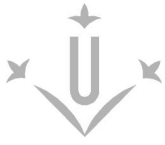


Procedure: MANAGING INCOMING MOBILITY STUDENTS	PG 09
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Antoni Granollers Saltiveri Vice-rector of Internationalization	
Location: https://cv.udl.cat/portal/site/uop Printed copies are not guaranteed to be valid	

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 result evaluation AQU Catalonia
2.1	October 2013	October 2013	Update procedure
2.2	May 2016	May 2016	Minor changes internal review
2.3	March 2018	May 2019	Update procedure
3.0	May 2019	Electronic signature	Changes in the content of the 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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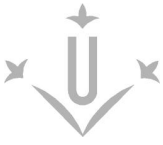
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PREPARATION / REVIEW

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1. OBJECT

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

2. SCOPE OF APPLICATION

This procedure applies to UdL centers where there are incoming 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 and Teaching 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.

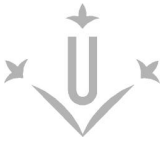
6. DEFINITIONS

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.

Erasmus programme: Program whose main objective is to enrich the European dimension in higher education, encouraging the mobility of students, teachers and administration and service personnel within the European Union.

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).

Visiting student: These are students who stay for a period equal to or greater than 12 weeks outside the framework of an exchange program or bilateral agreement and who,



consequently, pay the credits of those who enrol.

7. REFERENCES/ REGULATIONS

[Academic mobility programs.](#)

[Visiting students.](#) Agreement no. 87/2004 of the Governing Council, of April 28, 2004, which approves the visiting student regulations.

[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 coordinators of mobility in the centers must validate the proposals for signing the agreements related to mobility, which are presented by their center. The academic coordination of mobility at the center, familiar with the training programs of your center and their characteristics, guarantee the review of the characteristics of the institutions with which the agreement is signed and/or their academic adequacy, for the exchange or collaboration.

3. Sign cooperation framework agreements

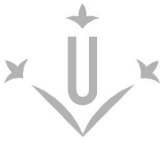
The rector signs the framework agreements of the University of Lleida (UdL).

4. Sign specific agreements

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

5. Receive applications and documentation

The universities of origin that have signed a mobility agreement with the



University of Lleida send the data of the students selected to stay at the UdL and the corresponding documentation to the International Relations unit. In the case of visiting students, it is the student himself who presents the documentation.

6. Review the documentation

The International Relations unit and the center's mobility coordinator review the documentation.

7. Sign the admission certificate

The center's mobility coordination, if the documentation is correct, signs the admission certificate, which is sent to the university of origin, with the approval of the vice-rector's office.

8. Accommodate students

The International Relations unit and the Language Service carry out welcome and integration activities for mobility program students, which include the meeting with the center's academic mobility coordinator. These activities are part of the procedure PG 28 *Welcoming and guiding students*.

9. Take the mobility program

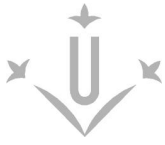
Students admitted to the mobility program start their stay at the UdL and the International Relations unit gives them a certificate identifying them as an exchange student. This certificate allows you to access the services of the UdL and authorizes you to register at the secretariat of your center (procedure PG 05 *Select, admit and enrol students*).

10. Follow up academically, administratively and financially

During the student's stay, the center's academic mobility coordination does the academic monitoring and the International Relations unit does the administrative monitoring. The economic part is managed by the economics unit of the UdL.

11. Issue and send qualifications and certificates of stay

At the end of the stay, and based on the notes that appear in the academic file, the



academic and teaching representative of the center in which the student is enrolled issues a report of the grades obtained and sends it by email to the student. The International Relations unit issues and delivers to the students a certificate of residence, and sends to each partner university copies of the certificates of residence and the reports of qualifications obtained by its students.

12. Collect the opinion of the student body

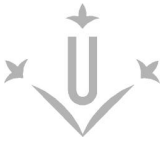
The opinion of the student body on their stay at the UdL is collected through a questionnaire.

