

Procedure: ESTABLISH MOBILITY POLICY AND OBJECTIVES	PG 07
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Antoni Granollers Saltiveri Vice-rector of Internationalization	
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HISTORY OF EDITIONS			
No. version	date Elaboration	date approval	Summary of reasons for change
1.0	May 2009	May 2009	Initial edition
2.0	June 2010	June 2010	Incorporation of evaluation result AQU Catalunya
2.1	October 2012	October 2012	Minor changes internal review
2.2	October 2013	October 2013	Update procedure
2.3	May 2016	May 2016	Minor changes internal review
2.4	March 2018	Electronic signature	Update procedure
2.5	March 2020	Electronic signature	Change of manager
2.6	June 2022	Electronic signature	Update of the regulations



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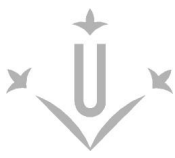
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PREPARATION / REVIEW

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1. OBJECT

The purpose of this procedure is to establish how the University of Lleida (UdL) defines the policy and objectives relating to academic mobility.

2. SCOPE OF APPLICATION

This procedure applies to UdL's own and affiliated centers.

3. SCOPE OF DIFFUSION

This procedure must be brought to the attention of the people involved in the mobility, the staff of the International Relations unit, the academic coordinators and academic mobility coordinators at the centers and the academic and teaching staff of the centers.

4. RELATED PROCESSES

This procedure is part of process A12 Manage external relations and alliances.

5. RELATED MANAGEMENT SYSTEMS

This procedure is included in the scope of the UdL's Internal Quality Assurance System.

6. DEFINITIONS

Internationalization: Effect of making the University's relations international.

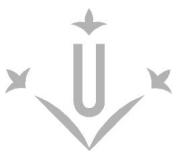
Academic mobility: Possibility of an academic stay in another educational institution in the same country or abroad. In the case of students, the program must be associated with the academic recognition of the subjects taught during the stay.

7. REFERENCES/ REGULATIONS

[Academic mobility programs.](#)

[Erasmus Letter for Higher Education.](#)

[Linguistic Policy of the UdL.](#)



8. OPERATIONAL CONTENT

8.1 DESCRIPTION OF THE ACTIVITY

The internationalization programs, in line with the milestones of the Strategic Plan, define the objectives and lines of action of the University of Lleida to achieve a high degree of internationalization. Favouring teaching in other languages of majority reach, increasing the mobility of students and staff or promoting the international promotion of the university are some of the objectives to be achieved. It is in this framework that the annual objectives of academic mobility are established.

1. Set mobility goals

Based on the recommendations of the International Relations and Mobility Commission (CRIM) and the International Relations unit, the government team, together with the vice-rectorate responsible for mobility, set the mobility objectives for each academic year

2. Develop actions

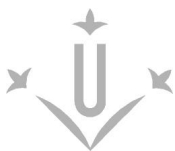
Actions related to mobility are developed. (Procedures PG 08 *Manage outgoing mobility students*, PG 09 *Manage incoming mobility students* and PG 28 *Welcoming and guiding students*). The planning for the development of actions related to mobility includes the implementation of the agreed improvements. The improvements to be introduced arise from the monitoring of the procedures related to mobility and the actions of the International Relations unit and the annual monitoring of the official training programs of the UdL, which includes the monitoring of mobility in the review and improvement of the programs (procedure PG 03 *Review and improve training programs*).

3. Elaborate the memory

The International Relations unit collects the opinion of the students who participate in the mobility actions through satisfaction surveys. Based on these results and other data (such as participation, etc.), a collection of statistical data and a report of activities at the end of the academic year is drawn up.

4. Collect accounts and publish information

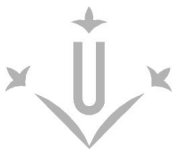
Accounts are given of the achievement of the objectives in the annual report that is



