

Administration of the Erasmus+, SICUE and Iberoamérica Programmes Bachelor's Degrees

Approved by the Governing Council on 16th of October, 2020

CONTENTS

1. MOBILITY COORDINATOR	4
1.1. DEFINITION OF THE ROLE	4
1.2. COORDINATION RESPONSIBILITIES REGARDING OUTGOING EXCHANGE STUDENTS	4
1.3. COORDINATION TASKS WITH INCOMING EXCHANGE STUDENTS	5
1.4. RESPONSIBILITIES FOR COORDINATION WITH OTHER UNIVERSITIES	5
1.5. RESPONSIBILITIES FOR COORDINATION WITH ASSOCIATIONS	6
1.6 CREATING AN ANNUAL DATABASE OF MOBILITY PLACEMENTS FOR THE DEGREE	6
2. EXCHANGE PROGRAMMES FOR STUDIES: OUTGOING EXCHANGE STUDENTS	6
2.1. STUDENT SELECTION PROCESS	6
2.1.1. ERASMUS+	6
2.1.2. IBEROAMÉRICA SANTANDER	7
2.1.3. SICUE	8
2.2. LEARNING AGREEMENTS	9
2.3. ADMINISTRATIVE AND ACADEMIC PROCEDURES	11
2.4. EXAMINATIONS, ASSESSMENT AND STUDENT RECORDS	11
3. STUDIES: INCOMING EXCHANGE STUDENTS	12
3.1. THE ADMISSION PROCESS	12
3.2. ARRIVAL	13
3.3. DURING THEIR STAY AT CEU UCH	15
3.4. AFTER THEIR STAY AT CEU UCH	16
4. MOBILITY WORK PLACEMENTS	17
4.1. CONDITIONS	17
4.1.1. ERASMUS+ PLACEMENTS WITH GRANTS	17
4.1.2. OTHER CASES	18
4.2. ECTS CREDIT RECOGNITION FOR VOLUNTARY INTERNATIONAL PLACEMENTS	18
5. OUTGOING MOBILITY PROGRAMMES FOR LECTURERS	20
5.1. GRANT APPLICATION PROCESS AND CONDITIONS	20
5.2. GRANT AWARD PROCESS	20
5.3. ADMINISTRATIVE PROCESS FOR THE MOBILITY PROGRAMME	20
6. INCOMING MOBILITY PROGRAMMES FOR LECTURERS	21
6.1. ADMINISTRATIVE PROCESS FOR THE MOBILITY PROGRAMME	21
6.2. ADMINISTRATIVE PROCESS FOR THE STAY AT CEU UCH	21
7. OUTGOING MOBILITY PROGRAMMES FOR ADMINISTRATIVE AND SERVICE STAFF	22

7.1. GRANT APPLICATION PROCESS AND CONDITIONS	22
7.2. GRANT AWARD PROCESS	22
7.3. ADMINISTRATIVE PROCESS FOR THE MOBILITY PROGRAMME	22
<u>8. INCOMING MOBILITY PROGRAMMES FOR SERVICE AND ADMINISTRATIVE STAFF</u>	<u>23</u>
8.1. ADMINISTRATIVE PROCESS FOR THE MOBILITY PROGRAMME	23
8.2. ADMINISTRATIVE PROCESS FOR THE STAY AT CEU UCH	23
<u>9. MOBILITY PERIODS FORMING PART OF FRAMEWORK AGREEMENTS ONLY</u>	<u>23</u>
<u>ANNEX 1. SCORING RUBRIC FOR THE ASSESSMENT OF MOBILITY APPLICATIONS FROM LECTURERS FOR TEACHING</u>	<u>25</u>
<u>ANNEX 2. SCORING RUBRIC FOR THE ASSESSMENT OF MOBILITY APPLICATIONS FROM LECTURERS OR SERVICE AND ADMINISTRATIVE STAFF FOR TRAINING</u>	<u>26</u>

1. MOBILITY COORDINATOR

1.1. DEFINITION OF THE ROLE

The Mobility Coordinator is the academic staff member who has academic responsibility for the mobility programmes (Erasmus+, SICUE and Iberoamérica) for a particular degree.

The Dean and/or the Degree Coordinator nominates a member of the academic staff for this role and then his or her appointment can be confirmed by the Vice-Rector with responsibility for the International Relations Service.

For academic issues, the Mobility Coordinator reports to the Dean. For activity planning and administration issues, he or she reports to the Vice-Rector for Internationalization or the Deputy Vice-Rector.

He or she will undertake coordination tasks and may, at times when the workload is high, delegate these functions to another lecturer from the same degree, if authorized by the Dean and/or Degree Coordinator and with the approval of the relevant Vice-Rector.

1.2. COORDINATION RESPONSIBILITIES REGARDING OUTGOING EXCHANGE STUDENTS¹

General responsibilities for all mobility programmes

- To maintain contact with counterparts at partner universities.
- To know the academic restrictions at partner universities.
- To possess up-to-date curricula from the partner universities so that Learning Agreements can be appropriately assessed and the International Relations Office can be informed of their suitability.²
- To draw up the Learning Agreements the students must follow at the host university and to oversee any possible changes to the initial version up to the confirmation of the definitive Learning Agreement.
- To follow the outgoing exchange student's progress during their period of study at the host university.
- To act as an intermediary between the outgoing exchange student and the lecturers on whose courses the student is enrolled, and for which the student is NOT going to seek credit recognition through courses undertaken while on exchange.

Erasmus+ programme responsibilities

- To decide on the selection of outgoing exchange students for the degree, awarding places to those students who pass the language test and who meet the academic requirements for participation in the programme, as specified in these regulations.
- To fill in and sign the outgoing Erasmus student records.

Functions regarding the Iberoamérica programme

- To decide on the selection of outgoing exchange students for the degree, awarding places to those students who meet the academic requirements for participation in the programme, as specified in these regulations.
- To fill in and sign the outgoing exchange student records.

¹ Home students sent to another university will henceforth be referred to as outgoing exchange students, whether they are to study in Spain or abroad.
Hereinafter, ORI.

Functions regarding the SICUE programme

- To decide on the selection of outgoing exchange students for the degree, awarding places to those students who meet the academic requirements for participation in the programme, as specified in these regulations.
- To fill in and sign the outgoing exchange student records.

