Universitat de Lleida

Procedure: MANAGING OUTGOING MOBILITY STUDENTS	PG 08
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Antoni Granollers Saltiveri Vice-rector of Internationalization	
Location: https://cv.udl.cat/portal/site/uop **Printed copies are not guaranteed to be valid**	

| 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
3.0	March 2018	Electronic signature	Update procedure
4.0	March 2020	Electronic signature	Changes in operational content
4.1	June 2022	Electronic signature	Update of the regulations

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PREPARATION / REVIEW

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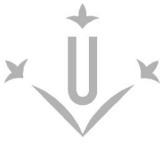
1. OBJECT

The purpose of this procedure is to establish how the University of Lleida (UdL) manages outgoing mobility students.

2. SCOPE OF APPLICATION

This procedure applies to UdL centers where there are outgoing mobility students.

3. SCOPE OF DIFFUSION

This procedure must be brought to the attention of the people involved in mobility, both at the university level (International Relations unit) and at the center level (Academic coordination of mobility and the center's Academic Affairs Office).

4. RELATED PROCESSES

This procedure is part of the Design and deliver regulated training process (A33).

5. RELATED MANAGEMENT SYSTEMS

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

6. DEFINITIONS

Academic mobility: Possibility of an academic stay in another higher education 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.

UdL mobility program: Program that allows UdL students to spend an academic stay at a foreign university with which there is an agreement signed for student exchange (usually from outside Europe).

7. REFERENCES/ REGULATIONS

Academic mobility programs.
Calls for the different programs of mobility
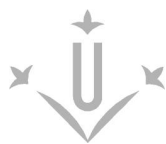
8. OPERATIONAL CONTENT

8.1 DESCRIPTION OF THE ACTIVITY

1. Draft and submit funding applications

The International Relations unit presents the annual mobility projects to the Erasmus National Agency and other bodies that can manage similar academic mobility programs.

2. Validate proposed agreements

The academic mobility coordination of each center reviews the offer of places in the different programs and proposes the changes it thinks are appropriate and the establishment of agreements with new institutions, in accordance with the adequacy of these to the training programs of their center

3. Sign cooperation framework agreements

The rector of the University of Lleida signs the academic cooperation framework agreements when they are necessary for the signing of the corresponding specific mobility agreement.

4. Sign specific mobility agreements

The vice-rector responsible for mobility signs, by delegation of the rector, the specific student exchange agreements.

5. Propose the call

The International Relations and Mobility Commission (CRIM) validates the proposals for mobility calls.

6. Approve the calls

The Governing Council is responsible for approving mobility calls.
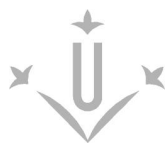
7. Do informative actions

The International Relations unit and the centers jointly organize information sessions on the different possibilities of academic mobility for students. (ProcedurePG28 Welcoming and guiding students.) Mobility is also disseminated via the web, by e-mail and from printed material, such as brochures and posters.

8. Submit the application and prove your language skills

Students interested in participating in a mobility program submit an application. In the application, the student must prove the level of language knowledge required for the places they are applying for. Accreditation must be done through the certifications of the Language School of the UdL or others recognized by it.

9. Solve the call and publish the results

In the selection of candidates, the average grade calculated according to the formula specified in the corresponding call and the language level are considered. The vice-rector responsible for mobility, who chairs the CRIM, resolves and publishes the results.

10. Inform the students

The International Relations unit informs the selected students of the procedures to carry out once selected; this information includes that related to scholarships or financial aid that students can apply for.

11. Present the Learning Agreement and admission documentation

The student body, with the approval of the center's academic mobility coordinator, presents the subject validation proposal and the rest of the necessary documentation for admission to the destination university.

12. Send the documentation to the destination university

The International Relations unit sends the necessary documentation to the destination
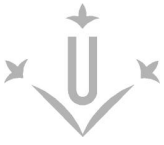
university, including the Learning Agreement, so that it is also signed by the academic head of the destination university.

13. Study at the destination university

Students study at the destination university.

