

## EPLUS2020

**Call: EACEA-03-2020**

(Erasmus Charter for Higher Education 2021-2027)

**Topic: ECHE-LP-2020**

**Type of action: EPLUS2020-ACR**

**Proposal number: 101008359**

**Proposal acronym: ECHE\_UPO**

Deadline Id: EACEA-03-2020-1

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### *How to fill in the forms*

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

Proposal ID **101008359**

Acronym **ECHE\_UPO**

## 1 - General information

Topic **ECHE-LP-2020**

Type of Action **EPLUS2020-ACR**

Call Identifier **EACEA-03-2020**

Deadline Id **EACEA-03-2020-1**

Acronym **ECHE\_UPO**

Proposal title **European Charter for Higher Education (ECHE) UPO**

*Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &*

Duration in months **86**

Fixed keyword 1

Free keywords **European Charter for Higher Education (ECHE) UPO**

Application language **English**

### Abstract\*

*Application for an Erasmus Charter for Higher Education (ECHE) that let Pablo de Olavide University take part in Erasmus + Programme's activities (2021-2027).*

Remaining characters

1840

# Proposal Submission Forms

Proposal ID 101008359

Acronym ECHE\_UPO

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under Horizon 2020 or any other EU programme(s)?  Yes  No

Please give the proposal reference or contract number.

XXXXXX-X

## Declarations

1) We/I declare to have the explicit consent of all participants on their participation and on the content of this proposal.	<input checked="" type="checkbox"/>
2) We/I confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted.	<input checked="" type="checkbox"/>
3) We/I declare: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation (Regulation No 2018/1046) - to have the financial and operational capacity to carry out the proposed project	<input checked="" type="checkbox"/>
4) We/acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the <a href="#">Funding &amp; Tenders Portal Terms and Conditions</a> .	<input checked="" type="checkbox"/>
5) We/I acknowledge and authorize the collection, use and processing of personal data for the purpose of the evaluation of the proposal and the subsequent management of the grant/prize (if any). We/I acknowledge and authorize that the data may also be used for the monitoring and evaluation of the EU funding programme, the design of future programmes and communication purposes.	<input checked="" type="checkbox"/>

The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. If the proposal to be retained for EU funding, the coordinator and each beneficiary will be required to present a formal declaration in this respect.

### Note:

For **multi-beneficiary applications**, the coordinator vouches for its own organization and that all other participants confirmed their participation and compliance with conditions set out in the call. If the proposal is retained for funding, each participant will be required to submit a formal declaration of honour confirming this.

**False statements** or incorrect information may lead to administrative sanctions under the Financial Regulation 2018/1046.

**Personal data** will be collected, used and processed in accordance with Regulation 2018/1725 and the [Funding & Tenders Portal privacy statement](#).

Please be however aware that, to protect EU financial interests, your data may be transferred to other EU institutions and bodies and be registered in the EDES database. Data in the EDES database is also subject to Regulation 2018/1725 and the [EDES privacy statement](#).

## 2 - Participants & contacts

#	Participant Legal Name	Country	Action
1	UNIVERSIDAD PABLO DE OLAVIDE	Spain	

## 2 - Administrative data of participating organisations

<b>PIC</b>	<b>Legal name</b>
999846513	UNIVERSIDAD PABLO DE OLAVIDE

<b>ECHE Reference Code</b>	<b>Institution Code</b>
66782-EPP-1-2014-1-ES-EPPKA3-ECHE	E SEVILLA03

Short name: UNIVERSIDAD PABLO DE OLAVIDE

### Address

Street CARRETERA DE UTRERA KM 1  
 Town SEVILLA  
 Postcode 41013  
 Country Spain  
 Webpage www.upo.es

### Specific Legal Statuses

Legal person .....yes  
 Public body .....yes  
 Non-profit .....yes  
 International organisation .....no  
 International organisation of European interest .....no  
 Secondary or Higher education establishment .....yes  
 Research organisation .....yes  
 Industry (private for profit).....no

### Enterprise Data

Based on the below details from the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

SME self-declared status.....01/07/1997 - no  
 SME self-assessment ..... unknown  
 SME validation sme..... unknown

# Proposal Submission Forms

Proposal ID **101008359** Acronym **ECHE\_UPO** Short name **UNIVERSIDAD PABLO DE OLAVIDE**

