

REGULATIONS FOR INTERNATIONAL INCOMING MOBILITY PLACES

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 EAD Sant Cugat) 2018-2019 call for International Mobility.

1. Introduction: Scope. Partner Institution	1
2. Students from a Partner Institution undertaking a temporary Mobility stay at EAD Sant Cugat to follow modules of the offered curriculum to complete part of their study (SMS).....	2
3. Partner Institution teaching and non-teaching staff undertaking a temporary Mobility stay at EAD Sant Cugat for teaching purposes (STA), or for training purposes (STT)	7
4. Language Support.....	9

1. INTRODUCTION

1.1. Scope

These rules regulate the call of 2018-2019 for **International Mobility Places** (hereinafter Mobility) aimed at students and teaching staff of EAD Sant Cugat and collaborating Partner Institutions within the framework of 'Erasmus +'. All information and documentation can be found on the school website: <http://escoladart.com/international/>

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 EAD Sant Cugat.

2. STUDENTS FROM A PARTNER INSTITUTION UNDERTAKING A TEMPORARY MOBILITY STAY AT EAD Sant Cugat 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 EAD Sant Cugat 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 EAD Sant Cugat.
- Have sufficient knowledge of the language of instruction of EAD Sant Cugat (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
- Copy of National ID Card or Passport of the applicant (jpg or pdf)
- Documentation to support adequate proficiency in the language of instruction (Spanish or Catalan). Personal Certificates issued by recognized public or private entities, or certification issued by the Partner Institution itself, are acceptable
- Book or portfolio of works realized 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 EAD Sant Cugat, 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 EAD Sant Cugat, the applicant may alter their chosen subjects provided if 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. 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 EAD Sant Cugat 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 EAD Sant Cugat 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 and third semester/winter semester: 14th September - 29th January (aprox).

Deadline for submission of applications: 30th May

Provisional offers of places: 15th June

Deadline for accepting provisional offers: 30th June

Final confirmation and acceptance of Mobility place offers: 02 July

Second and fourth semester/ spring semester: 1st February - 15th June (aprox)

Deadline for submission of applications: 30th October

Provisional offers of places: 15th November

Deadline for accepting provisional offers: 30th November

Final confirmation and acceptance of Mobility place offers: 02 December

2.5. Final Selection of Applicants and Distribution of Mobility Places

The EAD Sant Cugat 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 EAD Sant Cugat 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 EAD Sant Cugat 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 EAD Sant Cugat, and does not imply acceptance onto courses leading to the award of any official recognized qualification or homologation, nor does it lead to the issuance of any such qualification.

Enrollment at EAD Sant Cugat 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 EAD Sant Cugat

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
- 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 EAD SANT CUGAT

Incoming students on Mobility have the same rights and responsibilities as those established for regular students of EAD Sant Cugat - 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 EAD Sant Cugat 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 EAD Sant Cugat 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 EAD Sant Cugat.

- Follow all appropriate procedures and seek all relevant permissions before and during the stay at EAD Sant Cugat 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 EAD Sant Cugat

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 EAD Sant Cugat 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 EAD Sant Cugat.

3. PARTNER INSTITUTION TEACHING AND NON-TEACHING STAFF UNDERTAKING A TEMPORARY MOBILITY STAY AT EAD SANT CUGAT 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 EAD Sant Cugat at the proposal of the Partner Institution itself or of the Mobility Commission.

3.1. Requirements of Partner Institution staff for Mobility at EAD Sant Cugat

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 EAD Sant Cugat
- have adequate proficiency in one of the languages of instruction of EAD Sant Cugat. 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
- Provisional programme of activities for the Mobility: teaching programme (STA), or training programme (STT)
- CV in case of teaching programme.

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. 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 EAD Sant Cugat
- For STA, detailed teaching plan (objectives, methodology, timing...). For STT detailed plan of training activities (elements of study, criteria, interests...)
- Results and impact on the EAD Sant Cugat
- 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).

All qualifications, knowledge, experience, teaching and professional activities undertaken by the applicant which are relevant to the aims and ambit of the EAD Sant Cugat will be valued highly.

During the selection process the EAD SANT CUGAT 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. Language Support for incoming and outgoing Mobility beneficiaries

As is established in the obligations of any institution with ECHE status, EAD Sant Cugat must provide sufficient language support to outgoing and incoming beneficiaries of Mobility.

There will be 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 EAD Sant Cugat.

These **REGULATIONS FOR INTERNATIONAL MOBILITY PLACES** have been drawn up by the EAD Sant Cugat Mobility Commission and approved by the Academic Board in ordinary session in october 2018.