1.3. COORDINATION TASKS WITH INCOMING EXCHANGE STUDENTS³

- To inform ORI of the acceptance of the student's stay at CEU UCH.
- To receive and be responsible for the provisional Learning Agreement, having the power to reject those students who do not meet the relevant academic and language requirements.
- To provide guidance for students in choosing courses and the further configuration of their Learning Agreement, taking into account the students' academic needs, as specified by the home university in the curricula provided by these students.
- To monitor attendance by these students over the first few weeks, and, if difficulties arise in lectures, to change the students to others, within the timeframe specified by the regulations, and to sign the enrolment document.
- To assign a place on courses with restrictions⁴ only if there are places left. A number of places will be reserved for incoming exchange students. The list of courses and of available places will be sent from ORI to the Coordinators by email before the academic year begins. It is the Coordinators' responsibility not to assign more places than those available.
- To configure and sign the definitive Learning Agreement, which must be sent by ORI to the home university for approval.
- To welcome students on their arrival, working with them and helping them to finalize their Learning Agreements.
- To know which courses incoming exchange students cannot enrol on due to a lack of places or other reasons (for example, Master's Degree courses) and to ensure that both the ORI officer responsible for incoming exchange students and the relevant students themselves are aware of this.
- To monitor the students throughout their stay, observing their progress and helping them to resolve any academic problems they may encounter.

1.4. RESPONSIBILITIES FOR COORDINATION WITH OTHER UNIVERSITIES

- To know the current curricula of the universities that CEU UCH has a bilateral agreement with in order to enable outgoing exchange students to draw up their Learning Agreements; also, to remain in permanent contact with the Coordinators at these universities, in order to improve the efficiency of the process.
- To assess, every two years, the desirability of maintaining the agreements signed with host universities for the degree and to recommend, before the agreement expires, its

³ Those students coming to study at the University from other institutions will henceforth be referred to as incoming exchange students.

⁴ Dentistry, Odontología, Veterinaria, Medicina, Fisioterapia, Enfermería, and Pharmacy.

termination or renewal on the basis of objective criteria. To achieve this, the Coordinator must remain in periodic contact with these universities.

- To periodically make new agreements, where these are beneficial to the degree and the students enrolled on it, for their academic and linguistic development.

1.5. RESPONSIBILITIES FOR COORDINATION WITH ASSOCIATIONS

- To promote the presence of CEU UCH at the relevant associations for the degree, playing an active role in them, and, where the characteristics of the associations allow this, to involve the students and the Dean in this activity.

1.6 CREATING AN ANNUAL DATABASE OF MOBILITY PLACEMENTS FOR THE DEGREE

- To create a database of the locations at which students undertake placements as part of the Erasmus+, SICUE or Iberoamérica programmes, in conjunction with the Practical Training Coordinator for the degree.

- To actively promote the signing of new agreements with companies or institutions at which placements can take place, in coordination with the University's Careers Service.

2. EXCHANGE PROGRAMMES FOR STUDIES: OUTGOING EXCHANGE STUDENTS

2.1. STUDENT SELECTION PROCESS

2.1.1. ERASMUS+

All undergraduate students enrolled at CEU UCH are eligible to participate in the Erasmus Study Abroad Programme if they meet the following requirements:

1. They have already achieved at least 60 ECTS credits, with a minimum of 30 ECTS credits corresponding to first-year courses.
2. They have passed the language test or have presented for recognition an appropriate official certificate for the language in which lectures will be taught at the host university.

The student selection requirements may vary for certain degree programmes. In such cases, the particular requirements for the degree will be detailed in the conditions published for the mobility grants during each academic year.

The selection process is administered by ORI and overseen by the Mobility Coordinator of the degree the student belongs to, with the participation of the Languages Service and, where appropriate, the Dean and the Degree Coordinator. Those students undertaking dual degrees may undertake a period of study abroad via the Erasmus scheme for either degree component, but not for both at the same time. The Coordinator will indicate to which degree the period abroad corresponds to.

The grant application and student selection **process** will take place as follows:

1. ORI will provide information to all students regarding the Erasmus+ programme and the partner universities with which agreements exist. Students will be invited to general briefing sessions, which can be repeated for the students on specific degrees, on request

from the relevant Coordinator. Information will be provided via social media, email and an announcement on the intranet.

2. Those students interested in the Erasmus+ programme must select three destination options in order of preference via an online platform.

Choosing a destination automatically implies the choice of language, i.e. that in which teaching is provided at the university in question.

Students may undertake tests for more than one language.

Those who wish to present an appropriate official language certificate, instead of sitting the test, must present this certificate to the Languages Service before the relevant deadline.

Students may only be assigned their destination as part of the Erasmus+ programme if they have passed the relevant test or submitted a valid certificate and if they meet the academic requirements detailed above.

3. The University's Languages Service is responsible for organizing, undertaking and marking the language tests. The results will be sent out to students and a certificate may be issued.

4. ORI will automatically reject applications from students who do not meet the language requirements for their chosen destination.

5. The Coordinator will assign destinations to students on the basis of their academic records.

6. The formal process for students to select their preferred destination options will open in November, and the language tests will take place in February.

7. The Mobility Coordinators will carefully examine the applications, considering the students' academic records and their personal and academic motivation for requesting a specific destination.

8. Outgoing exchange students may not enrol on courses at the host university which correspond to courses that they have previously failed at CEU UCH. They may enrol on courses which they have previously enrolled on at CEU UCH but for whose examination they were recorded as absent (*no presentado*).

Students with a maximum of two failed courses or the equivalent of 15 ECTS credits still outstanding from previous years may request the cancellation of their enrolment on those courses for that academic year. The request must be submitted in writing to the General Secretary's Office, providing confirmation from ORI that the student has been awarded a place on a mobility programme. The request must be made by the student in question and the document must be approved and signed by the Mobility Coordinator.

9. The Coordinators will undertake a personal interview with all applicants for the mobility programme. Once the application decisions have been made, the places will then be formally awarded via an online platform, detailing the definitive destinations and the duration of each award.