## Department(s) carrying out the proposed work

### No department involved

Department name

*Name of the department/institute carrying out the work.*

not applicable

Same as proposing organisation's address

Street

*Please enter street name and number.*

Town

*Please enter the name of the town.*

Postcode

*Area code.*

Country

*Please select a country*

# Proposal Submission Forms

Proposal ID **101008359** Acronym **ECHE\_UPO** Short name **UNIVERSIDAD PABLO DE OLAVIDE**

## Person in charge of the proposal

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title

Sex  Male  Female

First name **Vicente C.**

Last name **Guzmán Fluja**

E-Mail **rector@upo.es**

Position in org.

Department

Same as organisation name

Same as proposing organisation's address

Street

Town

Post code

Country

Website

Phone

Phone 2

Fax

## Other contact persons

First Name	Last Name	E-mail	Phone
Miguel Ángel	HERRERA SÁNCHEZ	erasmus@upo.es	+34 954349229
Isabel Victoria	Lucena Cid	vrinter@upo.es	+34 954348328

## Type of organisation

- Higher education institution (tertiary level)
- School/Institute/Educational centre - General Education (secondary level)

## Information related to eligibility criteria

	Yes	No
Applicant is an HEI established in a Programme Country.	<input checked="" type="radio"/>	<input type="radio"/>
The applicant institution is eligible by National Authorities of Programme Countries.	<input checked="" type="radio"/>	<input type="radio"/>
I confirm that I have received a notification from my Erasmus+ National Agency stating that I am allowed to apply for the light procedure.	<input checked="" type="radio"/>	<input type="radio"/>

Warning: You must comply with the content of all the checkboxes.



## **COVER PAGE**

*Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the Funding & Tenders Portal Submission System. The template to use is available there.*

**Note:** *Please take due account of the objectives and Charter's principles to be awarded with the Charter under the call (see Call document). Pay particular attention to the award criteria; they explain how the proposal will be evaluated.*

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## COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES

### Declaration

I, undersigned, declare that if my institution is awarded with an Erasmus Charter for Higher Education, my institution will undertake to:

- 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.
- 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.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Programme:
  - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
  - By promoting environmentally friendly practices in all activities related to the Programme.
  - By encouraging the participation of individuals with fewer opportunities in the Programme.
  - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility or project.

### WHEN PARTICIPATING IN MOBILITY ACTIVITIES

#### 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.

#### **During mobility**

- Ensure equal academic treatment and the quality of services for incoming students.
- 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.

#### **After 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 period, based on a mobility agreement and in line with the institutional strategy.

#### **WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS**

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

#### **FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING**

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the “ECHE guidelines” and of the “ECHE self-assessment” to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

*On behalf of the Institution, I acknowledge that the implementation of the Charter will be monitored by the Erasmus National Agencies and that a violation of the above principles and commitments may lead to its withdrawal by the European Commission.*

*On behalf of the institution, I commit to publishing the Erasmus Policy Statement on the institution website.*

Vicente C. Guzmán Fluja (DNI nº 28705411P)

Rector



In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the [ECHE Guidelines](#) for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

## 1. ERASMUS POLICY STATEMENT (EPS)

### 1.1 Erasmus activities included in your EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

#### Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff

#### Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions:

Partnerships for Cooperation and exchanges of practices

Partnerships for Excellence – European Universities

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees

Partnerships for Innovation

#### Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) - Support to policy development and cooperation:

### 1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the

goal of building a European Education Area<sup>1</sup> and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

La participación en las tres acciones claves del programa permitirá a la UPO estar presente en todos los niveles de acción (individual, institucional y comunitario) desde la docencia y la investigación, para transformar la realidad. El compromiso de la UPO con su entorno (social, político, cultural etc.) está en permanente búsqueda de oportunidades desde las que transformar y ser transformada.

El programa Erasmus es, desde hace muchos años, una de las principales herramientas en esta tarea que permite, mediante la internacionalización de la UPO, participar en el proceso permanente de construcción del Espacio Europeo de Educación e incorporar, al mismo tiempo, en sus procedimientos y estructuras, los valores y principios que representan el proyecto europeo y las instituciones comunitarias.

