



ERASMUS+ Programme (ERASMUS) Declaración de Política Erasmus

## 1. ERASMUS POLICY STATEMENT (EPS)

### ERASMUS POLICY STATEMENT

#### **Participation in Erasmus+**

*Describe how you plan to participate in Erasmus+ actions in the future.*

*Explain how they will be implemented in practice at your institution.*

*Note: The following types of Erasmus+ activities are open to HEIs:*

- *Key Action 1 (KA1) - Learning mobility of individuals:*
  - *Mobility project for higher education students and staff*
    - *Student mobility for studies*
    - *Student mobility for traineeships*
    - *Staff mobility for teaching*
    - *Staff mobility for training*
    - *Blended intensive programmes*
- *Key Action 2 (KA2) - Cooperation among organisations and institutions:*
  - *Partnerships for Cooperation*
  - *Partnerships for Excellence – European Universities*
  - *Partnerships for Excellence - Erasmus Mundus Joint Master Degrees*
  - *Partnerships for Innovation*
  - *Alliances for Innovation*
- *Key Action 3 (KA3) - Support to policy development and cooperation.*
- *Jean Monnet Actions*

#### **Strategy, objectives and impact**


*What would you like to achieve by participating in the Erasmus+ Programme? Which are the policy objectives you intend to pursue? Describe how the participation fits into your institutional, internationalisation and modernisation strategies.*

*What is the envisaged impact of the participation on your institution? Explain how you expect the participation to contribute towards achieving the objectives of your institutional strategy. Explain how it will contribute to making your institution more modern and more international. Explain how you expect the participation to contribute to the goal of building a European Education Area.*

*Note: The objectives should be clear, measurable, realistic and achievable.*

#### **Indicators**

*For each objective, define appropriate indicators for measuring achievement (e.g. mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects, sustainability/long-term impact of projects, etc.). Link the targets to a timeline.*

 *If you change your activities or objectives, please don't forget to update the EPS on your website and inform your Erasmus+ National Agency.*

#### Participation in Erasmus+

The Escola de Enfermería de Meixoeiro is affiliated to the Universidade de Vigo (UVigo), which has been a pioneering Spanish institution in the implementation of specific internationalisation strategies focused on encouraging students and staff to spend time abroad to learn or teach, while recognising the qualifications obtained during exchange periods, as well as promoting the teaching and learning of different languages. The Escola de Enfermería de Meixoeiro in conjunction with UVigo has also spread knowledge about the European identity and heritage, in line with the European Education Area priorities. The participation of the Escola de Enfermería de Meixoeiro in the Erasmus+ programme over recent years, and previously through UVigo, has represented a clear indicator of progression in our internationalisation process, and has indeed greatly helped with all our internationalisation and home activities.

The Erasmus Programme in our institution will continue to be a driving force in making mobility a natural part of the academic life of our students, teachers and administrative staff, from an inclusive point of view. In the past, the Erasmus+ programme has been an important catalyst in the reform and internationalisation of our school, with the introduction of Bologna tools that provided wider transparency, the transferability of credits, the recognition of the learning periods, thanks to the implementation of the online learning agreement, the high number of incoming students, thus fostering a better understanding and mutual trust with our EU partners, and beyond.

In this new period we are entering, important challenges will be faced by our school in order to advance in its modernisation and to comply with our main internationalisation goals: first of all, and regarding mobility actions, our objective is to continue to maintain the current mobility figures of incoming and outgoing students for studies and placements and those of staff, taking into account the uncertainty caused by the COVID-19 and the current face-to-face mobility restrictions. Even if physical mobilities may be affected by this situation or other international emergency situations, new opportunities are open for universities regarding virtual and blended mobility and the offer of online courses, we would like to explore. Courses will be offered for exchange students online, through our corporative online campus tools that have been demonstrating their robustness and high quality during the COVID pandemic (eg. Remote campus: <https://campusremotouvigo.gal/>). In this way the quality of online teaching will be guaranteed, and students will be encouraged to interact and work in international groups, thus improving our online mobility. During the period of virtual mobility within the framework of a blended mobility, students and staff will be offered the same treatment, they will be entitled to the same services and opportunities as local students and staff, as well as participants who are on long-term physical mobility. we will work in the digital mobility management in line with the technical standards of the European

