

Guide
of the mobility coordinator of the
centre

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INTRODUCTION

This guide for the person responsible for mobility coordination in the centres aims to provide the university community related to internationalisation and mobility programmes with some guidelines to follow in the process of sending and receiving participants on an international mobility stay.

The ERASMUS+ programme, since its inception in 1987, has contributed decisively to the process of European integration through higher education. Thanks to the sustained efforts of the institutions, sensitive to the comprehensive training of our students and staff, both academic and administrative, and always committed to society, we can face the permanent challenge that the University faces today, when it has already begun its journey in the process of internationalisation.

The University of Castilla-La Mancha, with the invaluable help of Banco Santander and the Junta de Comunidades de Castilla-La Mancha (hereinafter UCLM), not only supports but also contributes to developing, through the ERASMUS+ programme and UCLM's own programmes, the awareness of European and global citizenship, especially among young people, the most valuable asset that any modern society can count on.

UCLM also projects an international dimension in line with the European university system and based on the capabilities of the entire university community. We believe that international mobility programmes are based on a system that broadens horizons, offers better job prospects and consolidates values firmly based on pillars such as learning, knowledge and experience.

We publish this guide, open and flexible to incorporate at all times the contributions of the actors involved in the internationalisation of the UCLM and in any of the facets related to the open vision of our university to the world.

This Guide simply aims to provide UCLM mobility coordinators with clear and simple guidelines to facilitate their coordination activity.

I. THE MOBILITY COORDINATOR

1.1. Designation

The person responsible for the mobility coordination of the institution (hereafter Mobility Coordinator) is the person in charge of the elaboration and signature of the student learning agreement, as well as of the elaboration of the recognition that this agreement entails and of the approval and signature of the mobility agreement of the academic staff.

1.2. Appointment

This post is usually held by the Centre's management team, often by a member of the Dean's or Deputy Dean's Office. However, at the request of the management team, the functions of Mobility Coordinator may be carried out by a member of the teaching staff who is qualified to do so.

1.3. Functions

- Chairing the internationalisation committee of his or her institution.
- Regularly convene the internationalisation committee of your institution.
- Coordinate and sign international inter-institutional agreements according to the procedure established for this purpose.
- Overseeing the smooth running of the Centre's internationalisation activities.
- Check that your institution's academic information is up to date and accessible on the website in both English and Spanish, so that incoming students can easily access the catalogue of studies.
- Mentoring and providing academic support to incoming and/or outgoing international mobility students, including direct attention to students, drafting and signing learning agreements in collaboration with each student.
- Transcribing grades and signing of the recognition reports.
- Resolve possible conflicts, in terms of learning agreement and/or recognition of mobility.
- Sign the mobility agreements for academic, research, administration and services staff of the centre.

1.3.1. From the person responsible for an agreement

The internationalisation of the University and the scope of its International Relations cannot, under any circumstances, be undermined by the improper performance of an agreement manager in the performance of his or her duties.

The Mobility Coordinator is therefore empowered to supervise the exchange programmes and to apply the instruments for measuring the evaluation of these programmes that he/she deems appropriate, especially when there are express irregularities in the malfunctioning of a programme or in the neglect of duties on the part of the person in charge.

In this case, and whenever the school's management team or the school's International Relations Committee deems it appropriate, the programme leader shall be replaced.

1.3.2. From the outgoing student body

The increase in the possibilities for students of the University of Castilla-La Mancha to carry out a period of studies and/or internships recognised in another foreign institution by virtue of exchange programmes or agreements signed by this institution, makes it necessary to draw up a regulation on the recognition of learning obtained by virtue of exchange programmes.

This is where the main role of the Mobility Coordinator comes in, elaborating the student's learning agreement prior to departure and acknowledging the student's learning after the student's return.