14. Follow up academically and administratively

During this period the stay is monitored. The center's academic mobility coordinator does the academic monitoring, including changes in the Learning Agreement through the corresponding change document. The International Relations unit does the administrative monitoring and, where appropriate, the management of the scholarships or financial aid that the students can enjoy.

### 15. Receive the certificate of the stay and the administrative documentation

Once the stay has ended, the destination university sends the academic mobility coordination of the center and the International Relations unit the academic and administrative documentation of each student. This documentation includes the Transcript of Records and the certificate of attendance certifying the end date of the stay.

16. Make and sign the validation report, coordinate the procedures and do the financial management.

The academic mobility coordinator of the center makes and signs the validation report based on the Transcript of Records and sends the documentation to the International Relations unit who coordinates the rest of the procedures and sends the documentation to the Economics unit for procedures related to economic management.

17. Enter the note in the file

The academic office of the center enters the grade and the corresponding credits in the student's file. Recognized credits must appear in the European Supplement to the Title.
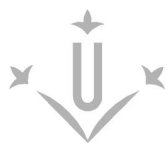
18. Collect student opinion

The students' opinion on their stay is collected through a questionnaire.

19. Review management, publish information and receive accounts

The CRIM and the International Relations unit review the management of the programs, render accounts and make their results public through the activity report. This report is presented to the cloister, is part of the academic report of the UdL and is published on the website: http://www.udl.cat/serveis/ori.html.

Mobility is part of the information that is reviewed and analysed in the annual monitoring of the training programs of the UdL (procedure PG 03Review and improve the training programs) and the procedures that develop them. Information regarding mobility is also published on the website of each training program.

8.2 ACTIVITY FLOW

Start

1. Draft and submit the requests for financing

International relationships

Proposed agreements mobility →

2. Validate proposed agreements

Center mobility coordinator

3. Sign framework agreements

Rector

→ framework agreement

4. Sign specific agreements

Responsible vice-chancellor in terms of mobility

→ Specific agreements

5. Propose call

International Relations Commission i Mobility (CRIM)

→ Act

No

6. Approve call?

→ Act

Governing Council

Yes

7. Carry out informative actions

International Relations Coordinator/mobility center

→ Welcome and guide the student body

8. Submit application and certify level of language

studentship

→ MOVE

Language level
Academic record
Questionnaire →

9. Solve the call and publish the results

Responsible vice-chancellor in terms of mobility

→ resolution call

general information
Specific information
Scholarships and grants →

10. Inform students

International relationships

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Welcome academic mobility center coordinator

11. Present *Learning Agreement* and admission documentation
studentship

Documentation admission

12. Send documentation to the university of destiny
International relationships

13. Study at the destination university
studentship

14. Follow up academically
Center mobility coordinator

14. Follow up administratively
International relationships

15. Receive an academic certificate
Center mobility coordinator

15. Receive the administrative documentation
International relationships

16. Make and sign the validation report
Center mobility coordinator

Act

16. Coordinate procedures
International relationships

16. Make financial management
Economic Area

17. Enter file note
Academic and teaching center negotiation

file academic

18. Collect the opinion of the student body
International relationships

19. Review management, publish and receive accounts
Relations Commission International and Mobility International Relations

Review and improve training programs

End

8.3 RESPONSIBILITIES

- **Rector**: Sign the framework agreements of the UdL with other institutions.

- **Governing Council**: He is responsible for approving mobility calls.

- **Vice-rector responsible for mobility**: Sign, by delegation of the rector, the specific student exchange agreements and the validation acts of mobility students. It is up to him to solve mobility calls.

- **International Relations and Mobility Commission (CRIM):** It is the commission in charge of issues related to mobility.

- **International relationships:** It manages the mobility programs of the University of Lleida, evaluates the results and makes proposals for improvement.

- **Academic mobility coordinators and/or coordinators at the centers:** They are the academics responsible for mobility in the centres, they make the decisions relating to mobility in their center and advise the students.

- **Language Service:** It is in charge of validating the level of language knowledge of the students.

- **Academic Department of the center:** It is in charge of the management related to the student's academic file.

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.
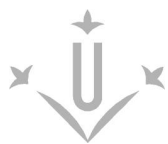
10. RECORDS AND ARCHIVES

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