	PROCEDURES MANUAL	Page 1 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08


Content

PURPOSE.....	1
SCOPE	2
RELATED DOCUMENTATION	2
PROCESS DEVELOPMENT	2
SPECIFICS BY CENTRE	8
School of Architecture, Engineering and Design.....	8
Faculty of Sports Sciences	8
Faculty of Social Sciences and Communication.....	8
School of Doctoral Studies and Research.....	9
RECORDS (Evidence).....	9
INDICATORS.....	10
RESPONSIBILITIES	10
ANNEXES.....	13

MODIFICATIONS			
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Olga Castelao Director of Academic Quality and Compliance		Eva Icarán Vice-Rector for Teaching Staff and Research	Elena Gazapo. Rector
Date: 26/04/2021		Date: 26/04/2021	Date: 26/04/2021

PURPOSE

The purpose of this procedure is to ensure the efficient promotion and management of the mobility of students and teaching staff in the different faculties; this includes academic suitability and the systems used to assess that suitability, and the continuous improvement of the process.

	PROCEDURES MANUAL	Page 2 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

SCOPE

This procedure covers all the activities that the faculty/school carries out to develop mobility programmes for its students and teaching staff at foreign universities or institutions with which agreements have been established, thus supporting internationality, and the development of the University's own academic model and research.

RELATED DOCUMENTATION

- Internal Quality Assurance Manual (MAGIC)
- PGC 2.1 Public information and accountability
- PGC 3.1 Selection, Admission and Recognition of Credits
- PGC 11.1 Stakeholder group satisfaction
- The University's mission and vision
- Erasmus Charter for Higher Education
- Universidad Europea de Madrid Regulations on Study Abroad
- Organic Law 3/2018 of 5 December on the Protection of Personal Data and the guarantee of digital rights and RD1720/2007, of 21 December, which approves the regulations for the development of the LOPD.
- RD 1044/2003, of 1 August, which establishes the procedure for universities to produce the European Diploma Supplement.


PROCESS DEVELOPMENT

Definition and planning of mobility programmes.

In the planning of each academic year, the Director of the Department of Languages and International Mobility (at the Office of the Vice-Rector for Institutional Relations and University Life), together with the deans and their teams, identifies needs, improvements and opportunities with respect to international academic mobility destinations for students from the faculties. After this initial evaluation, a strategy is drawn up for the following academic year, with the approval of the Dean. The dean of each faculty, in coordination with the Director of the Department of Languages and International Mobility and the Academic Director, establishes the mobility strategy for professors in a manner that supports the international strategic plan.

In order to seek new academic mobility agreements, the Director of the Languages and International Mobility Department and their team in collaboration with the faculty in question (where appropriate) will carry out studies to identify new opportunities for promoting international mobility.-In addition, based on information and feedback from students who have completed periods of study abroad, the Degree Quality Committees (CCT), and data collected by the Department of Languages and International Mobility through surveys of students who have completed an international placement and graduates, the Department of International Mobility will propose consolidating, increasing places, decreasing places, or even terminating current agreements.

Types of mobility:

	PROCEDURES MANUAL	Page 3 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

UEM runs mobility schemes for its students, and for both teaching and non-teaching staff through two different types of programme:

- The Erasmus Programme
- Other programmes involving universities or companies not previously mentioned.

The University considers three types of mobility:

- **Outbound Mobility:** These are mobility programmes for UEM students and professors, who go to a university outside Spain for a period of study abroad; they are also open to UEM staff (both teaching and non-teaching) who may undertake a period of staff training at a foreign university.
- **Inbound mobility:** These are mobility programmes for students and professors from universities outside Spain who come to the UEM for a period of study; they are also open to teaching or non-teaching staff from a university outside Spain who may undertake a period of staff training at the UEM.
- **International internships:** Mobility programmes for UEM students that enable them to do an internship at a company located outside Spain.

Outbound Mobility:

Outbound student mobility:

Outbound students can benefit from mobility programmes through three types of agreements: Erasmus Agreements and Bilateral Agreements, which may be free of charge or paid exchanges.


