



Erasmus Charter for Higher Education 2014-2020

Application Form Call: 2014

Note: The data of this application form will be used by the European Commission/ Executive Agency EACEA and National Agencies for evaluation and monitoring

Program	The 2014-2020 EU programme for education, training, youth and sport proposed by the European Commission on 23 November 2011 (hereafter the Programme)*
Action	Erasmus Charter for Higher Education
Call	2014
Deadline for Submission (dd-mm-yyyy)	15/05/2013 12:00 midday Brussels time.
Application language	EN
Correspondence Language	EN

66782-LA-1-2014-1-ES-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):

66782-IC-1-2007-1-ES-ERASMUS-EUC-1

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): ES

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): EN

Acknowledgement of receipt

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If by the second week after the deadline, the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

* COM(2011) 788 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF>)

Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	999846513
Full legal name (official name in latin characters)	UNIVERSIDAD PABLO DE OLAVIDE
Full legal name (English name)	PABLO DE OLAVIDE UNIVERSITY
Acronym	UPO
Erasmus code (e.g. F PARIS33) - if available	E SEVILLA03
Address (N°, street, avenue, etc.)	CARRETERA DE UTRERA, KM. 1
Country	España
Region	ANDALUCIA
Post code	41013
City	SEVILLA
Website	http://www.upo.es

A.2. Legal Representative

Title	PR.DR.
Gender	Male
First Name	VICENTE CARLOS
Family Name	GUZMAN FLUJA
Position	RECTOR
E-mail	rector@upo.es
Telephone (including country / area codes)	+34 954 34 9221
Address (n°, street, avenue, etc)	Carretera de Utrera Km. 1
Country	ES, España
Post code	41013
City	SEVILLA

A.3. Coordinator

Title	SR. D.
Gender	Male
First Name	JOSE MARIA

Family Name	MORAN CARRILLO
Department	DEPARTAMENTO DE TRABAJO SOCIAL
Position	DIRECTOR GENERAL DE RELACIONES INTERNACIONALES
E-mail	VRINTCOM@UPO.ES
Telephone (including country / area codes)	+ 34 954 34 9225
Address (n°, street, avenue, etc)	CARRETERA DE UTRERA, KM. 1
Country	ES, España
Post code	41013
City	SEVILLA

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.

For the academic year 2012-2013:

Total number of students enrolled in all degree programmes offered by your institution (data from official HEI register)

Short cycle:	0.0
1st Cycle:	8908.0
2nd Cycle:	1044.0
3rd Cycle:	774.0

Number of staff (Equivalent full-time)

Teaching:	815.0
Administrative:	350.0

Number of degree courses on offer

Short cycle:	0.0
1st Cycle:	27.0
2nd Cycle:	42.0
3rd Cycle:	12.0

STUDENTS (academic year 2011-2012)

1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	552.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	48.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	27.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	9.0
Number of study mobility students (Erasmus and/or others): from participating countries	469.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	72.0

2. International Degree Students (students enrolled for a full degree programme with foreign nationality or having completed a foreign previous degree)

Number of foreign students, if applicable: from Participating countries	81.0
Number of foreign students, if applicable: non-participating countries	243.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) involved in double/multiple/joint degrees:

Number of Local students, involved in Double/multiple/joint degrees	3.0
---	-----

Number of international students, involved in double/multiple/joint degrees

2.0

ACADEMIC STAFF (academic year 2011-2012)

All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes

Number of outgoing academic staff to participating countries

78.0

Number of incoming academic staff from participating countries

10.0

COOPERATION (academic year 2012-2013)

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:

266.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries

12.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries

136.0

Total number of consortium agreements for double/multiple/joint degrees:

2.0

Of these, percentage of the consortium involving non-participating countries

0.0

European and International Education and Training Projects with contracts running in 2012-2013 (e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)

Number of projects as coordinator:

0.0

Number of projects as partner:

0.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

Number of staff at the central level:

10.0

Number of staff at the Faculty/School/Department Level:

0.0

General Organisation of Programme activities

C1. General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

Nuestra universidad dispone de un Área central de Relaciones Internacionales y Cooperación que se encarga entre otras de la gestión técnica del programa Erasmus.