2.1.2. IBEROAMÉRICA SANTANDER

All undergraduate students enrolled at CEU UCH are eligible to participate in the Iberoamérica Santander Programme if they meet the following requirement:

1. They have completed the first two academic years of their degree, or they have achieved at least half of the ECTS credits for that degree.

The student selection requirements may vary for certain degree programmes. In such a case, the particular requirements of the degree will be detailed in the conditions published for the mobility grants during each academic year.

The selection process is administered by ORI and overseen by the Mobility Coordinator of the degree the student belongs to, with the participation of the Dean and the Degree Coordinator, where appropriate. Those students undertaking dual degrees may undertake a period of study abroad via the Iberoamérica scheme for either degree component, but not for both at the same time.

The grant application and student selection **process** will take place as follows:

1. ORI will provide information to all students regarding the Iberoamérica Santander programme and the partner universities with which agreements exist. Students will be invited to general briefing sessions, which can be repeated for the students on specific degrees, on request from the relevant Coordinator. Information will be provided via social media, email and an announcement on the intranet.

2.- Students who meet the requirements may submit their applications to participate in the Iberoamérica Santander Programme via the Santander bank's platform and submit the supporting documentation to the Mobility Office by email at outgoing@uchceu.es. Before doing so, applicants must draw up their Learning Agreement with their Mobility Coordinator, in order to determine how they plan to have the credits to be undertaken recognized at CEU UCH.

3. The Mobility Coordinators will carefully examine the applications, considering the students' academic records and their personal and academic motivation for requesting a specific destination. The Coordinator will assign destinations on this basis.

4. Students must select their destination using the online platform.

5. Outgoing exchange students must not enrol on courses at the host university which correspond to courses that they have previously failed at CEU UCH. They may enrol on courses which they have previously enrolled on at CEU UCH but for whose examination they were recorded as absent (*no presentado*).

Students with a maximum of two failed courses or the equivalent of 15 ECTS credits still outstanding from previous years may request the cancellation of their enrolment on those courses for that academic year. The request must be submitted in writing to the General Secretary's Office, providing confirmation from ORI that the student has been awarded a place on a mobility programme.⁵ The request must be made by the student in question and the document must be approved and signed by the Mobility Coordinator.

6. The Coordinators will undertake a personal interview with all applicants for the mobility programme. Once the application decisions have been made, the places will then be formally awarded via an online platform, detailing the definitive destinations and the duration of each award.

2.1.3. SICUE

All undergraduate students enrolled at CEU UCH are eligible to participate in the SICUE Programme if they meet the following requirement:

1. To have achieved at least 45 credits and be enrolled on at least 30 more, on 30th September of the academic year prior to undertaking the mobility programme.

⁵ In some cases, the mobility place may not have funds attached, as occurs with the SICUE programme or the so-called *becas 0* ("zero grants") on the Erasmus+ and Iberoamérica programmes.

The student selection requirements may vary for certain degree programmes. In such a case, the particular requirements of the degree will be detailed in the conditions published for the mobility grants during each academic year.

The selection process is administered by ORI and overseen by the Mobility Coordinator of the degree the student belongs to, where appropriate in conjunction with the Dean and the Degree Coordinator. Those students undertaking dual degrees may undertake a period of study abroad via the SICUE scheme for either degree component, but not for both at the same time.

The grant application and student selection **process** will take place as follows:

1. ORI will provide information to all students regarding the SICUE programme and the partner universities with which agreements exist. Students will be invited to general briefing sessions, which can be repeated for the students on specific degrees, on request from the relevant Coordinator. Information will be provided via social media, email and an announcement on the intranet. The Mobility Office will provide students with the necessary forms to apply for the SICUE mobility programme.

2. Students who meet the requirements may apply for in the SICUE Programme by submitting the application form (Form A / *Impreso A*) to the Mobility Office by email at outgoing@uchceu.es, together with the required supporting documentation.

3. The Mobility Coordinators will carefully examine the applications, considering the students' academic records and their personal and academic motivation for requesting a specific destination. The Coordinator will assign destinations on this basis.

4. Outgoing exchange students may not enrol on courses at the host university which correspond to courses that they have previously failed at CEU UCH. They may enrol on courses which they have previously enrolled on at CEU UCH but for whose examination they were recorded as absent (*no presentado*).

Students with a maximum of two failed courses or the equivalent of 15 ECTS credits still outstanding from previous years may request the cancellation of their enrolment on those courses for that academic year. The request must be submitted in writing to the General Secretary's Office, providing confirmation from ORI that the student has been awarded a place on a mobility programme. The request must be made by the student in question and the document must be approved and signed by the Mobility Coordinator.

5. The Coordinators will undertake a personal interview with all applicants for the mobility programme. Once the application decisions have been made, the places will then be formally awarded via an online platform, detailing the definitive destinations and the duration of each award.

6. The Mobility Office will send Form B (*Impreso B*) to the partner universities before the relevant deadline in order to notify them of the list of students requesting a SICUE period of study at their institutions.

2.2. LEARNING AGREEMENTS

A Learning Agreement (known as an *Acuerdo Académico* in Spanish) is the document which details the list of courses on which the student is enrolled at CEU UCH and those to be undertaken at the host university. The Mobility Coordinator is responsible for creating these agreements, with the support of the Dean and Degree Coordinator if required.

All student participants must have a Learning Agreement before leaving. After arriving at the host university, students have **one month** after the official start date of the academic

year to fill in the During the Mobility Period (*Durante la Movilidad*) section of the Learning Agreement and to send the complete document to their Coordinator, and this will then be signed again by the Mobility Coordinators at the host and home universities and by the student.