Desde esta perspectiva se promoverá la participación de todos los miembros de la comunidad universitaria de la UPO (profesores, estudiantes y personal de administración) en el programa, tal y como se ha venido haciendo en los últimos años, a fin de que los indudables beneficios que supone la participación en el programa permeen a todo el personal y puedan, a su vez, replicarlos y amplificarlos desde sus respectivas posiciones.

Esta participación se hará en todo momento desde un escrupuloso cumplimiento de los principios de publicidad, igualdad y concurrencia competitiva.

Uno de los retos para las HEIs en general y muy particular en el marco del programa Erasmus en los próximos años es, sin duda, avanzar en el proceso de construcción del Espacio Europeo de Educación, yendo más allá de la homogenización de sistemas y generando iniciativas conjuntas, tanto de oferta académica como de trabajos de investigación, sin olvidar las necesarias tareas de gestión que puedan dar soporte a las dos anteriores.

Esto no supone una novedad en nuestra institución puesto que muchas de estas medidas e iniciativas ya se recogen en el Plan Estratégico UPO 2018-2020, en el que la internacionalización aparece como uno de los cinco pilares estratégicos de la universidad, y serán incorporadas y adaptadas en el nuevo plan estratégico.

Participating in the three key actions of the programme will enable the UPO to be present at all action levels (individual, institutional and community levels), on the basis of teaching and research, with the purpose of transforming reality. The UPO, following its commitment with its social, political, cultural environment among others, is constantly seeking new opportunities to transform and to be transformed.

The Erasmus programme has been for many years one of the key tools in this endeavour by contributing to internationalize UPO. This way the University participates in the permanent creation process of the Higher Education Area. At the same time the university structures and procedures are permanently being modelled with the values and principles of the European project and Community institutions.

From this perspective we will continue promoting, the participation of all university community members (students, teaching, research and administrative staff) in the programme. By doing so the acknowledged benefits of participating in this programme will permeate all the staff, who will be able to implement and amplify them from their respective positions.

This participation will take place with a scrupulous fulfilment of the principles of publicity, equality and competition.

One of the challenges for HEIs in general and quite particularly in the frame of the Erasmus programmes during the following years is certainly the purpose of furthering the construction of the European Higher Education Area beyond homogenising their systems. Instead our efforts should be addressed to generating joint undertakings in terms of academic offer and research, not forgetting the management tasks that may support them.

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<sup>1</sup> For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:

[https://ec.europa.eu/education/education-in-the-eu/european-education-area\\_en](https://ec.europa.eu/education/education-in-the-eu/european-education-area_en)

This is not a novelty in our institution because most of these measures and initiatives were included in the UPO Strategic Plan 2018-2020, that sets out the internationalization process as one of the five strategic pillars for the university, which will be included and adapted in the new Strategic Plan..

Please reflect on the Erasmus actions you would like to take part in and explain how they will be implemented in practice at your institution. Please explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

La UPO participará en todas las acciones del programa.

**Erasmus Key Action 1 (KA1) - Learning mobility:** Se fomentará la participación de todos los sectores de la comunidad universitaria, poniendo en marcha procesos de concurrencia competitiva que garanticen los principios de publicidad e igualdad, prestando especial atención a los colectivos provenientes de entornos desfavorecidos y con necesidades especiales.

La participación individual del personal y estudiantes de la UPO facilitará la comprensión de estos valores y principios y ayudará a su diseminación e implementación desde todos los estamentos de la universidad

**Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions:** El trabajo conjunto con otras instituciones y organizaciones permiten generar sinergias, crear nuevos productos intelectuales y obtener un mayor impacto de estos logros gracias a la suma coordinada de esfuerzos.

Todos los miembros de la comunidad universitaria tienen la posibilidad de hacer llegar sus propuestas al Vicerrectorado de Internacionalización, que tienen origen en la actividad académica y científica individual de cada uno de ellos.

Desde el Vicerrectorado de Internacionalización y el Área de Relaciones Internacionales y Cooperación (ARIC), se pone a disposición de las diferentes iniciativas un servicio de asesoramiento y seguimiento de las propuestas, coordinándolas y alineándolas con los principios y estrategias de la Declaración de Política Europea de la UPO y dotándolas de un verdadero carácter institucional.