Student Card Initiative. We will work to implement the European Student Identifier, that allows students to access the Erasmus tools, and will continue encouraging our students to use the Erasmus+ app, as a single point of entry to the Erasmus+ programme. Full recognition will continue to be an essential part of our international strategy, together with maintaining an up-to-date course catalogue on our website, as well as having all learning agreements (for studies and traineeships), signed by the sending and receiving institutions and the student, before the start of mobility and the use of transcript of records indicating the number of credits earned and grades achieved.

Our international strategies have had a positive impact on the institution international growth.

We also pursue to attract students, academics and researchers from non-participating countries. To attract potential partners and become visible internationally.

Strategy, objectives and impact

## ACTIONS

To comply with future challenges for the new EU programmes 2021-2027, we propose to implement:

- Our Internationalisation Strategy based on international mobility, international cooperation, academic activity cooperation, international presence and institutional capacity and training program (with specific measurable indicators and target actions).
- The Mobility Regulations, will tackle international mobility, participant rights and obligations, selection procedures, and learning agreements and studies/training recognition processes.

## IMPACT

The continuous modernisation of the institution, the promotion of innovation and the crossborder cooperation are also among our strategic priorities, which will work to:

- provide our staff with opportunities to go abroad, not only to HEIs, but also opening the mobility to other types of organisations, such SMEs., so as to increase the number of our staff mobilities (incoming and outgoing).
- create international volunteer actions for our students, mainly continuing working in the framework of cooperation aid projects together with NGOs and non-profit organizations, so students may gain insight into global issues faced by communities around the world, in order to increase the number of our international volunteer actions.
- improve the quality of mobility and quality tools at home. We have implemented new remote tools so teaching and assessment can be guaranteed in any scenario. Thus, remote tools have already been tested and

put into practice at the disposal of all university members, as well as incoming exchange students. These tools and mechanisms will make possible to continue strengthening the mobility scheme under the Erasmus+ projects as well as helping the us target new cooperation opportunities and continuing reinforcing existing cooperation bonds with third parties.

- increase the number of international students at the school.
- continue to develop, in a clear response to matching skills with labour market needs, its internship program, that will provide talented people with the opportunity to work in an entrepreneurial and innovative framework and encourage the development of skills in demand.

#### Indicators

We will increase incoming staff mobility from our partners. This should rise to around 3 or more movements within the next two years.

We shall strive to offer more new student and staff placements by signing learning agreements with new institutions. For solidarity reasons, preference will be given to Ukraine if any opportunities arise. This will be started within the first year of signing the ERASMUS charter.

Incoming students will be encouraged to take part in voluntary work, together with our own students. This will be achieved through collaboration with NGOs, the Oficina de Voluntariado, Red Cross, and Protección Civil. Limited collaboration should be implemented by the end of 2022. These collaborations will then be reviewed annually, and expanded as required. Areas where the specific skill sets of our students (health and safety) could be helpful will be prioritised.

We shall continue to move towards more integrated use of our e-platform Moovi, and also extend coverage of ERASMUS on our web site. These will be permanent and ongoing endeavours.

Selection of candidates is already implemented, as is follow-up.

## 2. ORGANISATION AND MANAGEMENT

### 2.1 GENERAL ORGANISATION AND MANAGEMENT

#### General organisation and management *(n/a for Topic 1)*

*Describe the administrative and academic structures and resources at your institution for organising and implementing the Erasmus+ Programme activities.*

*Provide a detailed description of how tasks and responsibilities are divided among staff, with regard to both administrative and academic decision-making processes.*

*Provide the web link with contact details of your institution's international office (or equivalent) dealing with implementing and organising Erasmus+ Programme activities.*

Director of school 1

Academic secretary 1

Erasmus and mobility coordinator 1

Administrative secretary 1

<http://direcceuemeixoeiro.webs.uvigo.es/index.php/es/component/k2/item/119-indice-practicas>

### **Director of School.**

The Director of the school is in accordance with Decree 242/2008 of 9<sup>th</sup> October that regulates the nature, ends and governing entities of Nursing schools dependent of the Health Authority. The aforementioned decree from the DOGA in article 17 defines the director's role as being, among other functions:

- responsible for the school
- guaranteeing legal compliance in all the school's functions, the correct day-to-day working of the school, and maintenance of academic discipline
- Directing and coordinating the activities of the school
- Any other activity attributed in the statutes of the university.