When drawing up the Learning Agreement, the Mobility Coordinator must take the following into account:

- The Learning Agreement for outgoing students must be constructed so that the majority of courses to be undertaken correspond with those courses a student in that study year would normally undertake. However, if there is not a sufficient number of equivalent courses, courses from the degree from later years, or courses from earlier years for which the student is recorded as absent (*no presentado*; i.e. courses on which the student has previously enrolled but for which the assessment was not undertaken and which he or she has therefore not “failed”), may be included.
- The Learning Agreement will be designed while taking into account the different deadlines specified by the host universities. The Mobility Coordinators and students will be notified of these by ORI’s Mobility Office.
- When the content of the outgoing student’s Learning Agreement has been finalized, this should be recorded in the official “Learning Agreement” document in the case of the Erasmus+ programme and in the document entitled “Acuerdo Académico” for the SICUE and Iberoamérica programmes.
- This document must be signed by the three parties to the agreement: CEU UCH, the host university and the student in question.
- When the mobility period is to last for a semester, the Mobility Coordinator will draw up an agreement which guarantees recognition of around 30 credits. Credit recognition will become effective when the student submits the official document recording that he or she passed the relevant courses at the host university. In general, the grades awarded will be included in the student’s academic record as part of the second ordinary examination period for that academic year, i.e. the June period.
- In the case of students who undertake a complete year’s worth of study abroad, the Coordinator will draw up a Learning Agreement guaranteeing credit recognition up to a possible maximum of 78 ECTS credits.⁶ Credit recognition will become effective when the student submits the official document recording that he or she passed the relevant courses at the host university.
- The courses appearing on the “Learning Agreement” or “Acuerdo Académico” document must not appear as “failed” (*suspense*) on the outgoing student’s academic record.
- The End-of-Degree Project (*Trabajo de Fin de Grado*, TFG) must not appear, as the corresponding credits are not eligible for credit recognition.

⁶ According to CEU UCH’s Regulations for the Continuation of Studies and Enrolment Conditions for Bachelor’s Degrees, the maximum number of credits that a student may enrol on is 60+18 (article 7.3).

The credit recognized may vary from degree to degree. In such a case, the particular credit recognition requirements will be detailed in the grant conditions published for each programme.

2.3. ADMINISTRATIVE AND ACADEMIC PROCEDURES

Before the student's departure.

When the outgoing exchange student reaches the host university, and within one month of the official start of the academic year, the student must ensure that the relevant administrative official signs the Confirmation of Arrival/*Certificado de Llegada* document and then this must be sent to ORI's Mobility Office at CEU UCH.

If modifications are required to the Learning Agreement previously agreed with the Mobility Coordinator (due to timetable clashes, unavailable courses, lack of correspondence with expected content, etc.), then these modifications must be agreed with the Mobility Coordinator before they can be confirmed. Any change to the initial Learning Agreement or *Acuerdo Académico* made without the approval of the Mobility Coordinator will be held to be null and void for the purposes of the recognition of course credits.

When the student completes his or her studies at the host university, the student must request that the International Relations Office of the host university sends a transcript of the grades obtained as soon as possible to ORI's Mobility Office.

When the student returns to CEU UCH, he or she must attend the ORI's Mobility Office to submit the following documents:

- A report assessing the experience from various points of view.
- An original Attendance Certificate (*Certificado de Estancia*) indicating the arrival and departure dates of the student at the host university.
- The original Learning Agreement or *Acuerdo Académico* document, signed by the relevant parties, and the transcript detailing the grades achieved if the host university has given this to the student directly.
- Students may also submit a 400 word article to ORI about their stay, together with photographs. Audio and video contributions may also be made.

ORI will inform the Mobility Coordinator of the grades achieved, so that these can be transferred to the student's academic record.

The student must also meet with the Mobility Coordinator, handing in the academic report regarding his or her stay abroad.

2.4. EXAMINATIONS, ASSESSMENT AND STUDENT RECORDS

Students who, during their stay at the host university, have passed courses deemed to be equivalent to CEU UCH courses, as recorded on their Learning Agreement or *Acuerdo Académico*, must not then undertake the examinations for these courses at CEU UCH; the grades achieved will be placed on the academic records of the students concerned, and these will be signed by the Mobility Coordinator for the degree in question.

Outgoing exchange students will be examined at the host university for the courses detailed on their Learning Agreement or *Acuerdo Académico*. They may also exercise their right to undertake two examination sittings at the host university.

The students must undertake the examinations at the host university for the courses recorded on the Learning Agreement or *Acuerdo Académico*, and the student cannot undertake the examination for the corresponding course at CEU UCH for either of the two corresponding examination sittings.

If, to undertake the second examination sitting, a student is required to travel to the host country once more, the student may, if this is agreed beforehand with the host university, undertake the examination remotely (via fax, email or videoconferencing), with the Mobility Coordinator at CEU UCH invigilating the examination and being responsible for the sending the examination script to the host university, which will subsequently send back the relevant grade.

The Mobility Coordinators will sign the student's records with regard to the courses detailed in the Learning agreement or *Acuerdo Académico*, once the relevant grades have been received from the host university.

If a student's grade arrives after the deadline for submission for student records to the General Secretary's Office, then the Mobility Coordinator will record the student as absent (*no presentado*) for that course in the second ordinary examination sitting or the extraordinary examination sitting. Subsequently, when the grade has been received, the Coordinator will contact the General Secretary's Office to update the grades on the student's academic record and issue the definitive record.

If a student enrolls on courses at CEU UCH which do not form part of the Learning Agreement or *Acuerdo Académico*, the student must ensure that both the lecturer responsible and the Mobility Coordinator are aware of this situation. For such courses, the outgoing exchange student will be assigned to the usual group for his or her degree, as he or she will be examined at CEU UCH and the corresponding records will be signed by the relevant course lecturers.

If the student is unable to undertake the corresponding examination because of a clash between term times at the two universities and or because he or she has been unable to undertake compulsory practical training, the lecturer will try to find a suitable date for this examination, in agreement with the student, which must be before the deadline for the submission of student records.

If it is justifiably impossible to undertake such examinations before the deadline, for reasons such as having to remain at the host university to attend lectures or sit examinations, then the student will be marked as absent (*no presentado*) in the records for June. The lecturer will retain any grades for parts of the course which have been passed and, once in possession of the grade for the second semester, the final grade will then be placed on the student's academic record for the extraordinary examination sitting, in July.

3. STUDIES: INCOMING EXCHANGE STUDENTS

3.1. THE ADMISSION PROCESS

The admission of students is dependent on a pre-existing bilateral agreement with the home university, which may be located in Spain or abroad; with regard to the number of such students, the number will be that which is detailed in the corresponding agreement. This number may vary sporadically if the two universities agree.