De esta forma, los impulsos de abajo a arriba y de arriba abajo coinciden y se materializan en propuestas concretas. Obrando así no sólo se consigue que permee en todos los sectores universitarios, sino que también incluya las diferentes perspectivas y sensibilidades de todos los colectivos de la comunidad universitaria.

Al mismo tiempo, el trabajo conjunto con otras instituciones, indispensable en la tarea ordinaria de la universidad y especialmente en el objetivo particular de la internacionalización, generará los vínculos hacia fuera de la institución que permitirán la interacción con el entorno, facilitando la transferencia de conocimiento y la aplicación práctica de los resultados de estos proyectos.

**Erasmus Key Action 3 (KA3):** Por último, a través de la participación en proyectos de cooperación al desarrollo, la universidad complementará su actividad docente e investigadora, dando curso a su compromiso con la construcción de una sociedad más justa y equitativa. Materializa de esta forma la voluntad de transformación de la realidad hacia modelos más inclusivos que recoge en los documentos y declaraciones formales.

The University Pablo de Olavide will participate in all the programme actions.

**Erasmus Key Action 1 (KA1) - Learning mobility:** The participation of all sectors of the university community will be fostered by calling competition processes that grant the principles of publicity and equality. Special attention will be paid to promote the inclusion of collectives with disadvantaged backgrounds and special needs.

The individual participation of UPO staff and students will facilitate the comprehension of these values and principles and will contribute to their dissemination and implementation among the university community.

**Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions:** Joint work with other institutions and organisations allow for the generation of synergies, the creation of intellectual outputs and the obtention of a higher impact of these achievements thanks to the sum of coordinated efforts.

All members of the university community can submit to the Vice-rectorate for Internationalisation all their



proposals originated in their academic and scientific individual activities.

The Vice-rectorate for Internationalisation and the International Relations and Cooperation Area (ARIC) offer an advisory and support service for proposals. In this way we ensure that proposals are coordinated and aligned with the principles and strategies of our University's Erasmus Policy Statement giving them hence a genuine institutional character.

Bottom-up and top-down stimuli are thereby coincident and are materialised in concrete proposals. In doing so we will achieve not only that the projects permeate all university sectors but also that they include the different perspectives and sensitivities of all collectives of the university community.

Joint work with other institutions, which is indispensable in the ordinary tasks of the university, especially as far as the aim of internationalisation is concerned, will at the same time generate links outwards. These links will lead to interaction with the environment and will facilitate the transfer of knowledge and practical implementation of the outcomes of these projects.

### **Erasmus Key Action 3 (KA3):**

Finally, by participating in development cooperation projects, the University will supplement its teaching and research activities by fulfilling its commitment with building a fairer and equitable society. By doing so, UPO's will to transform reality towards more inclusive models will be materialised, as it is set in its formal statements and documents.

What is the envisaged impact of your participation in the Erasmus+ Programme on your institution?

Please reflect on targets, as well as qualitative and quantitative indicators in monitoring this impact (such as mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects (under the KA2 action), sustainability/long-term impact of projects etc.) You are encouraged to offer an indicative timeline for achieving the targets related to the Erasmus+ actions.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

En relación con la movilidad, el objetivo general es alcanzar una movilidad del 10% del estudiantado, que complementado con las diferentes acciones de internacionalización en casa permitirán a esta iniciativa tener un impacto amplio. Es probable que este objetivo se vaya a ver directamente afectado por las consecuencias del COVID-19 y por su impacto directo en las acciones de movilidad a corto y medio plazo, por lo que no se descarta una redefinición del mismo a medida que contemos con más datos e informaciones precisas sobre todo este fenómeno. La plena vigencia del mismo en el momento en que se está redactando este documento, impide tener una perspectiva suficientemente amplia como para prever el impacto en términos cuantitativos.

Tanto la difusión como la gestión del programa se realiza en coordinación con los centros de la UPO, lo que permite una adaptación a los diferentes perfiles de estudiantes en función de los títulos que cursan y la implementación de aquellas medidas que tengan en cuenta las particularidades de cada colectivo.

Al mismo tiempo, la existencia de una administración centralizada garantiza la homogeneidad en el proceso y el estricto cumplimiento de los principios y requisitos del programa. Este sistema da lugar a una oferta de plazas muy ajustada a los intereses académicos de los estudiantes sin perder de vista la necesaria garantía en la igualdad de oportunidades.