At the beginning of the application period starting in mid-November for the following academic year, a map of destinations is available to students showing the available destinations for each degree, together with all the information related to mobility. This information is prepared by the International Mobility Advisors, and reviewed annually. All related management is logged on the *MoveON* platform. The *International Mobility Advisors* will allocate the places available in the different agreements entered into for this purpose, based on the eligibility criteria and grades established in the international mobility regulations.

Before starting their placement, a *Learning Agreement (LA)* must be drawn up establishing the subjects that are to be taken at the destination university, and the subjects that will be recognised on the student's return. The student will have the support of an *International Mobility Assistant*, who will work with them to draw up the LA proposal, and the *International Mobility Advisor*, who will act as a liaison between the student and the International Mobility Assistant. The *Learning Agreement* must be signed by the student and the Director of the Department of Languages and International Mobility.

When the student arrives at the destination university, the *International Mobility Advisor* will be responsible for monitoring their stay, ensuring their safe arrival and informing the Director of the Department of Languages and International Mobility or the host university of any incident or need for academic support.

Outbound mobility for professors and other staff

The following options are available to professors and other staff:

	PROCEDURES MANUAL	Page 4 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

1. Erasmus teaching mobility

Stays subsidised by the Erasmus Programme in European universities that hold the Erasmus Charter, and with whom a signed Erasmus agreement is in place, to teach for a period of between 3 and 14 days (subsidies are available for a maximum of 5 days). This form of mobility is organised by Human Resources in conjunction with the Office of the Vice-Rector for Teaching Staff and Research. Selection criteria will be defined by the HR team and the Office of the Vice-Rector for Teaching Staff, using a rubric. Once the place has been granted, the application will be registered by the International Mobility department via the *MoveON* platform.

2. Erasmus mobility for staff training (teaching and non-teaching staff):

Stays subsidised by the Erasmus Programme in European universities that hold the Erasmus Charter, and with whom a signed Erasmus agreement is in place, for the purpose of staff training, for a period of between 3 and 14 days (subsidies are available for a maximum of 5 days). This form of mobility is organised by Human Resources in conjunction with the managerial departments at the university. Selection criteria will be defined by HR, using a rubric. Once the place has been granted, the application will be registered by the International Mobility department via the *MoveON* platform.

The Department of Languages and International Mobility will be sent a list of professors (by the Office of the Vice-Rector for Teaching Staff and Research) and non-teaching staff (by the HR Department) who have been allocated places through the Erasmus Outbound Mobility programme. The Department of Languages and International Mobility will keep track of the required documentation, deadlines and grant payments for the issuing of the interim and final Erasmus project reports that need to be completed for the Spanish Service for the Internationalisation of Education (SEPIE).

3. UEM grants for medium/long term stays (within Europe or in other countries) for teaching (professors).


Stays of more than 2 weeks and up to a maximum of 6 months, either in Europe or outside Europe, corresponding to a research or teaching development strategy defined by each faculty and fully or partially funded by the applicant's faculty/school (if awarded). For this type of grant, each faculty is required to make a list of teachers who may have mobility opportunities when setting budgets, in which the corresponding funds will be included. In line with the long-term mobility policy, if the budget is approved, the application will be managed by the Human Resources Department.

If there is no existing agreement (Erasmus or bilateral), it will be the responsibility of the lecturer to contact the host university. Professors will have the support of the person in charge of their faculty in the case of bilateral agreements, and the Department of Languages and International Mobility in the case of Erasmus agreements. Once the agreement has been signed, it will be the professor's responsibility to contact the host university.

Inbound mobility

Inbound student mobility

Inbound students can benefit from mobility programmes through three types of agreement: Erasmus Agreements and Bilateral Agreements. There are also fee-paying study abroad

	PROCEDURES MANUAL	Page 5 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

programmes that students studying at foreign universities may have access to. In these cases, there is not necessarily an agreement with the home university.