The selection of students is the responsibility of the home university, and the only condition imposed by CEU UCH is that the students have a minimum of a B1 level (or equivalent) of ability in the language in which teaching is provided for the degree in question. In the case of degrees which have a more demanding language requirement, this will be recorded in a document available to all partner universities, so that they are aware of the conditions before proposing candidates.

If the student's ability in Spanish is insufficient for a degree which is exclusively taught in Spanish, then the student may be required to attend the Spanish course provided by the university, with the student having to pay the relevant fee.

If a student's level of ability in Spanish is very low, then his or her participation in certain courses may be limited or he or she may be required to return to their home country.

The home university must send to the ORI's Mobility Office, before the deadline set by the latter, a list of the students that it intends to send to CEU UCH. With regard to the definitive lists of incoming exchange students, ORI will inform the Coordinators of the number of students who will study on their degrees as beneficiaries of the Erasmus, SICUE, or Iberoamérica programmes. CEU UCH will send these students an access code to an online registration form and the incoming exchange students must provide all the required information on this form. Once this has been submitted, students will automatically receive login details for the academic administration system. The students' data will then appear in the appropriate areas of the administrative system used by each Mobility Coordinator.

Students are recommended to arrive for the Welcome Day, aiding the settling-in process and enabling the University to offer them the opportunity of attending the Spanish language course.

CEU UCH bears no responsibility whatsoever for the provision of accommodation to incoming exchange students, nor any search for, nor problems with, such accommodation. ORI will provide guidance on how to find information about rental accommodation and the types available, and also put them in touch with Spanish and non-Spanish people who are looking to share accommodation. This service provided to the students is advisory only, with the students themselves bearing the sole responsibility for the decision taken.

ORI will provide students with general information available online (about the city and the surrounding area). The Faculties, via the Mobility Coordinators, will provide the relevant academic information (the academic calendar, examination, online programmes, etc.). ORI will also make the necessary arrangements for the student's CEU UCH ID card, email address and others as necessary to facilitate the student's stay at the University.

3.2. ARRIVAL

The incoming exchange students will be welcomed to CEU UCH with a ceremony attended by the Deputy Vice-Rector for Internationalization and/or the Head of the International Relations Office and the Mobility Coordinator. The events will take place in September and January, the typical times of year at which incoming exchange students arrive.

After all the students have arrived and been registered, ORI will organize a meeting for all of them, also arranging with further events, as appropriate, in order to facilitate their integration into student life at CEU UCH.

Incoming exchange students have the right to be offered Spanish courses, preferably at CEU UCH itself. These courses will be offered in a way compatible with the academic calendar and will also depend on the number of students interested in attending. A minimum of 20 students per group is required.

These courses will be priced inexpensively for students, and they will be able to gain credit recognition for completing them, taking into account the duration in hours of the course.

The Mobility Coordinator will provide guidance to incoming exchange students so that they can define their definitive Learning Agreement. If the student is unsure regarding particular courses, he or she may attend lectures, and then, after a maximum of 2 weeks, and with the prior approval of the Mobility Coordinator of the home university, he or she may put in a request to the CEU UCH Mobility Coordinator to change to another course, at which time other options can be considered.

The Coordinator will work with students to draw up their timetables and inform them of the relevant academic rules, etc.

The Mobility Coordinator will consult with the Dean responsible for the degree for advice about guidance to be provided to students regarding the choice of courses. If the incoming exchange student chooses courses belonging to another degree, the Mobility Coordinator must consult with his or her counterpart for that degree regarding the availability of places.

Incoming exchange students have the right to choose any course from the degree he or she belongs to and from related degrees. If a student wishes to study something completely different from what he or she studies at the home university, then the student must consult with the Mobility Coordinator, who will then seek the advice of his or her counterpart at the degree in question.

The International Relations Committee (made up of the Mobility Coordinators and, where appropriate, the Deputy Vice-Rector for Internationalization) may establish limits on the courses offered to Erasmus students, for the following reasons:

- Limited places (there will always be at least 3 places reserved for incoming exchange students on those courses on which the number of places has been restricted, as previously announced by the faculties in question);
- Those courses that require very specific prior knowledge and which are therefore very difficult for incoming exchange students;
- Limited technological resources (computer rooms and TV studios, although there will always be a minimum of 3 places reserved for Erasmus students in each group);
- Other justifiable reasons.

The steps to take to enrol an incoming exchange student are:

- The Mobility Coordinators must ensure that the Learning Agreement or *Acuerdo Académico* is signed by the three parties (student, home university and host university).



- The faculty secretaries undertake the students' enrolment on the system in accordance with the Learning Agreement provided to them by the Mobility Coordinator.
 - The enrolment will take place online and an enrolment confirmation slip (*resguardo de matrícula*) in PDF format will be created.
 - The faculty secretary's office will send the enrolment confirmation slip to the student, the Mobility Coordinator and ORI.
-
- For students who are to complete a full academic year at CEU UCH, the normal procedure is that these students will undertake the full enrolment for all their courses in September. Under special circumstances and with the prior approval of the Mobility Coordinator, students may enrol only on the first semester courses and then repeat the process in February to enrol on the second semester courses.

3.3. DURING THEIR STAY AT CEU UCH

Incoming exchange students will have the same rights and responsibilities as CEU UCH students. This means that the Student Regulations are applicable to all incoming exchange students, with exceptions appropriate to their status.

- Incoming students may participate in all extracurricular activities which may be organized.
- Incoming students have the right to be represented by the University's Student Representatives, as with other students.
- Incoming students can undertake placements administered by CEU UCH's Careers Service.
- Incoming students can participate in any activities organized by Campus Life.
- Incoming students can participate in any activities organized by the Sports Service, the Choir (*Orfeón*) or the Languages Service.
- Incoming students can use the University's Medical Service.
- Incoming students can form part of the University's Alumni association once their time at CEU UCH ends and enjoy all the benefits that the association has to offer.
- Incoming students can use all of the facilities and services CEU UCH has to offer, in accordance with the regulations regarding their use.