En cada uno de los centros existe un responsable académico que canaliza la firma de convenios interinstitucionales hacia el Vicerrectorado, desde donde de manera centralizada se formalizan los convenios y se vuelcan en la oferta de una única convocatoria.

Este doble nivel de actuación es el que se aplica igualmente en el proceso de difusión e información del programa (reuniones informativas, apartados web etc.), de tal forma que desde un punto de vista académico el programa recoge los diferentes perfiles y particularidades de las diferentes titulaciones, pero queda todo homogeneizado desde un punto de vista administrativo y de gestión en una sola convocatoria para todos con los mismos requisitos.

Todo el procedimiento de selección, ejecución y justificación de las movildades se realiza desde hace bastantes ediciones, a través de herramientas y procesos telemáticos, que son permanentemente revisados y actualizados, por lo que la integración con el Erasmus Without Papers no debe comportar para nuestra Universidad graves problemas o retos que pongan en peligro la consecución de nuestros

objetivos.

La participación del personal no es menos importante. La ejecución de un número importante de movidades garantiza la retroalimentación de los resultados entre los diferentes colectivos de la Universidad, generando sinergias que amplíen el impacto del programa y colaboren de manera muy efectiva en la implementación de los valores y principios de la Carta.

En lo que respecta a la participación en la Acción Clave 2, el impulso institucional mencionado en apartados anteriores pretende garantizar una participación permanente en proyectos en todas las ediciones del programa, con la presentación de al menos 10 solicitudes en cada una de ellas y la participación (como partner o como Coordinator Institution) en al menos 4 proyectos cada año.

Desde el Vicerrectorado de Internacionalización se organizan sesiones anuales para dar a conocer las oportunidades que ofrece el programa al personal docente e investigador de la Universidad, cuya información permanece disponible de manera permanente. No sólo se presenta la estructura del programa, los requisitos de las diferentes acciones y sus potencialidades, sino que incluso se ponen en marcha talleres de carácter práctico sobre cómo proceder con las convocatorias y formularios.

Al igual que ocurre con la gestión de la movilidad, el soporte de una estructura administrativa y de gestión centralizada a lo largo del proceso de solicitud y, llegado el caso, de ejecución y justificación de los proyectos, permite garantizar el cumplimiento de los requisitos de manera homogénea en toda la institución.

In relation to mobility, the general objective is to achieve a mobility of 10% of the student body. Added to the to the different undertaken actions of internationalisation at home this will bring a broad impact. This objective will most probably be affected by the consequences of COVID-19, as the direct impact in short and medium term mobilities. We therefore not discard a redefinition of the figure as we have more details and precise information about this phenomenon. The fact that we find ourselves in the centre of this health emergency at the moment of writing this document does not allow to have a perspective wide enough to foresee its impact in quantitative terms.

The dissemination as well as the programme's management is carried out in coordination with the UPO faculties and schools. This allows to adapt it to the different student profiles according to the programmes they are following and also to implement the necessary measures for each particular collective.

At the same time the existence of a centralised administration guarantees the homogeneity of the procedures as well as the strict fulfilment of the programme's principles and requirements. Thanks to this system the offer of placements is tailored to the academic interests of students although without losing sight of the necessary safeguard of equal opportunities.

There is an academic responsible person for each faculty or school who validates and forwards the establishment of inter-institutional agreements to the Vice-rectorate, where they are centrally formalised. These agreements lead to the configuration of the offer of placements in a unique call.

This two-level standard is similarly applied to the dissemination and advertising of the programme (informative meetings, website sections, etc.). This happens in such a way that from an academic point of view the programme considers and gathers the different profiles and singularities of the different degree-programmes. Nevertheless, at the same time everything is homogeneous from a managing and administrative point of view in a unique call with the same requirements for everyone.

The complete selection, implementation and reporting procedures for mobilities have been performed for many years by means of digital tools and systems which are permanently inspected and updated. Consequently, the integration of our University into "Erasmus Without Papers" will not be a serious issue or challenge and will therefore not compromise the achievement of our objectives.

