



 Universitat Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 7.1 INTERNATIONAL MOBILITY	

1. OBJECT	2
2. SCOPE	2
3. REFERENCES	2
4. DEVELOPMENT OF THE PROCESS	2
4.1 Definition and planning of mobility programmes	2
4.2 Student Mobility	3
4.3 Teaching Staff Mobility	5
5. SPECIFICITIES PER CENTRE	6
6. RECORDS	7
7. MONITORING AND MEASUREMENT	7
8. RESPONSIBILITIES	8
9. STAKEHOLDERS AND ACCOUNTABILITY	9
10. EXCHANGE CONTROL	10
11. ANNEXES	10

Prepared:	Revised:	Pass:
Quality Assurance Team Management Board	Office of the Pro-Vice-Chancellor for Teaching Staff and Research	Vice-Chancellor's Office
 Mª Olga Castelao Naval	 Eva María Icarán Francisco	 Mª Rosa Sanchidrián Pardo
Date: 08/01/2024	Date: 08/01/2024	Date: 08/01/2024

 Universidad Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 7.1 INTERNATIONAL MOBILITY	

1. OBJECT

The purpose of this procedure is to ensure the promotion and management of mobility of students, teaching and non-teaching staff at international level, both incoming and outgoing from the European University of Valencia (hereinafter University), including the academic suitability and the system used to review its suitability, continuously improving the process.

Mobility is one of the objectives of all the Degrees seeking to promote the cultural, educational, personal and professional enrichment of all those involved in the different initiatives based on the promotion and encouragement of the exchange of experiences in the field of higher education.

2. SCOPE

This process establishes the promotion and management of exchanges with other universities for students and teaching staff of the University. The International Mobility Department together with the Academic Model and Digital Transformation Unit, and the Human Resources Department, in collaboration with the Centre are the main responsible for this process.


3. REFERENCES

- Organic Law 2/2023 of 22 March on the University System.
- General Regulations of the European University of Valencia for study abroad.
- Erasmus Letters for Higher Education.
- Organic Law 3/2018 5 December 2018 on the Protection of Personal Data and Guarantee of Digital Rights, approving the regulation implementing Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC.

4. DEVELOPMENT OF THE PROCESS

4.1 Definition and planning of mobility programmes.

In the planning of each academic year, the Director of the Department of International Mobility, together with the Head of Centre (Field Director) and their teams, detect the needs, improvements and opportunities in international academic mobility destinations for the students of each of the academic years.

 Universitat Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 7.1 INTERNATIONAL MOBILITY	

the Centres. Following this initial diagnosis, a strategy is drawn up for the following academic year, with the approval of the Head of Centre.

In order to search for new academic mobility agreements, the Director of the Department of International Mobility and his team, where appropriate, in collaboration with the Centre, carry out prospective studies to identify new opportunities for the promotion of international mobility. In addition, as a result of the information and feedback collected from students who have undertaken international study abroad placements, from the Degree Quality Committees, and from the data collected by the Department of International Mobility through surveys of students who have mobility and Alumni, it is proposed to consolidate, increase places, decrease places, or even close the agreements with it is working.

Types of mobility:

The University carries out mobility schemes for its students and teaching staff in two different types of programmes:

- Erasmus Programme.
- Other programmes with Universities not included in the above (Garcilaso, bilateral and bilateral fee-paying).

In turn, the University considers two types of mobilities:

- **Outgoing Mobility:** are mobility programmes valid for students of the University, in which academic stays are carried out in a university outside Spain; and for teaching staff of the University who can carry out a study abroad Training stay.
- **Incoming Mobility:** these are mobility programmes valid for students from universities outside Spain, where they carry out academic stays at the University; and for teaching staff from a university outside Spain who can carry out an international academic or training stay at the University.

4.2 Student Mobility

Outgoing student mobility


Outgoing students are eligible for mobility programmes under these agreements:

- Erasmus agreements.
- Bilateral Agreements.

At the beginning of the application period for the following academic year, the student has at his/her disposal a map of destinations showing the available destinations according to qualification, as well as all information related to mobility.

This information is prepared and reviewed annually by the International Mobility Advisors. The International Mobility Advisors will allocate the places available in the different agreements signed for this purpose, following the eligibility criteria and scoring of candidates established in the international mobility regulations.

Before the start of your stay, a *Learning Agreement* must be drawn up.

 Universidad Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 7.1 INTERNATIONAL MOBILITY	

hereinafter referred to as LA) in which it is established which subjects will be taken at the destination and which subjects will be recognised on the student's return. To do this, the student must arrange it with International Mobility Advisor. The Learning Agreement must be signed by the student, by the International Office of the institution and by the International Mobility Office of the European University.

If the student's Learning Agreement includes the course of academic externships, both the establishment of the Educational Cooperation Agreement, as well as the Internship Annexe and essential documents for the , will be managed by the host university.

Once at the destination, it will be the International Mobility Advisor who will monitor the student, ensuring their arrival, and transferring any incident or need for academic management to the Director of the International Mobility Department or the host university where appropriate.