Those lecturers who have incoming students on their courses will treat them, in general, in the same way as the other students, but taking these considerations into account:

- With regard to **interactions** with the student, the lecturer should pay greater attention to their progress than with other students, to ensure that they get the best possible results.
- With regard to the **start date** of the course, lecturers may refuse to accept a student onto their course if the student joins a month after the course has begun.
- With regard to **assessment**:
 - Lecturers must take into account the limitations that the student may have to express themselves in writing in a different language to their own. If the lecturer considers this appropriate, the student may be assessed orally. If

- a written examination is set, the lecturer may allow the students to use a dictionary and extra time to complete the examination.
- To ensure the assessment of students corresponds to their particular situation, in addition to the marks obtained in the standard tests, the following should be taken into account: attendance at lectures, attitude in the classroom, the work submitted, and the presentations made.
 - With regard to the **dates of examinations**, lecturers must take into account the academic calendars of the home universities and bring forward or delay examinations, if the student in question can give good reasons why the date of an examination should be changed at the beginning of his or her period of study.
 - With regard to the **provision of grades** for courses:
 - Lecturers must grade these students before other students (if requested to do so by ORI), when there is a clash between the academic calendars of the home university and CEU UCH, or the home university requires the grades by a date prior to that required by CEU UCH.
 - In the case of incoming exchange students failing a course, such students will have the right to resit the examination in July during the extraordinary examination period at CEU UCH (regardless of whether the course is a first or second semester course). This resit examination will preferably take place in person either on the established date, or on another date agreed directly between the lecturer and the student.

In any of the above situations, if the lecturer in question deems it appropriate, these examinations can take place in the format that he or she decides is most suitable to enable the student to demonstrate what they have learnt, without lowering the difficulty of the content itself (oral examination, examinations via fax or email, videoconferencing, etc.).

Those lecturers who have incoming exchange students on their courses will have access to their corresponding academic records on the intranet, which they must duly complete, sign and submit to the General Secretary's Office.

3.4. AFTER THEIR STAY AT CEU UCH

Once all the student's lecturers have entered the information into CEU UCH's IT system and ORI's Mobility Office is in possession of all the student's grades, the Mobility Office will create issue two original copies of the transcript, detailing the courses undertaken and the corresponding ECTS credits and grades. The grades will be awarded according to the standard Spanish grading system, but the international equivalents will be detailed on the reverse of each transcript.

This transcript will be signed by the Secretary of the Faculty at which the incoming exchange student was enrolled.

Once in possession of the signed copies of the transcript, ORI will send one of these original copies directly to the student and the other to the home university, and a photocopy will be submitted to the General Secretary's Office, whose staff will check that these transcripts correspond with the official records. ORI will also request the student's ERPA record from the IT service to ensure that it and the transcript are stored on the student's record.

Once the students have completed their stay at the university, ORI will ask them to respond to a survey which will enable CEU UCH and ORI to gain feedback on important aspects of their stay and their experience. This survey will include a section for their assessment of the Mobility Coordinators.

4. MOBILITY WORK PLACEMENTS

4.1. CONDITIONS

These regulations are applicable to international voluntary work placements - also known as traineeships - undertaken according to the following conditions:

- For the Erasmus+ Programme and in the case of receiving a grant, the minimum duration will be two months and financial support will be provided for a maximum of three months.
- For the Erasmus+ Programme but without a grant, the minimum duration is two months.
- The placement must take place, with or without a grant, abroad and for a minimum of two months.

Any other cases will be dealt with the University's Careers Service.

Applicants for such mobility work placements must fulfil the following conditions:

Students may apply for one of the places offered by the University, if none of the available places are suitable for them.

Students may seek credit recognition for compulsory placements forming part of the degree curriculum, such as the *Practicum*.

4.1.1. ERASMUS+ PLACEMENTS WITH GRANTS

The Erasmus+ Programme offers students the chance of undertaking placements - also referred to as traineeships - at companies in other countries in the European Union.

The minimum duration of the placement for those students who receive such an Erasmus+ grant will be two months and the maximum will be twelve months, but the student will only receive funding for a maximum of three months. Furthermore, students must notify ORI of the exact dates of arrival and departure in the host country, so that CEU UCH can put insurance cover in place for the duration of the placement.

This insurance will cover: liability, accidents and illness.

Possible host countries for these placements: Member states of the EU.

Selection criteria: the student's academic record and their study year.

Student obligations:

- To undertake in a professional manner those duties which are assigned to him or her by the company.
- Not to bring the placement to an end before the agreed date, except if unavoidable due to *force majeure*.
- Upon completion of the placement and return to Spain, the student must submit all required documentation.

4.1.2. OTHER CASES

Students may undertake placements at companies in any foreign country without Erasmus+ funding.

Such mobility placements must have a minimum duration of two months and a maximum of twelve. Furthermore, students must notify ORI of the exact dates of arrival and departure in the host country, so that CEU UCH can put insurance cover in place for the duration of the placement.

This insurance will cover: liability, accidents and illness.

Possible host countries for such placements: any country except Spain.

Selection criteria: the student's academic record and their study year.

Student obligations:

- To undertake in a professional manner those duties which are assigned to him or her by the company.
- Not to bring the placement to an end before the agreed date, except if unavoidable due to *force majeure*.
- Upon completion of the placement and return to Spain, the student must submit all required documentation.

4.2. ECTS CREDIT RECOGNITION FOR VOLUNTARY INTERNATIONAL PLACEMENTS

ECTS credits will be awarded to students who have undertaken voluntary international placements if they fulfil the following requirements:

- The placement must take place at a company whose activity is directly related to the degree the student is studying.
- Such placements must be regulated by a written agreement between the University and the host company, with a specific annex for the placement itself signed by the parties involved (company, student and the University).

The procedure for the recognition of ECTS credits is as follows:

- 1) Within a maximum of one month after the completion of the placement, the student must submit the placement report (*memoria de prácticas*) to the academic tutor⁷ assigned to supervise the placement by the University.
- 2) On the basis of this placement report from the student and the counterpart report submitted by the company (which the student must request that the company submit before returning to Spain), the academic tutor at the University will issue the report known as the *Informe de Aprovechamiento de Prácticas* (Placement Completion Report). This will state the following:
 - The number of placement hours and the equivalent in ECTS credits.
 - The dates on which the placement took place.
 - The duties carried out by the student and the company's assessment, positive or negative, of his or her performance.

