in your grant agreement.**

Bear in mind that the faculty signature does not mean that you will be guaranteed to take the subjects you indicated. Only when you have registered for your chosen subjects as indicated by your receiving university, will they be confirmed.

Some subjects have a limit on the number of international students that can register for them, so it is important to register as soon as the registration opens.

At least 50% of your chosen subjects have to be from the receiving faculty, and you can pick some subjects from another faculty.

The credit workload at the receiving institution should be comparable to a full-time credit workload at home institution.

Mobility dates provided in the learning agreement are approximate as they only indicate the months in which the mobility starts and ends. The exact dates will be indicated in the admission letter issued by your receiving university.

## **Registering as an exchange student at your receiving university and receiving the acceptance letter**

Once your learning agreement has been signed by the responsible person at your receiving university, you need to register as an exchange student in order to receive your admission letter. Instructions on how to register and registration deadlines will be sent to you by the International Office at the receiving university.

***The admission letter from the university might mention the accommodation but note that it is for visa purposes only. The university does not automatically provide or guarantee student accommodation. It needs to be secured by yourself.***

PhD students going to UAB will need to provide the translated transcripts for their Bachelor and Master studies, as well as the Master diploma as proof of access to PhD programmes, in order to register. They need to have the acceptance of the Doctoral School (Escuela de Posgrado) and the coordinator of the host PhD programme.

## **Grant letter**

Once you have your acceptance letter, Olga Belova at A4U will issue your grant letter that confirms that you are a recipient of an Erasmus+ grant. 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.

When calculating the length of stay, Erasmus+ programme treats all months as if they were all 30 days long. February counts as having 28 or 29 days, depending on the year, if the last day of mobility falls on 28 or 29 February. If the last day of mobility falls on 1 March, February counts as if it had 30 days.

## 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. A4U, like many Spanish universities, has an agreement with Oncampus insurance company that specializes in international student insurances and recommends [OnCampus Estudia](#) travel medical insurance.

You can also check out [OnCampus HealthCare](#), which is a medical insurance only but with a wider coverage, with repatriation included.

OnCampus 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 2021-2022 academic year are:

	<b>Oncampus Estudia Travel medical insurance</b>	<b>OnCampus HealthCare Medical insurance</b>	<b>Omnibus Travel medical insurance</b>
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<b>Students incoming from non-EU countries to Spain</b>	199€ flat rate for 6 months. Sum insured 700.000,00€. Includes pandemic-related medical treatment. Duration of insurance can be extended for up to one year for free, provided there is a letter from the receiving university that justifies the extension.	194,94€ flat rate for 6 months. Includes pandemic-related medical treatment. Duration of insurance can be extended for an additional fee, provided there is a letter from the receiving university that justifies the extension.	242,18€ flat rate for 6 months. Sum insured 300.000,00€. Duration of insurance can be extended for an additional fee. Includes pandemic-related medical treatment.
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### Which OnCampus insurance is better for the visa?

Depending on the visa requirements, OnCampus Estudia or OnCampus HealthCare may be valid, or both.

OnCampus Estudia is usually valid when the visa requires a travel insurance that covers illnesses and accidents (emergencies), with a minimum insured capital of 30.000€ and repatriation.

OnCampus Healthcare is usually valid when the visa requires a limitless medical or health insurance, similar to Spanish Social Security. It also covers emergency medical expenses when travelling outside Spain for up to 90 days, with a maximum insured capital of 30.000€.

OnCampus HealthCare is a full health insurance that has wider coverage than OnCampus Estudia and that includes health check-ups, vaccines, chronic illnesses or existing conditions. OnCampus Estudia, by contrast, covers expenses related illnesses and accidents and is more suitable for short-term stays.

To summarise, OnCampus Estudia is recommended for stays for up to one year, and OnCampus HealthCare is recommended for stays longer than one year.

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.

Participants can choose a different insurance under their responsibility, and making sure that it will be accepted by the Spanish Consulate. The insurance has to meet the minimum requirements outlined in the beginning and the receiving university reserves the right of final admission.

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, check with the insurance company if transportation costs will be covered. If your flights are cancelled, you need to contact the airline.*

## Visa

The participant needs to apply for the visa at the Spanish Consulate of the country of his/her residence. The insurance, the grant letter and the admission letter should be part of the documents submitted to the Consulate.