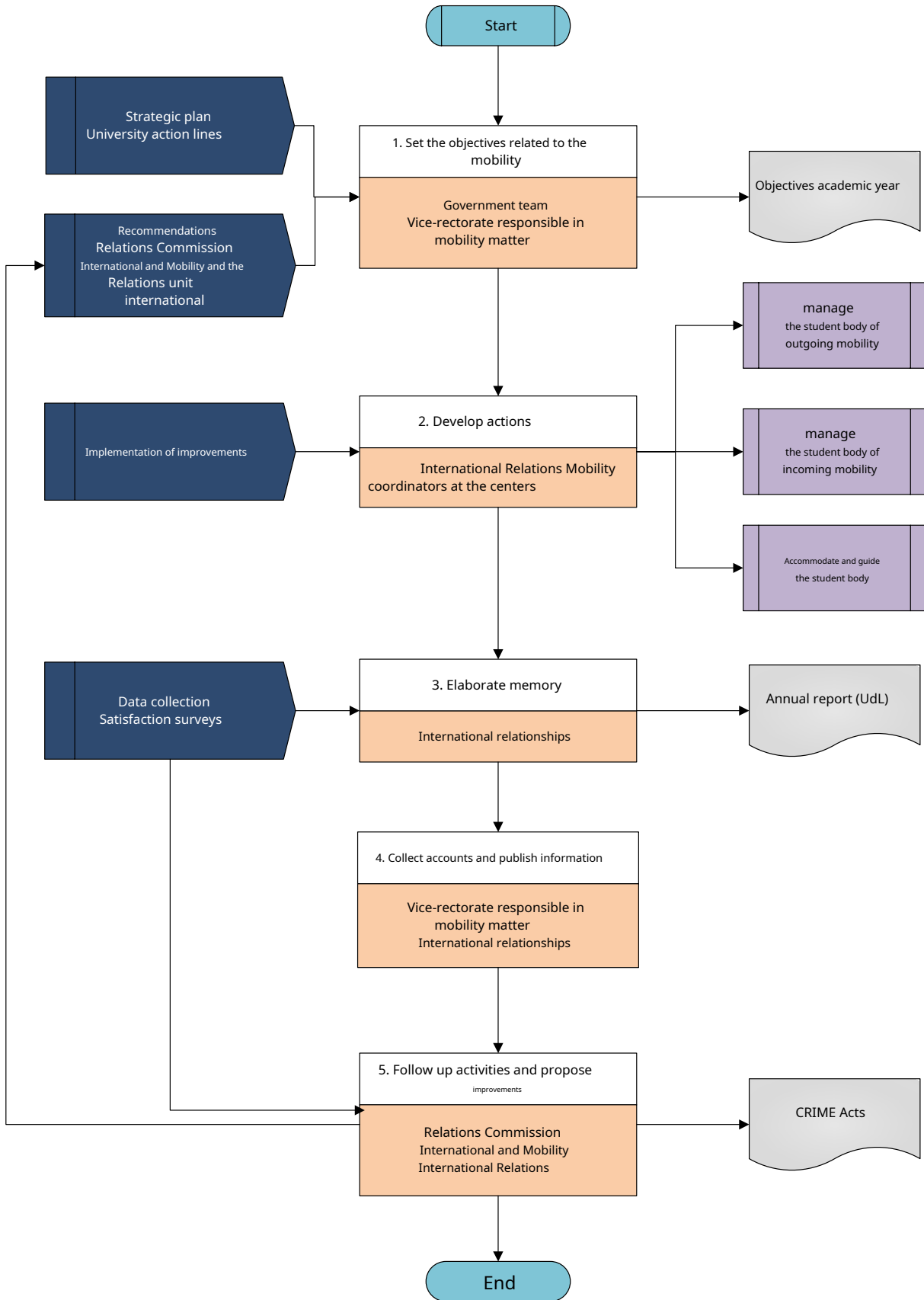
presented to the Senate (which is the highest representative body of the UdL) and the data of the mobility programs are published in the academic memory of the UdL. Students can find information related to mobility on the UdL website: <http://www.udl.cat/serveis/ori.html> and on the website of each of the UdL's official degrees.

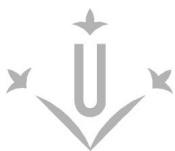
5. Monitor activities and propose improvements

Once the academic year has ended, the International Relations unit and the CRIM monitor the activities carried out and the results of these activities. The opinion of the students who participate in the programs, the data relating to participation, the incidents detected and/or resolved during the academic year and other data collected are the source of the recommendations and proposals for improvement that are presented to the vice-rector's office responsible for mobility, who has the capacity to make improvement decisions based on this information.



8.2 ACTIVITY FLOW



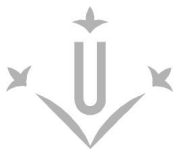


8.3 RESPONSIBILITIES

- **UdL Government Team:** It is responsible for setting the objectives of the UdL annually, including those for mobility.
- **Vice-rectorate responsible for mobility:** It is responsible for international relations, mobility and cooperation at the UdL.
- **International Relations and Mobility Commission (CRIM):** It is chaired by the vice-rector responsible for mobility and is made up of those responsible for mobility at the centers (coordinators/academic mobility coordinators), 1 representative of the administration and services staff and 2 representatives of the student body. It is the commission that deals with issues related to mobility and makes recommendations for improvement in this area.
- **Academic mobility coordinators at the centers:** They are the academic responsible for mobility in the centers, they make the decisions regarding mobility in their center and advise the students.
- **International relationships:** It manages the mobility programs of the University of Lleida, evaluates the results and makes proposals for improvement.

9. PARTICIPATION INTEREST GROUPS

The composition of the CRIM guarantees the participation of the entire university community in decision-making relating to mobility (teaching staff, students and PAS) and has representation from all the UdL's own centres.



10. RECORDS AND ARCHIVES

Document	Responsible/custodian
Annual goals	Vice-rectorate responsible for mobility
Proceedings CRIM meetings	Vice-rectorate responsible for mobility
Annual report	International relationships