Only those placements for which a Placement Completion Report exists may receive recognition in the form of ECTS credits. The academic tutor will provide this report to every student who wishes to receive ECTS credit recognition for their placement and

⁷ In the case of international placements, the academic tutor will be the Mobility Coordinator for the degree on which the student is enrolled.

it should then be submitted to the faculty or school's secretary's office by the relevant deadline.

3. Students must submit the following documentation to the faculty secretary's office:

- The application form for ECTS credit recognition.
- The original and a copy of the Placement Completion Report.
- The original and a copy of the placement annex.

The secretary's office will then check the validity of the application. The original documents will be given back to the students and the copies kept by the faculty secretary's office.

If the student is in his or her final year and wishes for the credits to be included on his or academic record before paying the fees corresponding to the issue of the degree certificate, then he or she must request this in writing **before the deadline set by the General Secretary's Office**, detailing the fact of being close to graduation.

Equivalence between placement hours and credits

The equivalence between the number of hours of duration of voluntary international placements and ECTS credits is as follows for all undergraduate students at CEU UCH:

40 HOURS ON A VOLUNTARY INTERNATIONAL PLACEMENT = 1 ECTS
CREDIT

At the discretion of the Dean and Degree Coordinator responsible for each degree, the time spent on voluntary international placements may receive credit recognition as equivalent to voluntary placements which form part of the curriculum, having the status of an elective (*optativa*) course.⁸

Maximum number of credits:

The maximum number of credits that a student may be awarded for undertaking a voluntary international placement is 6 ECTS credits.

⁸ The different curricula distinguish between core courses (*formación básica*), compulsory courses (*asignaturas obligatorias*), elective courses (*asignaturas optativas*) and the End-of-Degree Project (*Trabajo de Fin de Grado*, or TFG). Voluntary international placements may be recognized as equivalent to placements of the elective type.

5. OUTGOING MOBILITY PROGRAMMES FOR LECTURERS

5.1. GRANT APPLICATION PROCESS AND CONDITIONS

The International Relations Office (ORI) is responsible for administering the Erasmus+ mobility grants for lecturers, and makes an announcement every year regarding the opening of the application process.

Lecturers who wish to apply for these grants must complete and submit the following documents:

- Grant application form
- Planned programme of activities

Applications must be submitted before the deadline set by ORI and must have the prior agreement of the relevant dean and head of department.

5.2. GRANT AWARD PROCESS

First, the applications are submitted to ORI. The Vice-Rector for Internationalization, the General Manager, the Head of Human Resources and the Vice-Rector for Academic Affairs will consider the applications and make grant awards on the basis of the following criteria, which are detailed more systematically in Annex 1:

- The suitability of the planned programme of activities for CEU UCH's strategic aims and institutional needs.
- Links with the strategic aims of the Office of the Vice-Rector for Internationalization.
- The undertaking of innovative teaching activities, as part of the Teaching Innovation and Improvement Programme run by the Office of the Vice-Rector for Academic Affairs (VOAP).

Preference will be given to those lecturers who have not received a grant in previous years.

ORI will inform all lecturers of the success or otherwise of their applications and information will then be provided regarding required documents and procedures, etc., for the mobility programme.

The amount of the grant award will depend on the funds provided by SEPIE (the government agency responsible for the programme in Spain) and the available budget at CEU UCH for activities of this type and the number of lecturers selected.

5.3. ADMINISTRATIVE PROCESS FOR THE MOBILITY PROGRAMME

Those lecturers making an application must submit the relevant form, a proposed programme of activities and a letter of acceptance from the host university, and these documents must establish the language in which teaching will take place, possible subject matter, and the relevant dates.

Once the award decisions have been made by the Vice-Rector, ORI will notify the lecturers concerned of these decisions, and will send to the host universities all the information concerning those lecturers who have been awarded a grant. This will include: the lecturer's personal details, the faculty and department at which they work, the courses he or she teaches on, information regarding possible subject matter for the teaching activities, the relevant dates and the language in which teaching will take place.

Once the grant has been awarded, from this moment on it will be the lecturer who will maintain contact with the host university, as contact will have already been made to gain acceptance prior to the application being made.

The lecturer concerned will be responsible for his or her own travel arrangements, regarding booking airline tickets and accommodation, although ORI can provide support if required.

The periods spent abroad must take place between the start of October and the end of July, or within the periods specified by SEPIE.

Within one month of returning from the host university, the lecturer must submit the relevant reports.

He or she must also submit evidence of expenses related to the period abroad, together with any other documentation which may be required.

6. INCOMING MOBILITY PROGRAMMES FOR LECTURERS

6.1. ADMINISTRATIVE PROCESS FOR THE MOBILITY PROGRAMME

The International Relations Office (ORI) will request information from those universities with which agreements exist for lecturer mobility programmes, with regard to the possible arrival of lecturers, the subject matter they may teach on and the dates on which they are available.

Once the applications are received, which may occur at any time of the academic year, ORI will notify the relevant International Relations Coordinators, Mobility Coordinators and Vice-Deans and provide information regarding the lecturers who have applied and the proposals they have made.

The corresponding International Relations Coordinators, the Mobility Coordinators and Faculties or Schools must duly consider the benefits of the visit of these lecturers from abroad, taking into account the subject matter they propose to teach, the dates on which it would take place and the language to be taught in, and then proceed to accept or reject the proposal, or propose a postponement, explaining the reasons for the decision.

6.2. ADMINISTRATIVE PROCESS FOR THE STAY AT CEU UCH

If the proposal by an incoming lecturer is accepted, then, before his or her arrival, the relevant Vice-Dean and Mobility Coordinator must make the necessary planning arrangements regarding lecture rooms and timetables, so that the visiting lecturer is able to undertake the teaching activity.

Information will also be provided to students to make them aware of the benefit of having an incoming or visiting lecturer. They should be encouraged to attend the relevant lectures or seminars, both for their own benefit and to protect the image of CEU UCH.

Care must be taken to ensure the visiting lecturer is warmly welcomed and supported, in the widest sense: academically, by putting him or her in touch with other lecturers who work in the same area; and personally, if appropriate.

After the stay at CEU UCH has concluded, the lecturer concerned must submit a report to ORI.