During the nomination period at inbound candidate home universities, UEM's International Mobility Advisors will evaluate each student's application, being sure it fulfils the conditions stipulated in the agreement, as well as taking into account other aspects such as language and the student's academic transcript. Furthermore, the mobility officers will inform pre-selected students and their universities of the rest of the procedures that will need to be completed in order to be admitted to UEM, monitor the admissions process including the issuing of acceptance letters, and enrol the students in their chosen subjects, bearing in mind the number of places available, and the languages in which those subjects are taught. The students are registered via the *MoveOn* platform, and their documentation is added.

The *Learning Agreement* for these students can only be signed provided that it is coherent with the student's enrolment. When the students arrive at the UEM, the *International Mobility Advisor* will be in charge of monitoring them, registering their arrival and holding a welcome session for them (during the Welcome Week). During the time the student spends at the university, the International Mobility Advisor will report any incident or need for academic support to the Director of the Department of Languages and International Mobility, to the host faculty, and to the student's home university if applicable. Likewise, the Advisor will help inbound students to integrate into university life at the UEM.

Inbound mobility for professors and other staff

There are three possible ways for international teaching staff to visit the UEM in order to teach: through Erasmus, through another type of grant, or at the invitation of a specific department.

Applications for stays funded by Erasmus grants can be sent to the Department of Languages and International Mobility, who will then forward them to the corresponding faculty/school.

Before the visiting professor arrives at UEM, the Director of the corresponding Department will assign a professor who will be in charge of welcoming them, ensuring that they have everything they need (access to the virtual campus, employee card, etc.), and circulating the schedule and the dates on which the visiting professor will be teaching. They will also be responsible for welcoming them on arrival, introducing them to the students they will be teaching, and monitoring their schedule and their stay as a whole.

At the end of their stay, the visiting professor will need to complete the requisite inbound mobility documentation for teaching staff, and submit it to the department that is managing their stay.


The mobility of both teaching and non-teaching staff for training purposes will be coordinated by the director of the academic management department hosting the guest, who will organise the interviews and training sessions.

With regard to the invitations to international professors issued by each faculty/school, the person responsible for these invitations will be in charge of managing them, and the heads of department will be responsible for the expenses incurred during the stay, if applicable.

All visiting professors will be assessed by the students by means of the teaching satisfaction survey in the same way as lecturers contracted by the university.

Internships

International internships

	PROCEDURES MANUAL	Page 6 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

International internships are available to UEM students both through the Erasmus programme and within the programmes included in the bilateral agreements with European and non-European institutions and companies.

The Internship Department of the Office of the Vice-Rector for Institutional Relations & University Life, in coordination with the Department of Languages and International Mobility in the case of Erasmus scholarships, will provide information on the possibility of doing an international internship in the information sessions held at the beginning of each academic year, and also through initiatives aimed at promoting internationality throughout the academic year. Students will be informed of the requirements for applying for such internships, including the documentation that they will need. Information on the options available will be provided by the faculty heads, who are responsible for signing, registering and maintaining these international internship agreements.

The Internships Department will take sole responsibility for managing international internships outside Erasmus agreements; in the case of international internships that are indeed covered by Erasmus agreements, these will be managed in coordination with the Department of Languages and International Mobility. There will always be close collaboration with the corresponding faculty/school managers, in the evaluation of the company if it is one that the student has contacted, and in the management of the necessary internship agreements.

When it is a case of practical work that forms part of the curriculum on a combined programme, the student must complete the *Learning Agreement (LA)* that includes the recognition of UEM professional internships as a subject, as well as the equivalent subject at the host university, which will then be approved by the Director of the Languages and International Mobility Department and managed by the International Mobility Assistant.

In the case of Erasmus internships, once the student is selected for inclusion in the programme, the mobility grant agreement that contains the training agreement and quality commitment is signed.

The Department of Languages and International Mobility provides an information service on matters related to health insurance, accommodation, and the legal and administrative procedures that need to be followed. In the case of Erasmus grants, students are provided with information, and on the amount of funding they would receive.


At the end of the internship, the results will be included in the final Erasmus report that the student submits to the Internship Department. This survey is sent to the Quality Department for analysis as described in procedure PG11.1 Stakeholder group satisfaction.

