Cofinanciado por la Unión Europea

GUIDELINES FOR
OUTGOING STUDENTS
ERASMUS+ MOBILITIES FROM A4U

BEFORE THE MOBILITY

PREPARING THE VISIT

You are a PhD student your are expected to be **pro-active** in the organisation of your mobility and contact your receiving institution and A4U at least 4 months before your visit to request the invitation letter if you have not already. If you modify the dates of your stay, you must update the Learning Agreement and inform us immediately to confirm the viability of the dates and ensure that the documentation is updated.

It is important that prior to the visit you are in direct **contact with your host** to determine the content and agenda of your visit.

The administrative matters, such as a documentation, payments etc. will be dealt with by the **International Office of your home university and A4U coordinator**.

GRANT LETTER

4 months before your visit, please double-check with your host that the visit dates are still valid, and request the invitation letter from the International Office of your receiving university. Once the invitation letter is issued and dates are confirmed, A4U will arrange for your grant letter, which 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.

VISA

The costs of applying and obtaining the visa are borne by the participant. The insurance, the grant letter and the invitation letter should be part of the documents submitted to the Consulate / visa centre.

It is highly recommended to apply for the visa as early as possible to allow yourself time to book affordable flights and accommodation. The more in advance they are booked, the cheaper they are likely to be.

MEDICAL INSURANCE

Erasmus+ programme requires all mobility participants to have full coverage of eventual risks during their stay abroad. **The costs of buying the medical 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 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 following requirements. **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.

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

FLIGHTS

Before booking flights or accommodation, please make sure you have the visa.

When booking flights or accommodation, try to get reimbursable tariffs just in case of cancellation of the trip on your side. If the trip is cancelled by you, A4U can only reimburse the expenses that you advanced in case of **force major** (such as a documented sudden illness, terrorist attack, natural disaster etc.) and provided your case is approved by Spanish National Agency which manages Erasmus funds in Spain on behalf of the European Commission.

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.

LEARNING AGREEMENT

Please note that if, for any reason, you are forced to change the mobility dates specified in the Learning Agreement, you must inform the A4U coordinator, your host institution and the international relations office at your home university.

If it is possible to amend or postpone the mobility period, you must update the Learning Agreement accordingly, including all signatures. Once we have received this updated document, you will be sent the grant letter so that you can start preparing for your stay. It is important that the Learning Agreement contains the updated dates of your stay.

ERASMUS STUNDET CHARTER

This charter describes your rights and obligations around your Erasmus+ exchange, and what you can expect at each step. You can find it here: https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-student-charter-0

ONLINE LENGUAGE SUPPORT (OLS)

Online Language Support is an EU online resource that provides a range of interactive and engaging language learning activities to help you learn a new language or master a language you've already studied. The best part is that it is designed to cater specifically to the needs of each learner.

OLS is hosted on EU Academy platform, which is an an EU-owned online hub containing first-hand knowledge, high quality educational resources and valuable insights, directly produced by the EU institutions, for individuals whose activities are related to its sphere of action.

So, whether it is learning the basics of Spanish or mastering native-level English, you are welcome begin your language learning journey. The intro module quickly takes you through the process of creating an account, which you can use to access OLS and lots of other short courses on the EU Academy.

GRANT AGREEMENT

Once you have your flight tickets, insurance and know the exact dates of your stay, A4U will send your grant agreement for your signature before the start of your stay.

BEFORE MOBILITY

CHECK LIST

- **Dates confirmed** with the host and receiving university.
- **Grant letter** received and **visa** processed
- **Flights** and **accommodation** booked
- Copy of **insurance** sent to A4U coordination
- **Grant Agreement** signed

DURING THE MOBILITY

CERTIFICATE OF ARRIVAL

Participants must go to the International Relations Office of the host university to get signed the certificate of arrival. It is recommended to attend on the first day of your mobility.

The scholarship payment order is only processed once the Certificate of Arrival has been submitted to A4U coordinator via email.

PAYMENT OF THE GRANT

Participants are paid by an **bank transfer**. The 1st payment, equivalent to the 70% of the total grant, based on the real arrival date and a planned departure date, paid into the participant's bank account in Spain. Remember that the grant amount is always based on the real dates of the stay reported in the arrival certificate and certificate of attendance issued at the end of the stay, not on the expected dates stated in the grant letter.

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 measures.

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. It is **mandatory**.

RECOGNITION OF MOBILITY

Complete 'AFTER MOBILITY' section 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 the table as proof of academic recognition of your doctoral stay.

Send the learning agreement to A4U and your home university.

CERTIFICATE OF ATTENDANCE

At 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 2nd 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.

AFTER MOBILITY

CHECK LIST

- **EU Survey** completed
- **Certificate of stay** signed and sent to A4U coordinator
- **Grant** received in the bank account
- Positive experience shared on **LinkedIn** mentioning A4U International

FREQUENTLY ASKED QUESTIONS

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/leave later than the mobility start/end 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.

Should I have an invoice for the plane ticket or keep receipts for any other expenses? No receipts are required but it is recommended to keep them in case of force major. 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: a mobility agreement, a grant agreement, a certificate of attendance and a completed EU survey.

USEFUL CONTACT DETAILS

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