7. OUTGOING MOBILITY PROGRAMMES FOR ADMINISTRATIVE AND SERVICE STAFF

7.1. GRANT APPLICATION PROCESS AND CONDITIONS

The International Relations Office (ORI) is responsible for administering the Erasmus+ mobility grants for the University's administrative and service staff (PAS), and makes an announcement every year regarding the opening of the application process.

Staff members who wish to apply for these grants must complete and submit the following documents:

- Grant application form
- Planned programme of activities

Applications must be submitted before the deadline set by ORI and must have the prior agreement of the head of the service they belong to.

7.2. GRANT AWARD PROCESS

The applications are submitted to ORI. The Vice-Rector for Internationalization, the General Manager, and the Head of Human Resources will consider the applications and make grant awards on the basis of the following criteria, which are detailed more systematically in Annex 2:

- The proposed plan of activities and the plan for the implementation of the best practices acquired.
- Suitability with the strategic objectives of CEU UCH or the Service which the staff member works for.

Preference will be given to those staff members who have not received a grant in previous years.

ORI will inform all the relevant staff members of the success or otherwise of their applications and information will then be provided regarding required documents and procedures, etc., for the mobility programme.

The amount of the grant award will depend the funds provided for this purpose by SEPIE.

7.3. ADMINISTRATIVE PROCESS FOR THE MOBILITY PROGRAMME

Those staff members making an application must submit the relevant form, a proposed programme of activities and a letter of acceptance from the host university, and these documents must establish the language in which the activities will take place, what the activities will be and the relevant dates.

Once the award decisions have been made by the Vice-Rector, ORI will notify the staff concerned of these decisions, and will send to the host universities all the information concerning those staff who have been awarded a grant. This will include: their personal details, the Service at which they work and the training they possess which is relevant to the proposed activities.

Once the grant has been awarded, from this moment on it will be the staff member who will maintain contact with the host university, as contact will have already been made to gain acceptance prior to the application being made.

The staff member concerned will be responsible for his or her own travel arrangements, regarding booking airline tickets and accommodation, although ORI can provide support if required.

The periods spent abroad must take place between the start of October and the end of July, or within the periods specified by SEPIE.

Within one month of returning from the host university, the staff member must submit the relevant reports.

He or she must also submit evidence of expenses related to the period abroad, together with any other documentation which may be required.

8. INCOMING MOBILITY PROGRAMMES FOR SERVICE AND ADMINISTRATIVE STAFF

8.1. ADMINISTRATIVE PROCESS FOR THE MOBILITY PROGRAMME

Once the applications from staff members from foreign universities are received, which may occur at any time of the academic year, ORI will notify the relevant departments or services of these applicants' interest in spending a period of time working there.

The departments or services must then consider the benefits of such visiting staff members, taking into account the relevant dates and the language to be used, and then proceed to accept or reject the proposal, or propose a postponement, explaining the reasons for the decision.

8.2. ADMINISTRATIVE PROCESS FOR THE STAY AT CEU UCH

If the application a stay at the university from an external staff member is accepted, then, before his or her arrival, the head or director of the relevant department or service must draw up a proposed programme of activities in conjunction with the visiting staff member and will give one or more CEU UCH members of staff the responsibility of supporting him or her during the stay.

After the stay of visiting staff member has ended, the relevant department head or service director must submit a report to ORI.

9. MOBILITY PERIODS FORMING PART OF FRAMEWORK AGREEMENTS ONLY

In some cases, students and members of the academic and administrative staff may be able to participate in mobility programmes which are regulated by framework agreements between CEU UCH and a foreign partner institution, without this being part of a wider programme, such as Erasmus+.

In such cases, there must be a framework agreement or a memorandum of understanding (henceforth MOU) and a specific bilateral agreement (BA) detailing the conditions of such mobility periods.

The MOU will identify the signatories to the agreement and state their ability to provide university training and their desire to collaborate on academic matters and research interests, including exchange programmes. The BA will detail the conditions for such mobility periods, including the identity of the beneficiary, the activities to be undertaken, and the degree programme or service at which the activity will take place.

The administrative process for such mobility periods will be as follows:

- A partner organization expresses a desire for a member of staff to undertake a mobility period.
- The relevant dean's office or service will then be contacted to see whether this is possible.
- Acceptance of the proposal.
- Signing of a BA by both parties.
- ORI will notify the partner organization of the conditions under which the mobility period will take place, with a special emphasis on medical insurance, RC and possible visa requirements.
- Once the partner organization accepts these conditions, if the beneficiary of the mobility period is a student, then he or she will follow the same process as laid out for the other programmes above. If the beneficiary is a member of the academic or administrative staff, he or she will follow the appropriate process using the online platform for this purpose.
- The documentation required will be specified by the BA.

Annex 1. Scoring rubric for the assessment of mobility applications from lecturers for teaching

Based on 5 criteria

- Destination (1-3 points)
- Institutional interest in the mobility period taking place
- Responsibilities for mobility coordination (0-2 points)
- Fact of having received a grant in previous years
- Teaching innovation project

Criterion	Score			
	0	1	2	3
Destination		Low priority (many mobility periods at this destination)	Interesting (lower demand for this destination or few agreements)	High priority (elite destination or one with low demand)
Institutional interest in the mobility period taking place	No interest	Low interest	Reasonable interest	High interest
Does the applicant have responsibilities for mobility coordination?	No		Yes	
Has he or she received a grant in previous years?	Yes, last year.	Yes, more than a year ago.	No (either more than two years ago or never)	
Teaching innovation project	No	Yes		

Annex 2. Scoring rubric for the assessment of mobility applications from lecturers or service and administrative staff for training

Based on 5 criteria

- Destination (1-3 points)
- Institutional interest in the mobility period taking place
- Best practices implementation project
- Fact of having received a grant in previous years
- Impact and publicity potential of the mobility period

Criterion	Score			
	0	1	2	3
Destination		Low priority (many mobility periods at this destination)	Interesting (lower demand for this destination or few agreements)	High priority (elite destination or one with low demand)
Institutional interest in the mobility period taking place	No interest	Low interest	Reasonable interest	High interest
Best practices implementation project	No		Yes	
Has he or she received a grant in previous years?	Yes, last year.	Yes, more than a year ago.	No (either more than two years ago or never)	
Impact and publicity potential of the mobility period	Low interest	Interesting (it may generate material which may appear in the media)		