All the necessary management and information for the correct development of the study abroad of these students is carried out by the International Mobility Advisor who is in charge of registering the information and documentation on the platform of the International Mobility Unit or in the systems of the relevant Public Administration.

Incoming student mobility

Incoming students are eligible for mobility programmes under these agreements:

- Erasmus agreements.
- Bilateral Agreements.


In the process of international study abroad placements for incoming students, the Department of International Mobility receives proposals from incoming students' universities of origin. The University's International Mobility Advisors assess each student's candidacy, taking into account that the conditions of the agreement are met, as well as other aspects such as language and academic transcript.

The International Mobility Advisors inform the pre-selected students and the Universities of origin all the steps to be taken by the students in order to be finally admitted to the University.

The Mobility Advisor actively participates in the admission and Enrolment process, with an active accompaniment. In the admission process of the incoming student, the Mobility Advisor will take into account, among others, the available places and the Language of the course. The *Learning Agreement* of these students is signed when all the necessary aspects for the correct development of the abroad have been checked.

Once at the University, the International Mobility Advisor will be in charge of monitoring the student, registering their arrival and holding a welcome plan session.

During the student's stay, the International Mobility Advisor will report any incident or need for academic management to the director of the International Mobility Department, the host centre, or the 's home university, if applicable. Likewise, the Advisor will ensure the integration of the incoming student into university life at the University.

 Universitat de València	PROCEDURES MANUAL	EDITION 06
	PC 7.1 INTERNATIONAL MOBILITY	

All the necessary management and information for the correct development of the study abroad of these students is carried out by the International Mobility Advisor who is in charge of registering the information and documentation on the platform of the International Mobility Unit or in the systems of the relevant Public Administration.

Other International Mobility Programmes

There are certain international mobility programmes, called *Study Abroad*, in students from foreign universities can be accepted study a Degree at the University. In this case, the International Business Department is in charge of the information and management of the documentation required for this programme, where students can obtain a Degree from the University of Origin and a Degree from the host University.

The admission and tuition process for internationally mobile students is described in CP 3.1 Admission, Enrolment and Credit Recognition.

4.3 Teaching Staff Mobility.

Outgoing mobility of teaching staff

The following options are available to University teaching staff for mobility to other institutions:

1. Erasmus Mobility for Teaching and Training (teaching staff)


Stays subsidised by the Erasmus Programme in European Universities holding the Erasmus Charter and with which there is a signed Erasmus agreement, to teach, for a period of 3 to 14 days.

This type of mobility is convened by the Human Resources Department in conjunction with the Academic Model and Digital Transformation Unit (Office of the Pro-Vice-Chancellor for Faculty and Research). The selection criteria will be defined as a team by Human Resources through a criteria scoring .

The Academic Model and Digital Transformation Unit will send to the International Mobility Department a list of the teachers who have been assigned a place when it is an *Outgoing* mobility of the Erasmus Programme, so that this information is registered in the application of the International Mobility Department, which monitors the required documentation in form and time and the payments of the scholarship for the issuance of the interim report and final report of the Erasmus project to be completed for the Spanish Service for the Internationalisation of Education (SEPIE).

2. Medium/long-term scholarships (in Europe or outside Europe) to teach (teaching staff):

Stays lasting more than 2 weeks, up to a maximum of 6 months, either in Europe or outside Europe. They correspond to a research or teaching development strategy defined by each Centre and financed in whole or in part by the Centre to which the applicant belongs.

 Universidad Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 7.1 INTERNATIONAL MOBILITY	

For this type of scholarships, each Centre must make a forecast of teachers who may have mobility opportunities according to the mobility policy of the University.

3. Other mobilities:

If there is no previous agreement (Erasmus in the of Erasmus, or bilateral in the case of other types of mobility), it will be the responsibility of the teacher to contact the university for this purpose. He/she will have the support of the person in charge of his/her Centre in the case of bilateral agreements and of the Department of International Mobility in the case of Erasmus agreements. Once signed, it will be the lecturer who will contact university.

Incoming mobility of teaching staff

There are several ways for international faculty to visit the University to teach: through an Erasmus or other scholarship, or at the invitation of a particular Department.

1. Erasmus teaching mobility (teaching staff)

International teaching staff who wish to visit the University to teach through the Erasmus grants, apply to the Department of International Mobility, which will refer them to the corresponding Centre, which will check whether the profile fits the strategy.

The Centre, through the Head of Department of the corresponding Field of knowledge, assigns a teacher responsible for the reception and the necessary infrastructure for the teaching activity. Likewise, an agenda is managed with the subjects in which the student will participate and the assigned teacher will monitor the student's progress.

At the end of the stay, the visiting lecturer shall complete and hand in the necessary documentation for the correct development of the stay.

2. Erasmus Mobility for Training (teaching staff)

This type of mobility is managed in a similar way to the previous case, although it is coordinated by the Head of Centre or the Head of Department, who will welcome the guest, organise the interviews and Training meetings between the staff of the University and the guest.

3. Other mobilities

As for the invitations to international teaching staff issued by each Centre, the person responsible for these invitations will be in charge of their management, and the Heads of Department will be responsible for the expenses of the stay, if applicable.