ERASMUS internship placements

- A. **UEM-Company/Hospital Agreements.** This category covers international internships undertaken within the European Union in companies, institutions, hospitals and/or clinics with which Universidad Europea de Madrid has an established agreement, for a period of between three and twelve months.
- B. **UEM-University Agreements.** This category covers international internships undertaken at a European university with which the UEM has an established Erasmus agreement. The internship period will be between three and twelve months.

Students interested in doing a curricular or extracurricular internship abroad must apply for a placement by submitting the above-mentioned documentation to the Internship Department.

Once the student has been selected by the Internship Department and the

	PROCEDURES MANUAL	Page 7 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

company/institution/hospital on the basis of the established criteria, the Internship Department, in coordination with the internship coordinator and in accordance with the regulations governing the internships, will agree the details of the student's internship (dates and duration, objectives, tutoring, assessment, etc.), always in accordance with the specifications of the degree programme's validation report.

The Internship Department enters the academic data (dates and duration, objectives, assessment, etc.) of the *Training Agreement and Quality Commitment*, and the Department of Languages and International Mobility completes *Annex Vb* of the *Erasmus Grant Agreement* and sends this documentation to the student, who will sign it and send it on to the Department of Languages and International Mobility for the registration and management of the Erasmus scholarship. The Internship Department also registers all the documentation related to the internship: study abroad application, language certificate, CV, academic transcript and the *Training Agreement and Quality Commitment* and the Final Report to be completed at the end of the internship. The Internship Department also provides guidance and information to students on matters related to the management of civil liability and assistance insurance, and the awarding and funding of scholarships.

In the case of curricular placements, contact is made with the company/institution/hospital to request the duly completed internship assessment form for the student once they have returned to UEM. This form is sent to the corresponding internship coordinator so that the grade can be added to the student's transcript. A copy will also be kept with the rest of the student's international documentation.


NON-ERASMUS internship placements

- C. **UEM-University Agreements.** This category covers international internships undertaken at a university with which the UEM has an established exchange agreement. These will not be considered Erasmus placements, because the placement period is less than 3 months, or because the agreement established between UEM and the partner university is not an Erasmus-type agreement.
- D. **UEM-Company/Hospital Agreements.** This category covers international internships undertaken in companies, institutions, hospitals and/or clinics with which Universidad Europea de Madrid has an established agreement. These will not be considered Erasmus placements, because the placement period is less than 3 months, or because it is a placement with a company outside the European Union.

In general, once the student has been selected by the company/institution/hospital according to established criteria, the professor-internship coordinator at the faculty agrees with the company/hospital the internship details (dates and duration, objectives, tutoring, assessment, etc.), always in accordance with what is stipulated in the validation report for the degree programme.

The Internship Department completes the annex to the agreement established between the UEM and the company/hospital (*International Practical Training Programme Annex*). If it is a UEM-University agreement, the *Training Agreement and Quality Commitment* will be used.

The Internship Department registers all the student's documentation: their application for an international placement, recognition of studies (if any), language certificate, CV, academic transcript.

	PROCEDURES MANUAL	Page 8 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

The Internship Department arranges the signing of the Agreement and the *International Practical Training Programme Annex* with the student and the company in question. Students are also provided with guidance and information on matters related to the management of civil liability and medical insurance, and the awarding and funding of scholarships. This documentation is stored by the Internship Department.

In the case of curricular placements, contact is made with the company/institution/hospital to request the duly completed internship assessment form for the student once they have returned to the UEM. This form is sent to the corresponding internship coordinator so that the grade can be added to the student's transcript. A copy of the Assessment Form is kept together with the rest of the student's international documentation.

In the specific case of *Summer health placements* in international hospitals/clinics, once the student has been selected following the call for applications for summer health placements organised by the International Health Mobility Advisor according to established criteria, the International Health Mobility Advisor will agree on the details of the student's placement (dates and duration, objectives, tutoring, etc.) and arrange the student's placement with the institution.

