

## **REGULATIONS FOR INTERNATIONAL MOBILITY PLACES 2016-17 CALL**

### **MOBILITY OF STUDENTS, TEACHING AND NON-TEACHING STAFF OF PARTNER INSTITUTIONS**

Regulations applicable to the Escola d'Art i Disseny de Sant Cugat (School of Art and Design, Sant Cugat - hereinafter EADSC) 2016-2017 call for International Mobility.

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#### **1. INTRODUCTION**

##### **1.1.Scope**

These rules regulate the call of 2016-2017 for **International Mobility Places** (hereinafter Mobility) aimed at students and teaching staff of EADSC and collaborating Partner Institutions within the framework of 'Erasmus +'. All information and documentation can be found on the school website:

<http://escoladart.com/mobility/>

##### **1.2.Partner Institutions**

Collaborating Partner Institutions are those schools, or institutions, from European Union countries who have entered into a bilateral agreement for Mobility under the conditions determined by the 'Erasmus +' programme with EADSC.

## **2. STUDENTS FROM A PARTNER INSTITUTION UNDERTAKING A TEMPORARY MOBILITY STAY AT EADSC to follow modules of the offered curriculum to complete part of their study (SMS)**

### **2.1. Requirements**

- be enrolled at Partner Institution which has signed a bilateral cooperation agreement with EADSC under the terms of the 'Erasmus +' programme
- be nominated as a Mobility Student by the SMS Mobility Coordinator of the relevant institution.
- apply for admission as a Mobility Student within the deadlines and following the procedures approved for the purpose by the EADSC.
- have sufficient knowledge of the language of instruction of EADSC (generally accepted as being B1 level Catalan or Spanish) at the time of mobility, except in exceptional and justified circumstances.

### **2.2. Application Process and Documentation to be submitted**

- completed application form
- nomination by the Partner Institution for a Mobility stay at EADSC
- copy of National ID Card or Passport of the applicant (in colour, jpg or pdf)
- documentation to support adequate proficiency in the language of instruction (Spanish or Catalan). Personal Certificates issued by recognised public or private entities, or certification issued by the Partner Institution itself, are acceptable
- book or portfolio of works realised during the current period of studies. This may also include projects or work done outside the academic environment, and/or other activity or qualifications relevant to the requested Mobility (maximum size 10MB)
- Curriculum Vitae indicating which work experience and complementary training activities undertaken are specifically relevant to the Mobility
- motivation letter outlining the reasons for wishing to undertake the Mobility stay at EADSC, and the objectives hoped to achieve. This should be clear, well-structured and free of spelling or grammatical errors (must not exceed 1 sheet of A4).
- Learning agreement proposal: specifying the period of requested Mobility, the modules (UF) and number of credits (ECTS) hoped to attain. (Once at EADSC, the applicant may alter their chosen study provided there are justified reasons).

All the above documentation must be submitted in Catalan, English or Spanish; documents in any other language will not be considered.

Applications should be sent via email: [mobility@escoladart.com](mailto:mobility@escoladart.com). Only submissions in digital format will be accepted (pdf format and compressed into a zip clearly labelled with the name of the student). *Please DO NOT send any materials via post or courier, as they can not be returned.*

### 2.3. Selection Criteria and Scale

A scale, having a maximum score of 100 points, will be applied to the selection of participants. The distribution of this score is based on the following elements:

a) Language Criteria (up to 40 points)

Adequate knowledge of the language(s) of instruction at the time of Mobility is essential.

The languages of instruction at EADSC are Catalan and Spanish (and occasionally English in the case of lectures and talks given by Visiting Professionals). As a general rule, any Mobility requires a minimum level B1 of the language(s) of instruction at the time of mobility.

Scoring for levels according to the Common European Framework of Reference for Languages:

CEFR level:	A1	A2	B1	B2	C1	C2
Score:	5	20	25	30	35	40

Additional information and verification may be requested from the applicant, the Partner Institution and/or the Issuing Body of language proficiency certificates in cases where there is doubt over the declared level and the levels in the scale above. If the applicant claims competence in both languages, the score will be based on that of higher competence. Where one of the languages of instruction is the mother tongue, the score will be calculated as being at level C2.

Not meeting the minimum language level requirement (B1) is likely to be cause for exclusion from the selection process, excepting in justifiable cases where the applicant is predicted to have obtained the required level by the time of Mobility.

b) Book or Portfolio (up 40 points)

c) Curriculum Vitae and Motivation Letter (up to 20 points)

Mobility places will be allocated strictly by order of points scored

During the selection process the EADSC reserves the right to request additional documentation or proofs of any kind (for example, skype interview) in order to make a more accurate and precise selection of candidates.