13. Review management, publish information and receive accounts

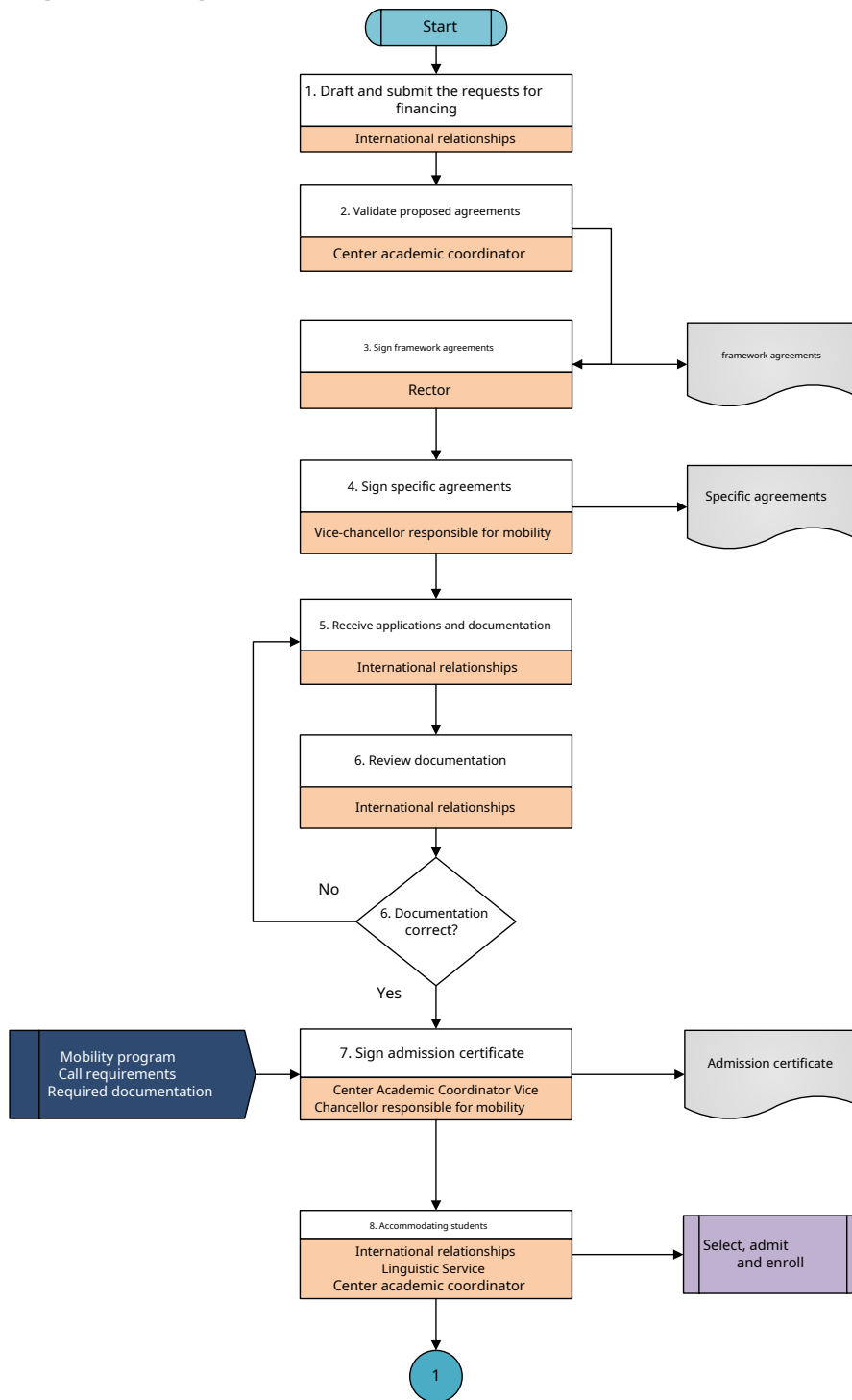
The CRIM and the International Relations unit review the management of the programs, render accounts and make the results public through the report of their activity. This report is presented to the Senate, is part of the academic report of the UdL and is published on the website: <http://www.udl.cat/serveis/ori.html>.