The limits to the recognition of studies carried out outside the UCLM, apart from those approved by the different centres, are the following:

- a) Under no circumstances, and by virtue of these regulations, will the application for recognition of subjects for which the student is not enrolled at UCLM and previously agreed in the apprenticeship contract be accepted.
- b) For any other issue affecting the recognition of credits taken in other Higher Education institutions by students not belonging to the UCLM, the regulations in force at the Ministry of Education and at the UCLM regarding the validation of partial studies will be applied.

The Mobility Coordinator must follow the following steps for the correct elaboration of the student learning agreement and the elaboration of the recognition that this agreement entails:

- Establish the outgoing student's learning agreement with the subjects he/she will take, for subsequent recognition at the UCLM. To this end, the equivalence of studies between those of the UCLM and those planned to be taken abroad will be checked, consulting the person responsible for the agreement, if necessary. This learning agreement must be sent to the coordinator of the partner institution before the student's departure, in order to resolve any discrepancies or disagreements sufficiently in advance. In the case of third-cycle students, the learning agreement must also be signed by the head of the doctoral programme. A copy of the learning agreement shall also be sent to the competent administrative unit of the Third Cycle for the knowledge of the University's Doctoral Commission.
- To inform students about the regulations (if any) on the recognition of studies agreed by the Board of their Centre.

- Sign or validate if it is an online learning agreement or Online Learning Agreement. This agreement must be reflected in writing in the learning agreement, which must be signed or validated (in case of an online learning agreement or Online Learning Agreement) by the Mobility Coordinator and by the student. The learning agreement shall be ratified by all parties (student, mobility coordinator of the sending institution and academic coordinator of the receiving institution) before the start of the mobility.
- Inform the student that he/she must communicate any modifications to the learning agreement within ONE MONTH of the student's arrival at the destination. The student will send these modifications to the International Relations Office (hereinafter ORI) on his/her campus once they have been approved and signed by all parties.
- Inform the student about the procedure for the recognition of the training undertaken, indicating that at the end of the mobility stay, the student must hand in the certificate of the qualifications obtained in the host institution or Transcript of Records, together with a copy of the learning agreement.
- To reflect the recognition of the training carried out in the Act of Equivalence, a document provided by the ORI to the student that will be signed by the Mobility Coordinator and the student. The Mobility Coordinator will also include the equivalent qualification in this document.
- Keep and send the Equivalence Certificate to the Secretariat of the corresponding centre.

1.3.3. From the incoming student body

The Mobility Coordinator will be the academic reference person for students and incoming students from his/her institution.

The School Coordinator will sign or validate, depending on whether it is an e-learning agreement or not, before the start of the incoming student's mobility stay. Any academic problems should be communicated to the coordinator of the student's home institution for resolution.

II. THE PERSON RESPONSIBLE FOR THE AGREEMENT

2.1. Designation

The figure of the Agreement Manager is essential in the complex task of organising the selection process of students participating in international mobility programmes, such as the Erasmus+ programme, as well as in carrying out a correct and adequate management in the processing of the process. Therefore, the collaboration between the Agreement Manager, the Centre Coordinator, the ORI of each campus and, where appropriate, the team of the Vice-rectorate for Internationalisation is essential.

2.2. Appointment

Responsibility for a covenant is accessed by the establishment of a personal contact made at a specific point in time, on an individual basis, or by the maintenance of an

existing agreement, which continues to be of interest to the degree programme, for which the previous person responsible has ceased to hold office.

The school management team or, where appropriate, the school's International Relations Committee, must ensure the smooth running of exchange programmes. Consequently, any termination or abandonment of the maintenance of an exchange agreement entails the replacement of the person in charge by another person appointed by the management team or the International Relations Commission.