By submitting an application, the applicant is deemed to have accepted these conditions.

## **2.4. Timeframe**

### **First semester: 14<sup>th</sup> September 2016 - 29<sup>th</sup> January 2017**

Deadline for submission of applications: 15 May 2016

Provisional offers of places: 15 June 2016

Deadline for accepting provisional offers: 30 June 2016

Final confirmation and acceptance of Mobility place offers: 02 July 2016

### **Second semester: 1<sup>st</sup> February 2017 - 15<sup>th</sup> June 2017**

Deadline for submission of applications: 15 October 2016

Provisional offers of places: 15 November 2016

Deadline for accepting provisional offers: 30 November 2016

Final confirmation and acceptance of Mobility place offers: 02 December 2016

## **2.5. Final Selection of Applicants and Distribution of Mobility Places**

The EADSC Mobility Commission will decide upon applications from students from Partner Institutions in accordance with the criteria established in the agreements of international mobility.

Final decisions on applications for Mobility places at EADSC will be notified by letter of acceptance signed by the Mobility Coordinator to the applicant making the request and to the Mobility Coordinator of the relevant Partner Institution.

The acceptance of a student from a Partner Institution for a Mobility place at EADSC is for a period of temporary study. The offer of a Mobility place does not in any way imply satisfaction of the general access requirements established in the legislation for full-term study places at EADSC, and does not imply acceptance onto courses leading to the award of any official recognised qualification or homologation, nor does it lead to the issuance of any such qualification.

Enrollment at EADSC on a Mobility place for a period of temporary stay and study will entitle the incoming student to a Final Academic Certificate detailing all modules studied and stating the grades and study credits obtained.

## **2.6. Enrollment and Subjects that Mobility students may follow at EADSC**

The Mobility Coordinator is in charge of the enrollment, orientation, supervision and monitoring of progress of incoming Mobility students.

The bilateral agreements with Partner Institutions specify:

- the courses included in the programmes, the modules (UF) which may be followed, and the number of potential credits attached to each
- the default duration of Mobility to be one semester
- the minimum and maximum number of credits for which students can enroll
- where applicable: tuition fees, enrollment fees, and registration costs of any additional optional services
- the scoring and assessment system

## **2.7. Rights and Responsibilities of incoming Mobility students during their stay at EADSC**

Incoming students on Mobility have the same rights and responsibilities as those established for regular students of EADSC - specified in the relevant regulations.

Incoming Mobility students have access to cultural and language support orientation programmes.

Incoming Mobility students have the following responsibilities:

- to enroll at EADSC on the established date
- make all payments required as established in the international mobility agreement
- complete and submit required documentation in the form and terms established
- communicate all relevant information with both the Mobility Coordinator of EADSC and that of the Partner Institution - specifically: arrival dates, modifications of semester, renunciation of Mobility place offered, changes of address, telephone number or email address, or contact information whilst in Catalonia
- notify the Partner Institution, using the appropriate document to that effect, of arrival and enrollment at EADSC.
- follow all appropriate procedures and seek all relevant permissions before and during the stay at EADSC such that their legal status in Catalonia, Spain meets the provisions of the law
- contract medical insurance to cover the entire period of stay
- comply obligations and assessment requirements established in the curricula of the programme enrolled upon for the Mobility stay
- comply with all general rules and regulations of operation, health and safety, etc at EADSC

## **2.8. Assessment (submission of work, tests and exams) and Grades/Credits**

Incoming Mobility students are entitled to be assessed in the same way as regular students and must comply with all regulations regarding the submission of assignments, sitting of tests and exams. All methods and criteria of assessment are exactly the same for incoming Mobility and ordinary students.

Grades obtained for all component assessments throughout the modules, and the final grade for each module is expressed numerically.

## **2.9. Certificates**

Once the Secretariat has all the grades from the modules followed, the Mobility Coordinator prepares the Mobility student's Final Academic Certificate. This document includes the personal data of the incoming student, the frame and name of the exchange programme where the studies have been completed, the modules enrolled in, and the grades obtained in each.

The Final Academic Certificate is signed by the Mobility Coordinator of EADSC and is presented or sent to the incoming Mobility student at the end of their period of stay. A copy will be sent to the Mobility Coordinator of the Partner Institution.

Final Academic Certificates are issued in English.

## **2.10. Reception and stay**

The Mobility Coordinator will receive Mobility students upon arrival and will promote their integration into the academic and study community of EADSC.

### **3. PARTNER INSTITUTION TEACHING AND NON-TEACHING STAFF UNDERTAKING A TEMPORARY MOBILITY STAY AT EADSC for teaching purposes (STA), or for training purposes (STT)**

Members of teaching and non-teaching staff of Partner Institutions (educational or other) may make educational stays and/or undertake training at EADSC at the proposal of the Partner Institution itself or of the Mobility Commission.