The director shall also be responsible for participating in the selection process for incoming ERASMUS candidates, as well as digitally signing the transcript of records.

### **The Academic Secretary** (also a member of the teaching staff).

The Academic Secretary is a key figure in the management of mobility programs. They are responsible, fundamentally and in general terms, for the academic advice of both outgoing and incoming students of the Erasmus+ program. The coordination of everything related to the Erasmus+ program in our school, whether for outgoing or incoming students, together with the Mobility Coordinator of the School is fundamental.

### **ERASMUS+ OUTGOING STUDENTS**

Regarding the outgoing students, the following functions correspond to the Academic Secretaries:

Before leaving:

- a) Serve as a contact, together with the mobility coordinator, with the person responsible for the exchange at the partner University.
- b) Select, together with the Mobility Coordinator and Director of the School, the students who will enjoy the stay within the framework of the corresponding bilateral agreement according to the criteria established in each call.
- c) Prepare the Erasmus+ HE Learning Agreement document. This document must include the proposed curriculum that the selected students will study at their destination University, as well as the subjects at the University of Vigo for which these studies will be recognized. The document will be signed by the student, the Academic Secretary and the Mobility Coordinator of the Center and will be processed through the Administrative Secretary.

During the stay

a) Maintain contact with students during their stay at the destination university, providing information, and in communication with the contact person of the destination university responsible for the bilateral agreement.

b) The Academic Secretary must notify the Administrative Secretary and Mobility Coordinator of any modification that may occur in relation to the initial curriculum within the deadlines provided for in the call. Amendments will be made to the "During the mobility" section of the Erasmus + HE Learning Agreement

c) Carry out the academic follow-up of the students coming from the exchange university who are at the University of Vigo, putting at their disposal all the necessary information for their stay, approving their curriculum and acting as their tutor.

After the stay:

The Academic Secretary will complete with the student

Erasmus + HE Learning Agreement. In this section the grades obtained by the student at the destination university will appear, in addition to the subjects for which recognition is requested at the University of Vigo. In order for this information to have effects to process the official recognition of the credits passed and subjects requested, the student must provide the Secretary of the school and Mobility Coordinator with the official Transcript of Records of the destination university, as well as the Application form for Recognition of Credits by the European Credit Transfer System (ECTS) of the University of Vigo. Given that academic recognition is a key part of the promotion of Erasmus+ mobility, it is very important to apply flexible criteria both when preparing the application for recognition of credits and in the realization of individualized contracts. The Erasmus+ program is based on trust and fluidity in the relationships between the various participating institutions. Therefore, it is of vital importance not to demand full equivalences either at the level of content or temporality. Perhaps the emphasis should be on the idea of recognition rather than equivalence. Our students will benefit from the experience, in addition to improving their level of proficiency in the foreign language, even if the subject they study at the destination university is not included one hundred percent in the curricula of their degrees at the UVigo. Therefore, criteria of affinity of contents between the different academic subjects must be adopted.

**ERASMUS+ IN-COMING STUDENTS**

Regarding the incoming students, the following functions correspond to the

Academic Secretaries:

- a) Verify, together with the Mobility Coordinator, that the proposed curriculum responds adequately to the academic profile of the student, and that it meets the requirements of language levels. This especially true for clinical practices.
- b) Keep track of the academic life of incoming students in their places, making all the necessary information for their stay available, supervising their curriculum, guiding them on possible modifications and registration procedures, where appropriate, acting, in short, as a tutor of the same. In this sense, we establish hours of tutorial contact with students, with the idea of advising them and serving as a liaison with the rest of the faculty, and staff.
- c) Regardless of the invaluable help that foreign students have from the mentoring students assigned to them, the work of the Academic Secretary is equally important in this regard. Due to the obvious needs of adaptation to an academic, social and cultural environment different from that of their country of origin, the Academic Secretary must inform of the organizational particularities of the University of Vigo, Center and its dependencies, with the idea of ensuring that the student is properly integrated into the life of the Center and the University.