The participation of staff is not less important. The implementation of an elevated number of mobilities assures the exploitation of its results by the different collectives of the University. This will generate synergies that will extend the impact of the programme and will play an effective role in the implementation of the values and principles of the Charter.

As for our participation in Key Action 2, the institutional encouragement mentioned in former sections aims to ensure a permanent participation in projects of every programme call for proposals by submitting at least 10 applications per call and being part of at least 4 projects a year (either as a partner or coordinating institution).

The Vice-rectorate for Internationalisation holds informative sessions every year to make known the opportunities of the programme for teaching and research staff of the University. The content of the sessions is available permanently. The structure of the programme, the requirements of the different actions and their potentialities are presented and additionally practical workshops are held about how to proceed with applications and forms.

In the same way as it happens with mobility management, the support of a centralised administrative and managing structure along the procedures of the projects (application and where applicable

implementation reporting) enables to ensure the fulfilment of the requirements in an homogeneous way for the whole institution.

## 2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

### 2.1 Implementation of the new principles

Please 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.

On a general basis our institution ensures the equitable access of participants from all backgrounds and the transparency of all procedures by widely disseminating our calls early enough. The minimum requirements are described thoroughly and clearly.

Furthermore, there is specific financial support coming from the two institutions funding the programme in Spain (SEPIE-National Agency and the regional governments) for those participants with disadvantaged backgrounds and special needs.

In addition to this special financial support, UPO has included in mobility calls a number of placements which are preferential for students with special needs in order to facilitate and ensure their participation in such a way that by only meeting the minimum requirements their inclusion is favoured.

We work in coordination with the Support Service for Functional Diversity in order to approach this collective. This enables a smooth communication and transfer of information to participants with special needs.

Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website<sup>2</sup>.

UPO is deeply committed with the European Student Card Initiative. In fact we are currently working to be in the best conditions when the first milestone arrives, and we are setting-up our system with the Erasmus Without Papers network. At the same time, we are managing with our partner institutions the renewal of our Interinstitutional Agreements in the new framework. Once we get this goal, and with all the institutions data in the system, we will focus on the step two and three in this process, in order to be able to send and receive student nominations and acceptances in 2022, and to exchange transcripts of records related to student mobility in 2023.

We are sure that the joint work with our IT Service will allow us to meet the established deadlines in this initiative.

On the other hand, we will run a campaign to promote the use of the programme's Erasmus+ mobile App among students. We will publish this information in our web site, include it in all our informative sessions for students and will issue specific materials.

Please explain how your institutions will implement and promote environmentally friendly practices in the context of the Erasmus+ programme.

The University Pablo de Olavide is structured as a single campus, which aims to achieve the best possible interdisciplinary integration, as well as fostering the location of all its social, teaching, research, residential and sport functions in a common geographic space.

Our campus has a great biodiversity. Even if it is located in the peri-urban area of the city of Seville and despite the fact that its lands belong to three highly populated municipalities, the campus has preserved extraordinarily rich natural assets. This has been possible thanks to the fact that our territory has been protected from the large urbanisation projects that have been executed in Seville and its surroundings during the last decades.

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<sup>2</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en)

Our institution is committed with the preservation of this natural heritage. Environmental policies are adopted, as well as actions addressed to the promotion and raising awareness of environmental values among the university community.

UPO is a university that promotes values for healthy living and as such it belongs to the Spanish Network of Healthy Universities (REUS). Prevention and the promotion of healthy habits are integrated in all its activities, looking after safety and health of all persons that operate in the campus: students, teaching and administrative staff, internal as well as external employees.

On the one hand, the implementation of digital management for all procedures avoids the use of paper and removes one of the main environmental impacts generated by administrations. On the other hand, we have launched an eminent online request and communication manager for our users, which is reducing trips for gathering information and their impact on environment.

In this regard, the existence of a metro station on the campus favours the use of collective public transport versus private vehicles. In the same way there is a wide cycle path network in the city that reaches our campus. There are some charging points for electric cars too.

While some of these measures are not specific for the Erasmus programme they do take part of the global measures undertaken by UPO for the whole university community. They are applied for managing this programme, as well as for any other initiative.

Please explain how you will promote civic engagement and active citizenship amongst your outgoing and incoming students before, after and during mobility.