2.3. Functions

The functions of the Convention Officer are essentially the following:

- Participate in defining the terms of the agreement as set out in the procedure.
- To be responsible for establishing the personal contacts that will lead to the signature of the learning agreement that students must carry out on international mobility placements. The learning agreements will be signed or validated by the coordinator of the centre and the processing of these agreements will be centralised through the ORIS.
- Ask the host university for information on the start and end dates of the academic year, as well as on the syllabuses and subjects per year and their programmes, and provide it to the student.
- Selecting students, which shall, in any case, be done on the basis of criteria that will have been made public beforehand in the call for international mobility grants. Accordingly, it shall choose among the best proposals from among the candidates applying for the mobility placement, irrespective of the campus on which the mobility placement takes place.

Candidates will be selected through the computer application AiRei following the instructions of the tutorial developed by the ORI.

The person responsible for the agreement must score up to 2 points to the applicant of his/her agreement based on the merits provided by the applicant and on the data uploaded in AiRei (Academic Record, Knowledge of languages and Institutional Participation).

In programmes that require it, a face-to-face or telematic interview will be held in the language of the country of the placement between the student and the programme leader.

- Draw up a learning agreement proposal together with the student. The agreement manager's knowledge of the curriculum of the host university will help to draw up the proposal. The proposal will be sent to the mobility coordinator at the student's institution for use in drawing up the learning agreement. The mobility coordinator's knowledge of the study plan of the sending institution, as well as of the specific regulations of the institution, will help to draw up the learning agreement.

- Provide their counterpart at the host institution with information on the start and end dates of the academic year at UCLM, as well as information on the course catalogue (syllabus, subjects, timetables, etc.).
- In case of receiving the grades obtained by the student, send them to the corresponding ORI.
- Communicate to the ORI of their campus any substantial variation that occurs in relation to the student's stay at the host institution.

III. MOBILITY OF PARTICIPANTS

International mobility participants are staff and students of an institution undertaking a stay linked to their teaching or training activity.

3.1. Mobility outgoing

UCLM academic, research, administrative and service staff and students who carry out an international mobility stay through the programmes promoted by the vice-rectorate for internationalisation.

3.2. Mobility incoming

Academic, research, administrative and service staff and students from a partner institution who carry out an international mobility stay at UCLM through the programmes promoted by the vice-rectorate for internationalisation.

3.3. The catalogue of courses

This is the list of subjects in a syllabus showing both the language and the semester in which the subject is taught, as well as the timetable. It is highly recommended that the course catalogue includes a brief description of the subject content.

The course catalogue must be published on the website of each centre in Spanish and English and must be updated no later than May of the academic year prior to its entry into force.

3.4. The learning agreement

Binding document which reflects the subjects and/or academic activities that will be developed at the host institution, as well as those that will be recognised at the home institution and their equivalence, if applicable, in ECTS credits.

The Learning Agreement will specify the training to be undertaken at the host institution and the credits that will be recognised in the degree of origin at the University of Castilla - La Mancha. The agreement will preferably be drawn up by competences acquired in blocks of the largest possible size (full academic year, full term, modules, blocks of subjects, etc.).

Prior to the student's arrival at the host institution, he/she must draw up a Learning Agreement together with the mobility coordinator of the centre, in which the subjects and credits to be taken at the host institution, as well as the subjects and credits of the UCLM syllabus for which they will be recognised, will be stated.

The Learning Agreement will be valid as long as it has the signatures of the student, the UCLM mobility coordinator and the academic responsible of the receiving institution. This agreement must be signed before the start of the stay.

3.5. The Transcript of Records (ToR)

Official document issued by the host university which includes the subjects taken by the student during his/her international mobility stay together with the grades obtained.

3.6. The Equivalences Act

Official document issued by the UCLM that allows the recognition and transfer of credits and qualifications obtained at the host institution based on the previously established learning agreement. The transcript *of records* is drawn up on the basis of the personal academic certification or *Transcript of records* issued by the host university and shows the equivalence of credits and qualifications between the UCLM and the host institution.

3.7. Recognition academic

The academic recognition of studies undertaken in the framework of international mobility shall be governed by the principles of full, automatic recognition and accountability, following the recommendations of existing European and international regulations on the promotion of automatic mutual recognition of higher education qualifications and of the results of mobility periods abroad.