En cada centro existe un Vicedecano o Subdirector que se encarga además del asesoramiento académico de algunos estudiantes, de la coordinación de los diferentes coordinadores académicos.

Los coordinadores académicos se encargan junto con el estudiante de la elaboración del contrato de estudios y posterior reconocimiento de los estudios cursados.

El área de Relaciones Internacionales dispone de una web www.upo.es/aric donde publica toda la información necesaria para los estudiantes. Las comunicaciones de los contratos de estudios e informes de reconocimiento se hacen a través de una plataforma de administración electrónica donde se asegura el correcto envío entre las distintos órganos encargados del reconocimiento de los estudios.

C2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)

In addition, please provide the direct web link where the methodology is explained:

La universidad ha adaptado todas sus titulaciones al Espacio Europeo de Educación Superior, sobre la base de 60 créditos ECTS equivalente al trabajo necesario del estudiante a lo largo de un curso académico. Los estudiantes Erasmus consultan la información que las universidades disponen sobre la oferta académica, a la vista de esta información de acuerdo con su coordinador académico elabora su contrato de estudios, el coordinador tratará de que la carga académica de los créditos cursados en el extranjero sean reconocidos por una carga global similar. Al finalizar la estancias las calificaciones son enviadas desde el Área de Relaciones Internacionales y Cooperación (ARIC) a los coordinadores para que estos redacten el correspondiente informe de reconocimiento académico que es trasladado al ARIC y al Área de Gestión de Grados para el correspondiente apunte en su expediente académico. Actualmente, se está preparando un Reglamento de Movilidad que define con claridad estos procesos

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

C3. When Participating in Mobility Activities - Before mobility

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.

Provide guidance to incoming mobile participants in finding accommodation.

Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

Nuestra universidad publica regularmente la oferta académica en su página web, este es el instrumento básico para la transmisión de información a los estudiantes incoming.

La página web es la siguiente: www.upo.es/erasmus_incoming

Carry out mobility 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 and integration of mobile participants.

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

El Área de Relaciones Internacionales es la encargada de la tramitación de los convenios bilaterales con las universidades, tanto para estudios como de prácticas.

Las propuestas recibidas de parte de los profesores son tramitadas por el ARIC hacia los Vicedecanos o Subdirectores encargados de la movilidad internacional para su estudio y aprobación. Recibida la aprobación de parte del Vicedecano o Subdirector, el ARIC tramita el convenio hacia la universidad de destino. Recepcionado el convenio se traslada a un sistema de gestión informático para la oferta de plazas en la correspondiente convocatoria pública.

En el caso de los learning agreements de las prácticas éstos son acordados con el estudiante, empresa y coordinador de prácticas de la facultad.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

La universidad dispone de un servicio de idioma cuyo objetivo es conseguir que todos los Graduados de la UPO acrediten un dominio de una lengua extranjera. Para que quede clara constancia de esto, todos los estudiantes contarán con una certificación de nivel lingüístico que se incluirá en el Suplemento Europeo al Título (SET) de sus expedientes académicos al finalizar sus estudios.

enlace al servicio de idiomas: <http://www.upo.es/idiomas/infgeneral/index.jsp>

Los estudiantes para obtener el título de grado deben acreditar al menos un nivel B1 en el marco de referencia europea.

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.

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.

C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

Have in place appropriate mentoring and support arrangements for mobile participants.

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

El Área de Relaciones Internacionales (ARIC) desarrolla un proyecto singular de fomento y promoción de la movilidad internacional, en este proyecto se da especial importancia a los estudiantes incoming y entre otras actividades podemos destacar las siguientes:

* Tutor-Tandem

* Curso de español

* Actividades culturales: visitas culturales, picnic internacional, etc.

* Reuniones de Bienvenida

En cuanto a los estudiantes outgoing, el ARIC dispone de un sistema de gestión que actualiza periódicamente la información sobre las universidades que tenemos acuerdos, y está disponible para los estudiantes a través de la web del ARIC. Además realiza documentos como instrucciones en el que se informa a los estudiantes de los trámites a realizar.

Provide appropriate linguistic support to incoming mobile participants.

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:

Como se ha comentado en el apartado anterior, el ARIC desarrolla un proyecto singular de fomento y promoción de la movilidad internacional, en el que uno de los puntos claves es la realización del curso de formación en español como herramienta de integración de los estudiantes incoming en nuestra universidad.