General aspects:

In general terms, students also demand information on other essential aspects for their adaptation to the place of destination, such as, for example, the standard of living, accommodation, leisure offer or the possibility of finding a job. It is therefore advisable to also offer this information of a general nature and not to stick to the strictly academic. In this sense, the coordinator must have available links on the Internet to all these sites of interest to the student. For this purpose, UVigo has an Erasmus Student Network (ESN) office available.

In the case of possible incidents with the destination university throughout the process (for example: problems with the acceptance of the student, compliance with deadlines to send documentation, requirements for certificates accrediting language levels, problems with the proposal of studies, health problems of the student, etc.) the Academic Secretaries must manage the situation that has arisen together with the UVigo and the Mobility Coordinator.

The conditions of the Erasmus+ bilateral mobility agreements can be modified throughout the academic year, although it is advisable to carry them out before the Erasmus+ call. Modifications or extensions of these agreements will be carried out in coordination with the school's team.

If, due to the certain circumstances (little or no demand on the part of the students, maladaptation between subjects offered and our curricula, etc.), the Academic Secretaries observe that the bilateral agreements for which they are responsible remain inactive (i.e.: without mobility or incoming or outgoing

during two academic years) or that they present special difficulties in carrying out the exchanges, they will immediately notify the Mobility Coordinator in order to process their possible cancellation.

### **Erasmus and mobility coordinator**

The Mobility Coordinator is mainly responsible, together with the Academic Secretary, for the academic advisory work to mobility students, both incoming and outgoing. Specifically:

In relation to outgoing students:

0 Guide the students at the school before, during or after the application for participation in a mobility program, in accordance with current regulations and in relation to possible destinations.

1 Manage the academic aspects of mobility and in particular: Advice for the preparation of the agreement of studies / practices, without this implying that either the Mobility Coordinator or Academic Secretary must produce the Learning Agreement. This agreement is produced using the online IT application “Secretaría Virtual” of Uvigo.

2 Validation of the study/internship agreement and the learning/training agreement. Authorization of any modification of the study agreement, before or during mobility (list of subjects, duration of mobility, etc.) Preparation of the proposal for the recognition of credits according to the format approved in the center and according to the equivalences between the grades obtained at the destination university and the UVigo as established by the heads of International Relations. These criteria shall take into account, as far as possible, those established by the competent Ministry. In case of discrepancies, it will be the head of International Relations of the corresponding center who resolves.

3 Collaborate with those responsible in any academic and / or evaluation issue that may arise.

In relation to incoming students:

a) Guide incoming students, together with the academic secretary, regarding academic issues before and during their stay at the school.

b) Give the go-ahead to their study agreements in case it is required by the student's home institution.

c) Follow up with the student during his stay at the school, according to the procedures determined by each center.

d) Collaborate with those responsible in any academic and / or evaluation issue that may arise.

### **Administrative secretary**



The administrative secretary is responsible for the correct registration of both outgoing and incoming students. They validate all ECTS grades entered in the “Secretaría Virtual” IT program of the UVigo by staff or the mobility coordinator, after checking with the Academic Secretary. The administrative secretary, together with the rest of our ERASMUS team, will advise and help students with all problems related to standard university practices and regulations.

The administrative secretary will close and validate all academic acts once they have been duly accredited by the corresponding professors and coordinators.

## 2.2 QUALITY ASSURANCE AND MONITORING AND EVALUATION STRATEGY

### Quality assurance and monitoring and evaluation strategy *(n/a for Topic 1)*

*Describe the methods to ensure good quality, monitoring, planning and control.*

*Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of your activities.*

The Escuela de Enfermería de Meixoeiro will follow up on the meeting attendance and general commitment by all partners in the course of the contract period. The EUE Meixoeiro will follow the project's calendar of activities and will see that meeting documentation and successive reports are circulated in due time by the respective partners. We will equally keep an eye on the timely submission of project deliverables, which is essential for smooth operational management, and propose measures, if needed, to the project coordinator. Auditing of the Erasmus+ will be fully integrated into the internal and external audit process.