During their stays outgoing students are encouraged to follow courses and participate in activities that lead them to get to know the cultural and social realities of their host countries, as well as to interact in an integrated way with the university communities hosting them.

As for incoming students, they are included in electoral rolls of UPO so they can fully integrate in all political participation instances. On this basis, they can participate in election processes of their student and institutional representatives at all levels.

The Volunteering and Solidarity Office offers students the opportunity to actively participate in different activities in close relation to other local entities. This Office organises a wide range of training and awareness raising activities, as well as volunteer programmes at a local and European level.

The Volunteering and Solidarity Office is a meeting point for students who are interested in volunteering and those organisations and NGOs willing to recruit volunteers for their programmes. It is a place for solidarity where any member of the university community is invited to expound and express their inquisitiveness for solidarity.

Along their stays, thanks to the cooperation with ESN, students participate in different social and cultural activities closely related to other local entities. They can know first-hand the inclusion promoting projects that are carried out by this student organisation.

## 2.2 When participating in Mobility Activities - After mobility

Please demonstrate your commitment to implement full automatic recognition in your Higher Education Institution.

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition<sup>3</sup>.

Once the students are selected they formalise a learning agreement with their corresponding departmental coordinators (there are over 100 departmental coordinators at UPO). This document is signed prior to the stay and means a commitment by both parties. Once the stay is completed and we receive the transcripts of records the recognition of the credits according to the agreement is automatic. The students do not need to agree anything additionally with their departmental coordinator, whose role

<sup>3</sup> The text of the Council Recommendation on Automatic Mutual Recognition may be found at: [https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210(01))

in this step of the proceeding is to transfer the grades gained in the host university to the academic record of the student at UPO.

We have published a table of equivalences offering transparent information in advance about the terms in which the conversion of grades will be put into effect.

Thanks to these two elements students know well in advance and with guarantees what will be recognised and under which conditions

The complete proceeding is carried out via an online platform with digital signature. The students are permanently informed of all the steps taken with regards to their records within this platform.

Please describe your institution's measures to support, promote and recognise staff mobility:

Informative sessions are held at two levels in order to promote the participation of staff in the programme. One level is addressed to all the staff members in order to present the mobility programme and the opportunities it offers paying special attention to financial support and the necessary permissions for a correct implementation of the stays.

The second level consists of presentations to the heads of the different administrative services stressing the importance of mobility as an instrument for internationalisation. During these sessions we ask for their cooperation in order to facilitate and coordinate mobilities of the staff belonging to their areas.

ARIC offers support and counselling for the search of information, formalisation and submission of documents, interaction with host organisations, etc.

As a part of this support and promotion, the UPO funds language training activities for participants under specific conditions and prior to mobilities.

Every staff member that carries out a mobility obtains a certification issued by the Secretary General of the University that proves their participation in the programme and the details of the mobility.

With regard to teaching and research staff, participation in mobility programmes is valued in promotion and career development processes.

### 2.3 For the Purposes of Visibility

Please provide the web link where you will host the Erasmus Policy statement in the future. Please reflect on how you plan to regularly promote the activities supported by the Programme.

<https://www.upo.es/portal/impe/web/portadaEspecificica?channel=e3791b2b-95db-11e6-883c-3fe5a96f4a88>

Regarding mobility, UPO organises informative sessions, in general and also for specific faculties and schools. These sessions are held when the calls are launched with a dual purpose. On the one hand advertising the opportunities and possibilities of the programme, fostering thereby participation. On the other hand, it is useful for participants to know the details of the call, the placements offer for their specific degree programme and all the requirements at the right time when they are about to apply.

Furthermore, the International Relations and Cooperation Area (ARIC) is actively involved in the University Welcome days organised by the Students Support Area. This event is addressed to new students at the beginning of every academic year. ARIC has an own stand to share information and support students with their questions and also holds informative sessions.

This activity aims to disseminate the Erasmus programme among new students so that they can do an adequate planning along their degree and they are in the best possible conditions to benefit from the opportunities offered by the programme when the time comes to.

Moreover, ARIC takes part in the Student Day, an initiative that intends to advertise all the services for students offered by the administrative units of UPO. The same as happens with the Welcome Days, the presentation of the Erasmus programme together with the rest of academic and administrative realities of the University helps to visualize mobility and the international experience as an structural and fundamental part of both the academic and personal training of the student. As a such it is handled and presented by the University.