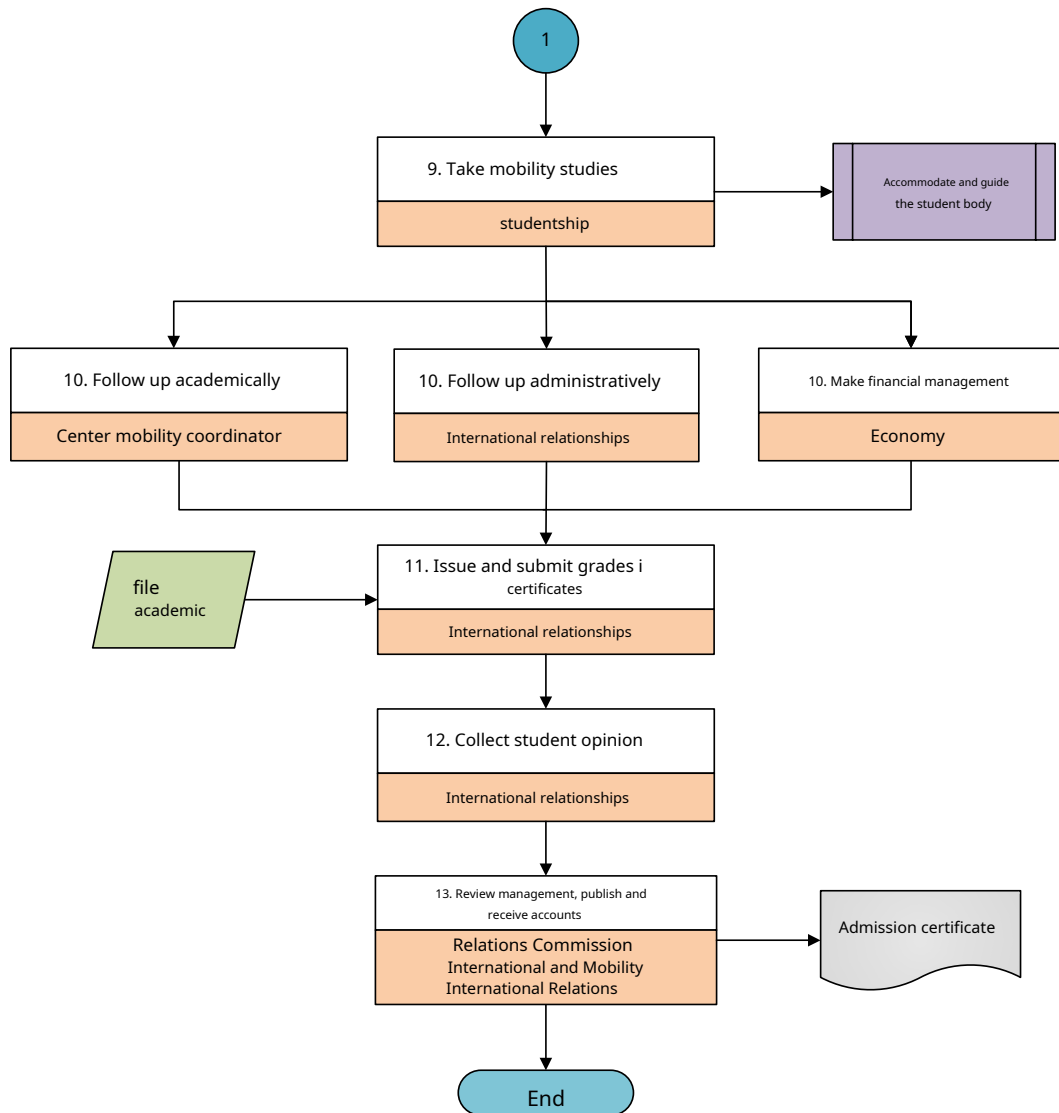
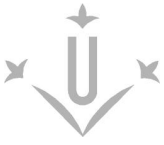
Mobility is part of the information that is reviewed and analysed in the annual monitoring of the training programs of the UdL (procedure PG 03 *Review and improve training programs*) and the procedures that develop them. Information regarding mobility is also published on the website of each training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

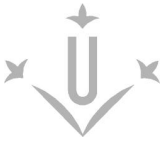
Incoming mobility students can enjoy scholarships and grants.



8.2 ACTIVITY FLOW





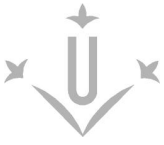


8.3 RESPONSIBILITIES

- **Rector:** Sign the framework agreements of the UdL with other institutions.
- **Vice-rector responsible for mobility:** Sign, by delegation of the rector, the specific student exchange agreements.
- **International Relations and Mobility Commission (CRIM):** Ensures the smooth operation of mobility-related issues.
- **International relationships:** It manages the mobility programs of the University of Lleida, evaluates the results and makes proposals for improvement.
- **Academic mobility 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.
- **Academic and teaching department of the center:** It issues a report of the obtained grades and sends it by email to the student.
- **Language Service:** It organizes, together with the Office of International Relations, the reception activities for the mobility students of the UdL.

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
framework agreements	Rectory
Specific agreements	Vice-rectorate responsible for mobility
Academic contract or admission certificate	International Relations Unit
Proceedings of International Relations Commission meetings	Vice-rectorate responsible for mobility