## 2.3 COMMUNICATION AND VISIBILITY

### Communication and visibility

*Describe the communication strategy for promoting the Erasmus+ programme and your activities.*

*Clarify how you will reach the target groups and explain the choice of the dissemination channels.*

*Provide the web link where you will host the EPS and the ECHE Charter.*

Access to the Erasmus Policy Statement of our university is provided on the main Web page: <http://direcceuemeixoeiro.webs.uvigo.es> through the "Mobility and practices" menu with a direct link to the Charter, and a direct access is offered to the Erasmus+ Policy Statement. Such arrangements will remain in use for publicizing the Charter and our Strategy. In our generic Strategic Plan and in its international strategy, internationalization is viewed as a transversal endeavour, according to the indicators that cover all ambits and sectors. And, following its Mission, we wish to play an essential role in the regional so-

cio-economic development by driving an entrepreneurial culture, innovation, and internationalization. The EUE Meixoeiro plans to create a highly spirited international environment. Our community will operate in a platform for exchanging information, providing tips for mobility, and connect future mobile persons with contacts in the host country who will help prepare the actual stay. We are also planning to organize social mobility events to increase recruitment for mobility and raise awareness on the advantages and interests of the Programme. Training for staff and student are also envisaged as part of the preparation package to be offered to mobility candidate. Information is given to all the students by the Erasmus Coordinator in the first year at the school.

### 3. IMPLEMENTATION OF THE ECHE CHARTER PRINCIPLES

#### 3.1 ECHE FUNDAMENTAL PRINCIPLES

##### ECHE fundamental principles

##### Non-discrimination, transparency and inclusion

*Explain the measures taken in your institution to respect the principles of non-discrimination, transparency and inclusion of students and staff.*

*Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.*

**Note:** More information on the ECHE Charter principles can be found in the [ECHE Guidelines](#).

Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.

Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

##### ECTS credits (n/a for Topic 1)

*Explain your institution's methodology for allocating ECTS credits to different courses. If are not yet using the ECTS credit system, please explain why this is the case.*

**Note:** More information on ECTS can be found in the [ECTS Users' Guide](#).

Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System - ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.

Our university uses a 10-point scale

##### 10-point University scale

Scale	Grade Description
10.00	Matrícula de Honor (Matriculation with Honours)

9.00 - 9.99 Sobresaliente (Outstanding)  
 7.00 - 8.99 Notable (Very Good)  
 5.00 - 6.99 Aprobado (Pass)  
 0.00 - 4.99 Suspenso (Failure)