MONITORING AND MEASUREMENT

The monitoring of this process and of the annual improvement plan with respect to students is carried out continuously by the team formed by the faculty managers, the Internship Department, the Department of Languages and International Mobility (Office of the Vice-Rector for Institutional Relations & University Life) via the satisfaction surveys completed by both inbound and outbound international students. The monitoring of this process and the annual improvement plan as regards professors and teaching staff is carried out by the faculty/school together with Academic Management (Vice-Rector's Office for Teaching Staff and Research) and, in the case of other staff, by Human Resources.

The results obtained from students, professors and staff in surveys and through follow-up meetings, are analysed in order to identify improvements to be incorporated into the mobility programmes and to improve this process on an ongoing basis.

SPECIFICS BY CENTRE


School of Architecture, Engineering and Design.

N/A

Faculty of Sports Sciences

N/A

Faculty of Social Sciences and Communication

	PROCEDURES MANUAL	Page 9 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

N/A

Faculty of Biomedical and Health Sciences


N/A

School of Doctoral Studies and Research

N/A

RECORDS (Evidence)

RECORDS		
RECORD NAME	CONTROLLER	MEDIUM/LOCATION
List of mobility programmes	Department of Languages and International Mobility (Office of the Vice-Rector for Institutional Relations & University Life)	Electronic (<i>MoveON</i>)
Planning of mobility programmes (Calls for applications)	STUDENTS: Department of Languages and International Mobility (Office of the Vice-Rector for Institutional Relations & University Life) PROFESSORS/STAFF: Academic Management (Office of the Vice-Rector for Teaching Staff and Research) and Department of Human Resources	Electronic (<i>MoveON</i>)
Erasmus Agreements	Department of Languages and International Mobility (Office of the Vice-Rector for Institutional Relations & University Life)	Electronic (<i>MoveON</i>)
Bilateral mobility agreements	Legal Department	Hard copy Electronic (<i>MoveON</i>)
International internship agreements	Legal Department	Hard copy Electronic
Documentation for students applying for inbound/outbound programmes	Department of Languages and International Mobility (Office of the Vice-Rector for Institutional Relations & University Life)	Hard copy Electronic (<i>MoveON</i>)
Documentation for students applying for international internship programmes	Internship Department	Electronic

	PROCEDURES MANUAL	Page 10 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

Student-University Financial Agreement (Erasmus only)	Department of Languages and International Mobility (Office of the Vice-Rector for Institutional Relations & University Life)	<i>MoveON</i>
Certificate A (Erasmus only)	Department of Languages and International Mobility (Office of the Vice-Rector for Institutional Relations & University Life)	<i>MoveON</i>
Certificate B (Erasmus only)	Department of Languages and International Mobility (Office of the Vice-Rector for Institutional Relations & University Life)	<i>MoveON</i>
<i>Learning agreement/Training Agreement-Credit recognition</i>	Department of Languages and International Mobility (Office of the Vice-Rector for Institutional Relations & University Life)	<i>MoveON</i>
<i>Final report on the stay (Erasmus Programme)</i>	Department of Languages and International Mobility (Office of the Vice-Rector for Institutional Relations & University Life)	Archiving Department. International; Electronic (European Commission Platform)
End of placement satisfaction survey.	Quality Department	Sharepoint_Faculty File / Academic Year / Faculty Board / Internationality; Shared file Quality / Measurement_Analysis / Surveys


INDICATORS

- IND01-PG5.1 Percentage of students taking part in outbound mobility programmes
- IND02-PG5.1 Overall satisfaction: outbound students
- IND03-PG5.1 Number of professors on outbound programmes
- IND04-PG5.1 Number of incoming professors on Erasmus programmes
- IND05-PG5.1 Number of agreements in force for Erasmus and other student mobility programmes

RESPONSIBILITIES

Owner of the process:

- Vice-Rector for Institutional Relations and University Life (STUDENTS)
- Office of the Vice-Rector for Teaching Staff and Research (PROFESSORS)
- Director of Human Resources (STAFF)

	PROCEDURES MANUAL	Page 11 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

Department directors (faculties/school)

Participants in the process:

Languages and International Mobility Department:

Promote internationality throughout the university student community.