### **BOTSWANA AND NAMIBIA:**

The Spanish in Namibia serves both Namibia and Botswana. To schedule an appointment, contact Beatha Tangi Ntinda [beatha.tangi@maec.es](mailto:beatha.tangi@maec.es) and you will be sent the application form and requirements for the visa application.

### **INDONESIA:**

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

To schedule a visa appointment, contact the Consular Section of the Spanish Embassy on [emb.yakarta.sc@maec.es](mailto:emb.yakarta.sc@maec.es) and information on how to apply is available via the visa center <https://idn.blsspainvisa.com/>

### **IRAN:**

- [Visas for stays up to 90 days](#)
- [Visas for stays longer than 90 days](#) (information in Spanish)
- [Visas for stays longer than 90 days](#) (information in English)

### **MALAYSIA:**

- [Visa for stays longer than 90 days](#)

### **RUSSIA:**

- [Spanish embassy in Moscow](#)
- [https://blsspain-russia.com/moscow/english/embassy\\_appointment\\_long\\_stay.php](https://blsspain-russia.com/moscow/english/embassy_appointment_long_stay.php)
- [To apply for visa in Saint Petersburg](#)

### **SOUTH AFRICA:**

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

### **THAILAND:**

- [Visa for stays longer than 90 days](#)

**VIETNAM:**

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

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

**Connecting with other Erasmus+ participants**

We strongly recommend you to get in touch with past mobility participants from your university or your country to ask them about their experience of going to A4U universities on Erasmus+ exchange, and to clarify any doubts you may have.

You might also want to connect with those international students who are going with an A4U grant to the same university and during the same time as you so that you can meet, make community, exchange experiences, or perhaps share accommodation. If you'd like to get in touch with them, ask Olga Belova at A4U or the International Office of your home university.

You are also encouraged to make use of buddy schemes whereby exchange students are paired with local students that support them during their stay. It is always a good idea to have someone local to depend on, especially if it is your first time abroad. Please check:

**UAM:** [Buddy Programme](#) or contact [oficina.acogida@uam.es](mailto:oficina.acogida@uam.es)

**UC3M:** [Buddy Programme](#)

**UAB:** Tandem [Linguistic exchange](#) or contact [international.support@uab.cat](mailto:international.support@uab.cat)

**UPF:** [Erasmus Student Network](#) or contact [esn@upf.edu](mailto:esn@upf.edu)

**For PhD students only: flight tickets**

Once you have your flights, please send the electronic tickets to Olga Belova so that your grant agreement can be issued.

**Upon arrival and during mobility**

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**For Bachelor and Master students:**

If you need to have your arrival certificate for your own purposes (for example, your home university asks you for it), the International Office at your host university will provide you with it. Otherwise, your participation in the Welcome session will count as the start of your stay.

### **For PhD students only: proof of arrival**

Please email the scanned boarding pass to Olga Belova as proof of arrival. The start date of your mobility will be the next day after your arrival as long as it is within the semester period and falls on a working day. If your arrival does not coincide with the beginning of the semester, ask at your receiving university if you can attend the Welcome session online.

### **Opening a bank account**

You need to open a bank account in Spain, which is where the grant will be paid. You can choose any bank you like but it might be a good idea to first try the bank branch located on the university campus as they are more used to dealing with international students. Be patient as it might take a few days and more than one visit to the bank to open the bank account. Some banks might ask you to also buy an insurance as a condition for opening a bank account. The choice of the bank is up to you.

If you are comfortable using an online bank, try N26 <https://n26.com/en-eu/>. Some of our mobility participants used it and were satisfied with the service.

#### **Banks on campuses**

**UAM:** Santander Bank on main campus Cantoblanco, Plaza Mayor Building.

**UC3M:** at the UC3M, we work with Banco Santander which you can use to open an account that offers advantageous conditions. You can even create an account before arriving in Spain, as they provide a service for opening online accounts.

You can find more information on their [website](#) or call them on (+34) 916 83 06 12.

**UAB:** Santander Bank on Plaza Cívica and La Caixa bank in the Rectorate building.

**UPF Ciutadella Campus:** Santander Bank in Roger de Lluria building.

**Iranian PhD students:** In our experience it is near impossible for Iranian PhD students to open a bank account, and if they manage to do so, most likely the payment will be blocked by the bank and it might take a few weeks to unblock it while the bank performs additional identity checks. Iranian PhD students usually receive their grant in cheques to avoid the hassle and the wait.