These grades are mapped to ECTS as shown below

### ECTS

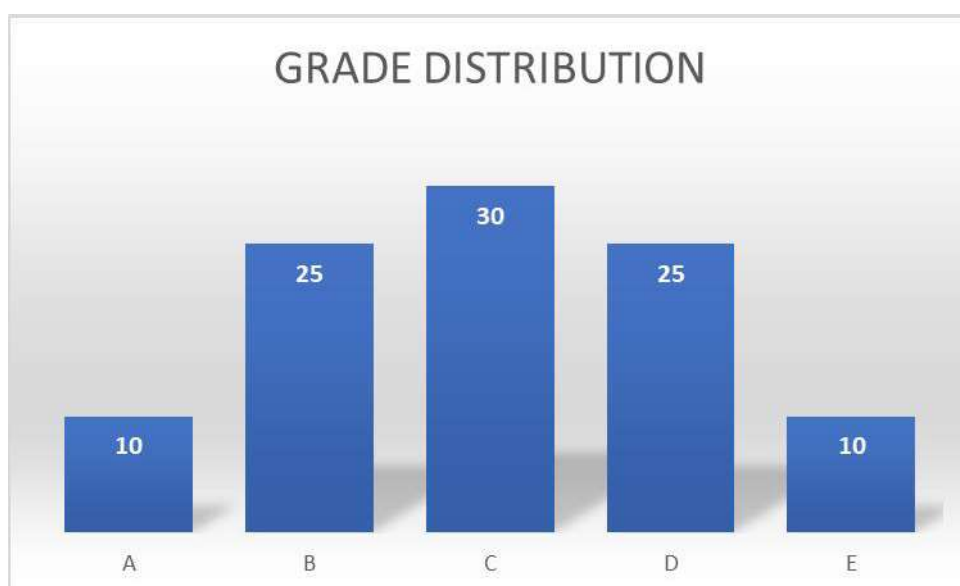
#### ECTS UVigo

A	9.0 - 10.0
B	8.0 – 8.9
C	7.0 – 7.9
D	6.0 – 6.9
E	5.0 – 5.9
F	0 – 4.9

This takes into account the statistical equivalences as shown below.

#### Grade % Cumulative % Definition

A	10 10	outstanding performance without errors
B	25 35	above the average standard but with minor errors
C	30 65	generally sound work with some errors
D	25 90	fair but with significant shortcomings
E	10 ~100	performance meets the minimum criteria
FX		Fail – some more work required before the credit can be awarded
F		Fail – considerable further work is required



#### European Student Card and Erasmus+ App

*Explain the measures to implement the European Student Card Initiative and promote the Erasmus+ mobile App to students.*

*Please refer to the timeline for the European Student Card Initiative on the [Europa website](#).*

**THE SCHOOL WILL STRIVE TO FULLY INTEGRATE THE STUDENT CARD AND ERASMUS APP. THIS WILL ALSO HELP US ACHIEVE OUR GOAL OF PAPERLESS ADMINISTRATION. THE MOBILITY COORDINATOR AND ACADEMIC SECRETARY WILL BE IN CHARGE OF KEEPING THE APP UPDATED.**

This gives straightforward and secure online administrative procedures. Putting information at the fingertips of students is essential to boosting student mobility across Europe. It is also crucial to promoting student participation in educational and cultural activities in line with the vision to create a European Education Area by 2025.

The European Student Card Initiative will develop an online one-stop-shop through the Erasmus+ Mobile App for students to manage all administrative steps related to their mobility period - before, during and after their stay. It will allow students to find all the information they need to experience a high-quality mobility experience abroad.

We will use the Erasmus Without Paper network to exchange student mobility data.

We will also promote the use of the Erasmus+ mobile app to ensure that institutions and Erasmus+ students can benefit from increased efficiency in administrative processes.

Fully compliant with EU personal data protection legislation, the card guarantees a secure exchange of student information and allows for seamless transition between higher education institutions. Moreover, the card gives students the chance to access online courses and services provided at other higher education institutions.

This will not only facilitate virtual mobility and blended learning, but the European Student Card Initiative will also give students a greater choice in the programmes they can follow. Over time, it will allow students to enjoy cultural activities throughout Europe at discounted prices.

The European Student Card Initiative will be linked to the EU's electronic identification rules to provide the trust needed to authenticate students and to allow them to ascertain their rights online.

The Initiative is, therefore, a step forward in the transition towards a digital European society and a true European Education Area, in which spending time abroad to study and learn is the norm, and educational excellence is a

reality for all.

## **BENEFITS OF THE EUROPEAN STUDENT CARD INITIATIVE**

### **FOR STUDENTS:**

- Easy access to course materials prior to mobility, online course registration and automatic recognition of ECTS credits
- Immediate access to services at the host university, such as libraries, transport and accommodation
- Discounts on cultural activities throughout the EU

### **FOR HIGHER EDUCATION INSTITUTIONS:**

- (a) Easy, online management of the entire mobility process – from student selection to the recognition of ECTS credits
- (b) Online identification of students, simplified and secure exchange of student data - including academic records - between Higher Education Institutions
- (c) Reduced administrative burden associated with student mobility

### **Environmentally friendly practices**

*Explain how your institution will implement and promote environmentally friendly practices in the context of Erasmus+ programme activities.*

We are fully dedicated to being environmentally green. Our strategy is:

- (a) When the use of paper is absolutely necessary, we use recycled paper. Printers are configured to print in duplex when using recycled paper. Before recycled paper is used, we strive to print on the reverse side of waste paper and reuse paper. In the case of reused paper, we take active steps to guarantee that no sensitive patient data, which may be on the printed side, is released. Thus, reused paper is reserved for staff and administrative use only and is controlled.
  - (b) All our administrative tasks are being moved towards electronic format with digital signatures.
  - (c) Surgical and hospital materials that are either expired or close to expiry are used to clinical practices without patient involvement.
  - (d) When possible, and subject to possible restriction for health criteria (Covid-19 etc), bandages are reused in simulated practices.
  - (e) We have already moved to low power LED lighting.
- (f) E-learning platforms are used (Moovi) to reduce the need for paper.

### **Civic engagement and active citizenship**

*Explain how you will promote civic engagement and active citizenship amongst your outgoing and incoming students*

*participating in Erasmus+ activities.*

We strive to be inclusive.

- Our facilities (faculty inside a public hospital) are fully compliant for students with reduced mobility.
- Care is given to implement the principles of social inclusion. This is also reflected in our teaching where ethics, mental health and sexual health are obligatory subjects.
- Wording on documents is carefully chosen in order to be inclusive.
  - This is also reflected in the rules for end-of-degree dissertations.
- Students and staff are actively encouraged to take part in civic activities including actively advising and collaborating with patients' associations.
- The school is open to any recognised civic association that wishes to address our students and as such will promote any events and provide installations.
- Members of staff are from multicultural/racial backgrounds.
- A handbook for civic engagement and global citizenship among young adults with intellectual abilities is freely available through the hospitals online database.
- Mental and sexual health are core subjects at the school.

### 3.2 MOBILITY ACTIVITIES

#### Student/staff mobility

##### Course catalogues (before mobility) *(n/a for Topic 1)*

*How will you ensure that all courses taught at your institution (and the languages they are taught in) are described in a publicly available course catalogue in accordance with the [EU Recommendation on Automatic Mutual Recognition?](#)*

#### Student staff mobility

##### Before mobility

Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the

courses they will follow.

Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.

Carry out mobility for the purpose of studying and teaching only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception, support and integration of mobile participants.

Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.

Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.

Provide active support to incoming mobile participants throughout the process of finding accommodation.

Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.

Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.

Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

#### **Inter-institutional agreements for study and teaching mobility (before mobility) *(n/a for Topic 1)***

*Describe your institution's approach to concluding and monitoring inter-institutional agreements for study and teaching mobility.*

*Explain how and by whom the learning agreements for mobile students will be managed.*

### **OUTCOMES OF THE AGREEMENTS**

By signing an inter-institutional agreement, we agree to cooperate on the exchange of students and / or staff in the framework of Erasmus+.

We commit to respecting the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of mobility and agree on a series of quantitative and qualitative measures to ensure

mobility of high quality and impact.

We shall sign these inter-institutional agreements as soon as an Erasmus+ grant is awarded, and in any case before the first mobilities take place.

### **DIGITALISATION OF AGREEMENTS**

As part of the European Student Card Initiative and the efforts to promote environmentally-friendly practices in Erasmus+, the inter-institutional agreements (IIAs) will move from a paper to a digital format.

Students wanting to find out more about the inter-institutional agreements signed by their higher education institution should seek this information from their home university's international office. We will make this information available in the Erasmus+ App.

#### **Support for outgoing students/staff** *(n/a for Topic 1)*

*Describe your institution's policy for preparing outgoing students/staff (e.g. language courses, workshops/information on inter-cultural competencies, etc).*

*Describe mentoring and support arrangements for outgoing students/staff (e.g. peer mentoring; information on accommodation insurance, visa, etc.).*

We provide preparatory support to mobility participants. We use an IT tool to manage the academic lifecycle of mobile and non-mobile students. Students who choose a mobile learning track submit an online learning agreement proposal. The system manages the proposal workflow and tracks all changes and comments. Following the approval of the Learning Agreement and the achievement of the credits, academic recognition is automatic and the mobility period appears on the Diploma Supplement.