#### **3.1. Requirements of Partner Institution staff for Mobility at EADSC**

To participate in the call, applicants must meet all the following requirements:

- be a member of the teaching or non-teaching staff of a Partner Institution - both at the submission stage and at the time of the proposed Mobility
- be a national of a European member country, or of a non-member country which is participating in the 'Erasmus+' programme - in this second case, the applicant may need to apply for a visa
- be nominated as a candidate for SMS/SMT Mobility by the Coordinator of the corresponding Partner Institution, or by the Mobility Commission of EADSC
- make the application within the specified timeframe
- have adequate proficiency in one of the languages of instruction of EADSC. As a general rule, the required level is B2 at the time of mobility, except in exceptional and justified circumstances.

#### **3.2. Application**

Staff interested in participating in international mobility must submit the following documents:

- completed application form
- copy of National ID Card or Passport of the applicant (in colour, jpg or pdf)
- Curriculum Vitae (Europass CV format, pdf)
- provisional programme of activities for the Mobility: teaching programme (STA), or training programme (STT)
- documentation to support adequate proficiency in the language of instruction (Spanish or Catalan). Individual Certificates issued by recognised public or private entities, or certification issued by the Partner Institution itself, are acceptable.

All the above documentation must be submitted in Catalan, English or Spanish; documents in any other language will not be considered.

Applications should be sent via email: [mobility@escoladart.com](mailto:mobility@escoladart.com). Only submissions in digital format will be accepted (pdf format and compressed into a zip clearly labelled with the name of the applicant). *Please DO NOT send any materials via post or courier, as they can not be returned.*

### 3.3. Selection Criteria and Scale

A scale, having a maximum score of 100 points, will be applied to the selection of participants. The distribution of this score is based on the following elements:

a) Proposed Mobility programme of teaching (STA), or training (STT) - (up to 40 points).

Quality of proposals will be assessed taking the following criteria into account:

- objectives of the Mobility
- interest of the programme for the EADSC
- (for STA) detailed teaching plan (objectives, methodology, timing...), or (for STT) detailed plan of training activities (elements of study, criteria, interests ...)
- results and impact on the EADSC
- promotion and diffusion of results

b) Language Criteria (up 30 points).

Assessed according to the criteria specified for students [see 3.3]

c) Europass Curriculum Vitae (up 30 points).

(The Europass CV format can be found at the following link:

<https://europass.cedefop.europa.eu/es/documents/curriculum-vitae>). All qualifications, knowledge, experience, teaching and professional activities undertaken by the applicant which are relevant to the aims and ambit of the EADSC will be valued highly.

During the selection process the EADSC reserves the right to request additional documentation or proofs of any kind (for example, skype interview) in order to make a more accurate and precise selection of candidates.

By submitting an application, the applicant is deemed to have accepted these conditions.



## **4. LANGUAGE SUPPORT**

### **4.1. Online Language Support (OLS) Courses**

These courses are a resource for students who undertake SMS Mobility to ensure sufficient language proficiency to fully benefit from Mobility. The National Agency (SEPIE) will grant EADSC licenses for access to these courses which will be allocated to selected Mobility beneficiaries. All information on OLS courses can be found on the website of SEPIE ([www.sepie.es](http://www.sepie.es)).

### **4.2. Language Support for incoming and outgoing Mobility beneficiaries**

As is established in the obligations of any institution with ECHE status, EADSC must provide sufficient language support to outgoing and incoming beneficiaries of Mobility. Each year there will be a provision of courses which may be followed online, or at a specialised institution or company.

For outgoing students, the courses will preferably take place during the months of June and July and will be compulsory for those students who need to achieve and demonstrate the level of language competence required by the Partner Institution in order to take up a Mobility offer. These courses will be partially financed with the help of the programme. The amount of funding depends on the number of beneficiaries selected.

There will be a range of courses for incoming students to ensure they have sufficient language proficiency to benefit fully from Mobility. These courses will be in Catalan or Spanish, and it will be for the Mobility Commission to decide where, when, and which levels will be offered once applicants for Mobility have been selected and their real language needs have been assessed.

## **ADDITIONAL PROVISIO**

By accepting an offer of a Mobility place, candidates agree and undertake to comply with all Regulations herein. Failure to comply may result in the withdrawal of the Mobility place offer, immediate exclusion from the EDASC.

These **REGULATIONS FOR INTERNATIONAL MOBILITY PLACES : 2016-17 CALL** have been drawn up by the EADSC Mobility Commission and approved by the Academic Board in ordinary session in April 2016.