If other students find it difficult to open a bank account, they can also ask to be paid by cheques. Bear in mind though that you will receive 70% of their total grant in cash at once and will need to take extra care to keep it safe.

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

Add the bank account data to the grant agreement, sign it manually, email the electronic version to Olga Belova and take the original to the International Office of your receiving university.

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

Olga Belova processes the 1<sup>st</sup> payment, equivalent to the 70% of the total grant, which is paid to the bank account indicated in the grant agreement.

## Cashing in a cheque

If your grant is paid by cheque, please go to the la Caixa offices indicated below to cash it in. Cheques are cashed in from Monday to Friday from 8:30 to 11:00.

### **UAM:**

La Caixa, Paseo de la Chopera, 121, 28100 Alcobendas (near Campus)  
La Caixa, calle Mayor 12, Madrid, 28013 (city Centre, near Sol)

### **UAB:**

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

### **UC3M:**

Campus Getafe: La Caixa Bank, calle Madrid 115, 28903, Getafe, Madrid  
Campus Leganés: La Caixa Bank, Avenida de Fuenlabrada, 97, 28912 Leganés, Madrid

### **UPF:**

Campus Ciutadella: La Caixa, carrer de la Marina, 91-95, 08018 Barcelona  
La Caixa, carrer de Bailen 71-73, 08009 Barcelona

## 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.), fill in the “during mobility” section in your learning agreement and make sure these changes are approved by your home and host university by email.

## 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.

## Before the end of your stay

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### **Erasmus+ satisfaction survey**

One month before the end of their stay you will be asked by email to fill in an Erasmus+ survey about your 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**

2-3 weeks before the end of their stay the participant has to contact the International 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 mobility dates, recorded in the certificate of attendance.

### **Payment of the remainder of the grant**

A-4U issues the payment via bank transfer or cheque.

### **Recognition of PhD students' mobilities**

Complete table C in your learning agreement by providing a summary of the activities undertaken during the mobility and get it signed by your host supervisor, and your home supervisor in table D, as proof of academic recognition of your doctoral stay. Send the learning agreement to Olga Belova.

## After mobility

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### Recognition of Bachelor and Master students' mobilities

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. Once the credits that you earned during mobility are reflected in your transcript of records at sending university, send it to Olga Belova as we need to have record of recognition of all the mobilities.

### EU recognition survey for all students

1,5 month after the end of their mobility, all students receive an automatic email with an invitation to complete the survey on recognition. They should do so as it forms part of their Erasmus+ stay.

## Summary

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### Main steps for your Erasmus+ stay

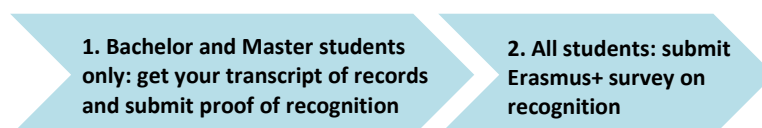
#### Before



#### During



#### After



## 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 8256

### **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 5711  
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  
[berta.lopez@uc3m.es](mailto:berta.lopez@uc3m.es)

### **Mobility office at Universitat 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

### **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

## 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. Sometimes the International Office at your home university can assist, but usually it is the student 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 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 (accommodation and subsistence)	Total of the grant
<b>Incoming students</b> (mobility to Spain)	530 EUR for Russia 820 EUR for Iran, India, Botswana and Namibia	850 EUR per month	Travel + Individual support
<b>Outgoing students</b> (mobility from Spain)	1.500 EUR South Africa, Indonesia, Vietnam, Thailand and Malaysia	700 EUR x per month	
Example: incoming Student from Russia, mobility from 1 Sept-25 Dec. Please note that in Erasmus+ all months are considered as 30 days long.	530	Length of stay: 3 months 25 days (850 x 3) + (850 : 30 x 25)=2.550 + 708,33 = 3.258,33	530 + 3.258,33 = 3.788,33 EUR

**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 keep my plane ticket or keep receipts for any other expenses?** Yes, just in case. We will ask PhD students to email us their 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 and accommodation to compensate. In other words, you are free to make the arrangements that best suit your needs, and use travel funds for subsistence and accommodation and vice versa as you see fit, as the grant is paid as a lump sum.