- The IT tool draws together and checks multiple interdependent workflows: enrolment status of the student, selection of the mobility, compatibility of the destination and degree programme, e-validation and/or signature of the Learning Agreement, and the status of the mobility period (expected/started/ended). Each of these workflows are checked before mobility grants are awarded and paid.

The integration of IT workflows is supported by UVigo. It recognises that IT development is necessary for managing large numbers of students and interdependent workflows.

#### **Support for incoming students/staff (during mobility)** *(n/a for Topic 1)*

*Describe mentoring and support arrangements for incoming students/staff (e.g. peer mentoring; social integration within the institution and with its local students and staff; information on accommodation insurance, visa, etc.).*

Ensure equal academic treatment and the quality of services for incoming students. (Including e-learning, sports, student services etc.)

Promote measures that ensure the safety of outgoing and incoming mobile



participants.

Integrate incoming mobile participants into the wider student community and in the Institution's everyday life. Encourage them to act as ambassadors of the programme and share their mobility experience.

Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.

Provide appropriate language support to incoming mobile participants.

#### **Full automatic recognition of credits (after mobility)**

*Describe the measures to ensure the full automatic recognition of credits for learning outcomes during a mobility period abroad/blended mobility in accordance with the [EU Recommendation on Automatic Mutual Recognition](#).*

Equivalence scales will be available to institutions and candidates.

All credits gained during the period of study abroad or during the virtual mobility – as agreed in the Learning Agreement and confirmed by the Transcript of Records. In the case that important clinical competencies could not be included, our students will be invited to do the practices at our hospital, but without academic evaluation which shall be based solely on the destination university's criteria.

Our IT application "secretaría virtual" allows for the entering of grades in local, ECTS, or destination format. These grades are then automatically mapped into ECTS and local grades.

The following supporting documents will help facilitate credit recognition for the purpose of mobility:

- 1 Course Catalogue
  - Available online from our web
- 2 Learning Agreement
  - Prepared and stored in our IT app "Secretaría Virtual".
- 3 Transcript of Records
  - Prepared and stored in our IT app "Secretaría Virtual".

These documents provide information on the learning outcomes achieved, on which the qualification-awarding institution can make decisions on credit recognition and transfer.

#### **Recognition of staff mobility (after mobility)**

*Describe your institution's measures to support, promote and recognise staff mobility.*

Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of their mobility period.

Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate.

They shall be transferred without delay into the student's records, shall be counted towards the student's degree without any additional work or assessment of the student and shall be traceable in the student's transcript of records and the Diploma Supplement.

Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).

Encourage and support mobile participants upon return to act as ambassadors of the programme, promote the benefits of mobility and actively engage in building alumni communities.

Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility.

### 3.3 COOPERATION PROJECTS

#### Cooperation activities

##### Promotion of cooperation projects *(n/a for Topic 1)*

*Describe how your institution will promote the opportunities offered by the Erasmus+ cooperation projects.*

We actively cooperate with foreign hospitals to send our recent graduates for work placements. We have also implemented final year clinical practices in Southampton Hospital Trust so that our ERASMUS students can gain international experience and immediately find employment on graduation.

We intend to extend these agreements to other university hospitals.

Our staff and students will be actively encouraged to take part in international research projects.

##### Support engagement *(n/a for Topic 1)*

*Describe how your institution will support and recognise its staff and students' engagement in Erasmus+ European and international cooperation projects throughout the application and implementation phase.*

#### Recognition

Before the placement, we will sign Learning Agreements with receiving and sending organisations to guarantee transparent and efficient preparation of the exchange abroad. This document gives the rights and responsibilities of each party, insurance information, a declaration of the credit recognition and a learning plan. All students will be given a copy of the ERASMUS charter.

On completion and as the receiving institution, we shall send the full transcript of records within a week of closing the academic acts. Credits will be recognised in accordance with the commitments agreed upon in the learning agreement with no other requirements.

### **Financial Support**

As the sending institution we will sign the grant agreements and take responsibility for making all payments. Information and advice will be provided for outgoing students on other available supplementary grants.