Además desde el Centro Universitario Internacional se ofertan cursos de español con un precio reducido.

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.

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

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

In addition, please provide the direct web link for this recognition procedure:

Los estudiantes Erasmus consultan la información que las universidades disponen sobre la oferta académica para los estudiantes Erasmus, a la vista de esta información de acuerdo con su coordinador académico elabora su contrato de estudios o de prácticas. Una vez que el estudiante vuelve con sus resultados, estas calificaciones son enviadas desde el Área de Relaciones Internacionales y Cooperación (ARIC) a los coordinadores para que estos redacten el correspondiente informe de reconocimiento académico que es trasladado tanto al ARIC como al Área de Gestión de Grados para el correspondiente apunte en su expediente académico.

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

El ARIC tramita los convenios bilaterales en los que figuran también la movilidad de personal. La información sobre la movilidad de personal se hace a través de la página web del ARIC y también a través del envío de correos electrónicos a todo el personal. El ARIC gestiona las ayudas económicas y se encarga de la documentación necesaria para la movilidad.

La movilidad internacional está prevista en la promoción del profesorado.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.

Provide relevant support to staff and students participating in these activities.

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

Desde el ARIC se apoya técnicamente la elaboración y presentación de proyectos internacionales de las propuestas que se tramitan desde los profesores.

Una vez aprobado el proyecto se sigue apoyando técnicamente la gestión de los mismos tanto desde el ARIC como desde el Área de Investigación (unidad de gestión económica).

La participación en proyectos de cooperación internacional es valorada dentro de la promoción del profesorado.

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

C7. For the Purposes of Visibility

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.

Promote consistently activities supported by the Programme, along with their results.

D. Erasmus Policy Statement (Overall Strategy)

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Translation language [EN]

Our University, within the framework of the last strategic plan, bets on a necessary international standing.

The above-mentioned plan is organized in four areas, being one of them "The International Recognition of the University".

At the moment, a new plan is under preparation for the period 2013-2016, and it is now opened to the participation, opinions and consultation of all university members.

a) Partner's election is made meeting the proposals sent by the Departments to the Vice-rectorate for Internationalization and Communication, paying attention to their priorities.

b) These are our more important geographic areas:

First Priority: European Countries

Second Priority: North of Africa, Latin America, United States, Canada and Australia

Third Priority: Asia

c) The main objectives are:

Objective 1: To be a reference in education

- Promotion of visiting professors from other universities and research centers
- Promotion of student mobility programs in Bachelor and Postgraduate level, in both modalities (study and stages).

Objective 2: To extend the academic offer and improve student recruitment.

- Improvement of doubles degrees between official studies and own studies, and also between this University and other national and international universities.

Objective 3: To encourage the knowledge of foreign languages.

- Inclusion of foreign languages in all curricula.
- Extension of the whole academic offer taught in foreign languages.

Objective 4: To encourage cooperation with other research institutions

- To promote the participation in international cooperation and research projects.
- To promote staff mobility (teaching and research staff and administrative staff) in both modalities: teaching and training.

Original language [ES]

En el último plan estratégico de nuestra universidad se apuesta por una necesaria proyección internacional .

Este plan se divide en cuatro bloques o principios básicos siendo uno de ellos: "Conseguir el reconocimiento internacional de la universidad".

Actualmente se está redactando un nuevo plan estratégico para el 2013-2016. Se encuentra en la fase de participación, opinión, consulta y aportación de toda la comunidad universitaria.

a) La elección de nuestros socios se hace sobre las propuestas recibidas en el Vicerrectorado de Internacionalización y comunicación de parte de los centros y/o de los departamentos, según las prioridades específicas que éstos establezcan.

b) Las áreas geográficas prioritarias son las siguientes:

Prioridad 1: Países europeos,

Prioridad 2: Norte de África, Iberoamérica, Estados Unidos, Canadá y Australia

Prioridad 3: Asia

c) Los objetivos más importantes:

Objetivo 1: Ser un referente en docencia

* Propiciar la docencia de profesores provenientes de otras universidades y centros de investigación

* Potenciar los programas de movilidad estudiantil tanto de grado como postgrado en sus dos modalidades, estudios y de prácticas.