As for administrative staff, informative sessions are held in order to present the mobility programme and the opportunities it offers paying special attention to financial support and the necessary permissions for

a correct implementation of the stays. At the same time the programme is presented to the heads of the different administrative services stressing the importance of mobility as an instrument for internationalisation. During these sessions we ask for their cooperation in order to facilitate and coordinate mobilities of the staff belonging to their areas.

ARIC offers support and counselling for the search of information, formalisation and submission of documents, interaction with host organisations, etc.

As a part of this support and promotion, the UPO funds language training activities for participants under specific conditions and prior to mobilities.

With regard to participation in Key Action 2, the Vice-rectorate for Internationalisation organises informative sessions every year to make known the opportunities of the programme for teaching and research staff of the University. The content of the sessions is available permanently. The structure of the programme, the requirements of the different actions and their potentialities are presented and additionally practical workshops are held about how to proceed with applications and forms.

In the same way as it happens with mobility management, the support of a centralised administrative and managing structure along the project lifecycle (application and where applicable implementation and reporting) enables to ensure the fulfilment of the requirements in an homogeneous way for the whole institution.

All these initiatives are published in our digital signage system (screens throughout our campus), in social networks and through more traditional systems as e-mails and website.

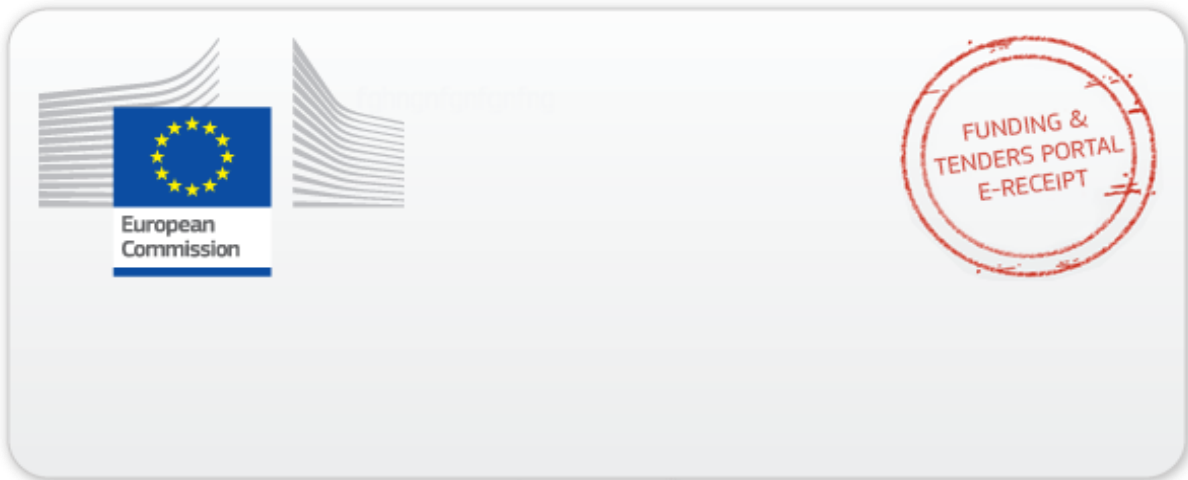
Please describe how you will ensure that the principles of this Charter will be well communicated and applied by staff at all levels of the institution.

The internationalisation strategy of UPO, where the Erasmus Policy Statement is inserted, along with the implementation of the values and principles of the European Charter is conducted from the Vice-rectorate for Internationalisation in coordination with the different administrative units, faculties and schools. This proves that these principles and values are assumed by the Government of the university, as well as its commitment to their implementation and dissemination among the institution at all levels.

Each faculty and school has a vice dean/director responsible for International Relations. This ensures that principles are spread to all departments and fields of knowledge, permeating thereby the totality of teaching and research staff.

Finally, the participation of the International Relations and Cooperation Area (ARIC) as the management and administrative unit in charge of the Erasmus programme completes the active participation of all university sectors in the dissemination and communication of the principles of the Charter.

ARIC will be responsible for disseminating the programme among all students by publishing this information not only on its website but also along the different dissemination and promotion activities and initiatives of the programme.



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