UCLM centres offering degrees with the same curricula must apply uniform criteria when establishing the requirements for the preparation of Learning Agreements for outgoing students.

IV. ACADEMIC DIRECTORATE OF THE VICE-RECTORATE FOR INTERNATIONALISATION

4.1. Designation

This is the member of the teaching and research staff responsible for the coordination of the international mobility coordinators at their campus.

4.2. Appointment

The academic directors shall be appointed by the Rector on the proposal of the Vice-Rector for Internationalisation.

4.3. Functions

- To invigorate and supervise the mobility coordinators on their campus.
- Coordinate multi-area agreements.
- Advise and collaborate with the mobility coordinators of their campus in all their functions, as well as with the internationalisation committees of the centres.
- Participate in receiving visits from delegations from other institutions.
- Organise activities such as conferences, seminars, workshops or cultural events with international themes, in order to promote the exchange of knowledge and experiences among the campus community.

V. THE INTERNATIONAL RELATIONS COMMITTEE OF THE CENTRE

5.1. Designation

The Internationalisation Committees of the Centres shall be made up of at least one member of the management team, one student representative and one representative of the technical management and administration and services staff (PTGAS) and shall be chaired by the person responsible for mobility in the centre.

5.2. Functions

- Create and monitor the school's strategic internationalisation plan: mobility, alliances, partnerships, language policy, etc.
- Promoting internationalisation: The committee must promote internationalisation in the centre, promoting programmes and projects that encourage the participation of students, teaching staff, research staff, administrative staff and service staff in international activities.
- Establish collaboration agreements: The committee must identify, establish, strengthen, update or, where appropriate, resolve agreements with other universities and international institutions to promote academic exchanges, joint research and teaching programmes, among others, in accordance with the agreement procedures established by the vice-rectorate with responsibility for internationalisation.
- Approve and coordinate mobility agreements: The committee should be in charge of coordinating incoming and outgoing exchange programmes. According to the procedure, any new agreement signed must be approved by the coordinator/centre.
- Validate/authorise blended mobility and online collaboration programmes of interest to the school.
- Update and review the responsibilities of convention officers.

- Update, through the agreement managers, the information on all the agreements offered by the centre (subjects, academic calendar, etc.), as well as the contacts and supervise that the functions of the agreement manager are fulfilled.
- Evaluation and improvement of international programmes. The committee should monitor the international programmes implemented, collecting and evaluating feedback from participants, using this information for the continuous improvement of the programmes, adapting measures to the needs of the university community. Places of interest for sending and receiving students and staff, take-up by students and staff on placements, etc.
- Advise and guide students and staff: The committee must provide advice and guidance to students, teaching, research, administrative and service staff interested in participating in international programmes, providing, if available, information on the centre's international mobility regulations (e.g. calls for applications, requirements, deadlines, incompatibilities, procedures, etc.).
- Organising international activities of the centre. The committee shall be responsible for organising activities such as conferences, seminars, workshops or cultural events with international themes, in order to promote the exchange of knowledge and experiences among the university community.

VI. INTERNATIONAL RELATIONS OFFICE

6.1. Designation

It is the unit in charge of fostering the internationalisation of the UCLM by promoting and supporting all international exchange activities, following the guidelines established in the UCLM's internationalisation strategy.

6.2. Organisation

The ORI is organised by campus with the support of a central coordination unit.

6.3. Functions

- To inform the university community of the activities carried out in the field of international relations.
- To select the candidates participating in the mobility programmes.
- To financially manage the activities within its scope.
- Follow up on the activities carried out by the participants.
- Advise from a technical and administrative point of view on the elaboration of bilateral agreements.

- Issue transcripts for incoming students.
- To carry out the relevant reports on international mobility projects.
- To support the vice-rectorate responsible for internationalisation in all the tasks entrusted to it.

VII. FURTHER INFORMATION

More information on [the UCLM website in International](#)