Inform students about mobility programmes and carry out awareness-raising campaigns on internationality.

Manage the administrative and academic procedures that enable inbound/outbound students to go on mobility programmes.

Prepare a report with the results of the management of mobility programmes and communicate the results to the Quality Department.

Introduce the improvement initiatives resulting from the mobility management review.

Centralise and manage the information databases on agreements, fees, budgets, etc. connected with international mobility.

The Internship Department:

Promote international internships throughout the university student community.

Manage the required administrative procedures for international internship students.

Review the content of material to be published for student orientation, and provide advice on international internships.

Provide the template agreement for international internships.

Provide the annex to be signed by the student for the degree programme in question.

Support the search for organisations/companies to provide internship placements.

Train students in the professional skills they will need for their internships.

Prepare a report with the results of the management of mobility programmes and international internships communicate the results to the Quality Department.

Academic management (Office of the Vice-Rector for Teaching Staff and Research):

Promote internationality within the university's teaching community.

Inform professors about mobility programmes and conduct awareness-raising campaigns on internationality.

Coordinate calls for applications for Erasmus mobility placements from professors.

Establish rubrics for the selection of candidates, and allocate available places on Erasmus outbound programmes.


Human Resources Department:

Promote internationality with regard to training programmes among teaching and non-teaching staff in terms of training.

Inform staff about training opportunities in universities outside Spain, and run awareness-raising campaigns on internationality.

Coordinate calls for applications for staff mobility with the Office of the Vice-Rector for Teaching Staff.

Establish the rubric for the selection of candidates, and allocate available places.

	PROCEDURES MANUAL	Page 12 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

Prepare a report with the results of the management of mobility programmes and communicate the results to the Quality Department.

Introduce the improvement initiatives resulting from the staff mobility management review.

Director of the Languages and International Mobility Department:

Implement and monitor the Strategic Plan for the improvement of international mobility.

Conduct studies in collaboration with the faculties to identify new opportunities for promoting international mobility agreements with institutions abroad in line with the strategic plan.

Negotiate new agreements, as well as the renewal or cancellation of old ones, together with the legal department.

Inform the International Mobility Advisor about new destinations.

Prepare and control mobility budgets together with the faculty.

Coordinate Erasmus projects and grant management.

Manage the training and coordination of International Mobility Advisors and International Mobility Assistants.

Manage relationships with international institutions.

Participate, together with the International Mobility Assistants, in the drafting of Learning Agreement templates.

International mobility advisors:

Advise students during their programmes, ensuring that they comply with the established approach and with the academic requirements.

Promote student mobility programmes in their area of knowledge.

Manage calls for outbound mobility applications and the allocation of places.

Manage the nomination process for outbound students, call for applications for admission to partner universities, and the admission, enrolment, registration and welcome of inbound students.

Ensure that students' language skills and academic performance meet the requirements for their stay.

Provide mobility students with all the necessary support in both in academic and administrative matters.

Lead academic monitoring and support for both inbound and outbound students, resolving any incidents reported either by outbound students during their stay abroad, or by inbound students during their stay at UEM.


Coordinate the preparation of Learning Agreements with outbound students and the International Mobility Assistant, ensuring these are coherent with the degree programme in question.

Monitoring of the process of recognition of outbound students' courses.

Support the Director of the International Mobility Department on the student mobility process.

International mobility assistants:

In coordination with the International Mobility Advisor, draw up the *Learning Agreement*

	PROCEDURES MANUAL	Page 13 of 13
	PGC 5.1 INTERNATIONAL MOBILITY	EDITION 08

with the student, ensuring that it is coherent with their degree.

Convert grades achieved during time abroad for outbound students.

Perform administrative support tasks for the International Mobility Advisors and the department director.

Academic Quality and Compliance Department:

Collect and circulate data related to stakeholder group satisfaction with mobility programmes.

Study management results for mobility programmes, and develop initiatives to improve them.

Support the search for organisations/companies who will be able to provide internship placements

Train students in the professional skills they will need for their internships

ANNEXES

Call for applications for periods of study abroad

Assessment rubric for placements for professors

Student satisfaction survey