Objetivo 2: Incrementar la oferta educativa y potenciar la captación de alumnos

* Potenciar las dobles titulaciones entre títulos oficiales y entre títulos propios, y promover los planes de estudios conjuntos con otras universidades nacionales y extranjeras.

Objetivo 3: Propiciar el dominio de lenguas extranjeras

* Introducir los estudios de lenguas extranjeras en los Planes de Estudio de cada titulación

* Ampliar la oferta de asignaturas propias de los Planes de Estudio dictadas en lenguas extranjeras

Objetivo 4: Fomentar la colaboración con otras instituciones de investigación

* Fomentar la participación en proyectos de cooperación e investigación de carácter internacional.

* Potenciar la movilidad de personal (personal docente e investigador y personal de administración y servicios) tanto en la modalidad de docencia como la de formación.

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Translation language [EN]

Our University will strongly support proposals to participate in international cooperation projects founded by the program.

These proposals should justify the objectives and explain the role of our institution and the expected results. Priority will be given to these projects which adapt to the objectives of the strategic plan.

Once the project has been approved, the University will give the participants the sufficient time and provide them with all the necessary resources and technical support to carry it out.

The University also commits as well to provide a space on the websites in order to broadcast and take advantage of the projects.

The participation in international cooperation projects will be considered as merit for career development.

Original language [ES]

Nuestra universidad apoyará decididamente las iniciativas de participación en proyectos de cooperación internacional que financiará el programa.

Las propuestas deberán establecer los objetivos de participación y el papel que jugará nuestra universidad así como los resultados esperados. Se apoyarán prioritariamente aquellos proyectos que se adecuen a los objetivos que se establezcan en el plan estratégico.

Una vez aprobado el proyecto, la universidad permitirá que el personal participante tenga el tiempo suficiente para llevar a cabo su proyecto de trabajo, asignando los recursos necesarios y el apoyo técnico necesario para la gestión de los mismos.

Además se compromete a proporcionar espacio en los servidores web para la difusión y explotación de los proyectos.

La participación en proyectos de cooperación internacional está recogido como mérito en la promoción profesional del personal.

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [ES]

Nuestra universidad espera contribuir a aumentar los niveles de éxito para proporcionar los titulados e investigadores que necesita Europa implementando programas de estudios de calidad en los que la movilidad tanto de estudiantes como de personal sean un elemento clave.

La Universidad Pablo de Olavide en la actualidad está muy cerca de alcanzar el objetivo de que el 20% de sus estudiantes completen un periodo de estudios en el extranjero (en el curso 2010/2011 un 4,4% y el 2011/2012 un 5,5%), este objetivo puede alcanzarse dentro de dos o tres años.

Aspiramos a que los resultados de la formación e investigación sean transferidos a las empresas para favorecer el desarrollo económico de nuestra región.

No cabe duda que con la crisis económica que atravesamos necesitamos aprovechar mejor los recursos de los que disponemos. Por ello nuestra universidad continuará mejorando la gestión de la universidad haciéndola más moderna y eficiente.

Translation language [EN]

Our University wishes to contribute to a higher level of success, with graduates and researchers necessary for Europe by means of mobility program's improvement and high-quality curricula, where students and staff mobility are the main element.

Nowadays, the University's goal is that the 20% of its students complete a study period abroad, an objective expected to be achieved within two or three years (Academic year 2010/2011: 4,4% -- Academic year 2011/2012: 5,5%).

We expect to provide the enterprises with the learning and research's results which contribute to the economic development of the region.

Due to the economic crisis, it is necessary without doubt to take more advantage of the resources available. Therefore our University will go on improving the University management, to become a more efficient and modern and institution.

* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)

E

Endorsement of the application

I, the undersigned, legal representative of the applicant institution,

certify that the information contained in this application is complete and correct to the best of my knowledge. All Programme activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;

agree to the content of the Erasmus Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: Sevilla

*Name: Vicente C. Guzman
Fluja*

Date (dd/mm/yyyy): 14/05/2013

I have read and accept the Privacy statement

Original signature of the legal representative of the Institution (as identified in section A.2 above)

Original stamp or seal of the Institution