5. SPECIFICITIES PER CENTRE

School of Architecture and Polytechnic School

Not applicable

Faculty of Social Sciences

Not applicable

 Universitat Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 7.1 INTERNATIONAL MOBILITY	

Faculty of Health Sciences

Not applicable

School of Doctoral Studies and Research

Not applicable


6. RECORDS

NAME	CUSTODIAN
Listings of Mobility Programmes	International Mobility Department
Planning Mobility Programmes (Calls for entries)	STUDENTS: International Mobility Department TEACHING STAFF: Academic Approach and Digital Transformation Unit and Human Resources Department
Bilateral Mobility Agreements	International Mobility Department
Grant agreement (Erasmus only)	International Mobility Department
Certificate of stay (entry and exit, only Erasmus)	International Mobility Department
Learning agreement/Training Agreement- Credit recognition	International Mobility Department
Final report of the stay (Erasmus Programme)	International Mobility Department
Satisfaction Survey.	Quality Assurance Team

7. MONITORING AND MEASUREMENT

The monitoring of international mobility for students, as well as the possible implementation of an improvement plan, is carried out on an ongoing basis both by those responsible for the Centre and by the Department of International Mobility, based on the results obtained through the satisfaction surveys of students who undertake international study abroad, both *Outgoing* and *Incoming*.


The results obtained from students and teaching staff, in surveys and through follow-up meetings, are analysed in order to detect improvements to be incorporated in the mobility programmes and to continuously improve the process.

 Universitat Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 7.1 INTERNATIONAL MOBILITY	

IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 7.1	Number of students participating in Outgoing mobility programmes.	International Mobility Department	Academic Year
IND02 PC 7.1	Number of students participating in <i>Incoming</i> mobility programmes	International Mobility Department	Academic Year
IND03 PC 7.1	Overall Student Satisfaction <i>Outgoing</i>	Mobility Department International	Academic Year
IND04 PC 7.1	Overall Student Satisfaction <i>Incoming</i>	Mobility Department International	Academic Year
IND05 PC 7.1	Number of Teachers in Programmes <i>Outgoing Erasmus</i>	Academic Model and Transformation Unit Digital	Academic Year
IND06 PC 7.1	Number of agreements in force in the Erasmus and other programmes student mobility	Mobility Department International	Academic Year

8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
International Mobility Department	<p>To promote internationality throughout the university student community.</p> <p>Inform students about mobility programmes and carry out awareness-raising campaigns on internationality.</p> <p>To manage the administrative and academic procedures required by <i>incoming/outgoing</i> students for mobility programmes.</p> <p>Establish improvement actions resulting from the .</p> <p>Centralise and manage databases of information on agreements, invoices, etc., with to internationality.</p>

 Universitat Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 7.1 INTERNATIONAL MOBILITY	

Academic Approach and Digital Transformation Unit	<p>To promote internationality throughout the university teaching community.</p> <p>Inform teachers about academic mobility programmes and conduct awareness-raising campaigns internationality.</p> <p>Coordinate with Human Resources the calls for entries for Erasmus mobility of teaching staff.</p> <p>Establish the rubrics for the selection of candidates and allocate the places offered in Erasmus <i>outgoing</i> programmes.</p>
Human Resources Department	<p>Promote internationality among university teaching staff in terms of training.</p> <p>Coordinate with the Academic Model and Digital Transformation Unit calls for entries for teaching staff mobility.</p> <p>Establish candidate selection criteria and allocate the vacancies offered.</p> <p>Establish the improvement actions resulting from the review of Staff Mobility Management.</p>
Quality Assurance Team	<p>Collect data on stakeholders' satisfaction with the mobility programmes and communicate the results of their development to them.</p>

9. STAKEHOLDERS AND ACCOUNTABILITY


The heads of the Centre promote and implement the actions related to mobility objectives, reporting on their results and informing about them in the different meetings (faculty board, senates...).

The International Mobility Department and the Academic Model Unit monitor the development of the process, taking into account the results of the satisfaction surveys carried out by the Quality Assurance Team, analysing the degree to which the objectives have been achieved and drawing up possible proposals for improvement for the following year.

Students participate by sharing their experience in these programmes through the Satisfaction Surveys and other forums such as the Degree Quality Committees.

Teaching staff can propose measures to improve mobility outcomes, both through actions in which they have been involved and through feedback from students. They are also involved in responding to the Satisfaction Surveys.

The general public is informed about the existing mobility agreements through the University's website.

 Universidad Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 7.1 INTERNATIONAL MOBILITY	

10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
01	12/12/2012	Initial version: Identification of the process in the organisation and elaboration of the procedure.
02	30/05/2016	Updating of the Internal Assurance System Manual for the Quality
03	25/04/2018	Updating of the Internal Quality Assurance System Handbook
---04	29/10/2021	IQAS update
05	13/05/2022	Replacement of the term "guarantee" by "assurance". in line with the new AUDIT model (2018 version) and "PGC" for "PC".
06	08/01/2024	Updating the process

11. ANNEXES

Not applicable