

ERASMUS POLICY STATEMENT (EPS)

I.- Strategy, objectives and priorities for Erasmus activities

The University of Seville (USE) is an institution of higher education which is deeply committed to an ever-increasing process of transnational mobility. Founded over 500 years ago, USE has taken part in numerous agreements with academic institutions all over the world. Although historically Seville has focused on developing close ties with Latin-America, its participation in many European programmes such as Erasmus (since 1987), Leonardo, Comenius or in Jean Monet Actions, have placed Seville among the five top-ranking study abroad destinations. USE aims to meet the challenge set by the Lifelong Learning Programme (LLP) by participating in its different centralised and decentralised programmes. It particularly wants to build on the sound record it has maintained in the Erasmus mobility programme by promoting, not only student mobility, but also work placement mobility. With this aim, it will follow the guidelines set out in the European Quality Charter for Mobility.

Dissemination of the Erasmus University Charter and the EPS

The Erasmus Charter will be published on the International Office's web-site and it will be clearly displayed on the International Office's notice boards, along with the EPS. Copies will be sent out to all the university's schools and faculties and copies will also be available upon demand at the International Office information desk.

Erasmus Activities Visibility

The procedures governing student mobility and the dissemination of LLP activities are managed solely by the International Mobility Unit of the International Office. An essential activity is the annual call for outgoing Erasmus students and its advertising campaign that includes posters, brochures and newspaper and radio advertising. The web-site is regularly updated and essential information, such as details on application procedures or deadlines, is e-mailed across the university community.

The University Press Office distributes Erasmus-related news releases on a regular basis, which are later widely disseminated by the press. The International Office oversees all requests made by the media for information and interviews related to the Erasmus programme.

USE has a well-organised Erasmus network made up of Erasmus Co-ordinators (Faculty and School Vice-Deans), Erasmus Professors, and a team of former Erasmus students in charge of counselling new exchange students. Both home students and incoming Erasmus students with special needs are provided for by a department within the USE Assistance Service, which specialises in providing the disabled with personalised attention and promoting their full integration into the academic community.

II.- Measures to ensure high standards of quality in academic mobility activities

USE is committed to meeting the high standards set for the management of mobility programmes. It strives to improve management at every level: economic, academic, administrative, informative and logistical, in order to achieve the high standards expected of

them by the academic community.

Preliminary issues

The annual revision and updating of the study programmes of every bilateral agreement, and the inclusion of new proposals.

Outgoing Students

- Selection criteria: based on academic performance and language proficiency. Free level tests are available at the Instituto de Idiomas.
- Recognition: we guarantee outgoing Erasmus students full academic recognition of the credits and qualifications obtained abroad.
- Financial support: the University of Seville allocates some of its funds to guarantee a minimum monthly allowance for its outgoing Erasmus students..
- Counselling before departure provided by the Erasmus Faculty and School Coordinators, Professors and student assistants who collaborate with the Mobility Unit.
- Permanent Assistance at the Host Institution. In case of emergency USE will act in conjunction with the local Spanish consulate.

Incoming Students

- Before arrival: on-line pre-enrolment, and accommodation information.
- Welcome meetings in September and February.
- Briefings held by the Erasmus Faculty and School Co-ordinators.
- Services: - Free Spanish Courses. The corresponding credits will appear on the student's transcript of records.
 - Flexible study programmes.
 - Student services: Internet, sports, libraries, health services.

Teaching mobility support

- USE provides outgoing teaching staff with supplementary university funding.
- Integration in official study programmes: outgoing professors train in Content and Language Integrated Learning (CLIL) techniques and upon return lecture in languages other than Spanish.
- Visiting Erasmus Professors teach preparatory courses to outgoing Erasmus students.

III.- Quality work placement opportunities

As a means of promoting the fundamental principles of LLP actions, USE is developing actions in its bilateral agreements under the Erasmus programme, to include work placements at partner universities or accredited companies which collaborate with these universities.

The quality of these work placements is guaranteed by:

- The expertise gained since 2005 by managing 14-week-long work placements through the Leonardo da Vinci Programme. Placements included pedagogical training; a week of social and cultural orientation in the host city, a 13-week work placement in companies chosen according to detailed specifications under the partner institution's supervision and guidance, in addition to practical assistance (travelling, insurance, accommodation, living expenses, local transport), continuous assessment, and the recognition and accreditation of acquired skills.
- The joint management of work placements coordinated by the University of Seville and the relevant staff at the host institution, in charge of implementation and supervision.
- The programme will be based on solid relationships with host organizations established under formal agreements outlining work programmes, schedules, and the distribution of tasks and responsibilities. Associated companies will have to meet strict requirements.
- USE ensures the transparency of its student selection process. Selection criteria will be based on academic performance, language proficiency, and motivation.
- USE will establish the basic outline of the work placement. The exact nature of the training involved will be decided alongside partner institutions in accordance with the individual's needs.
- USE ensures the highest rate of student motivation and programme participation and provides the university community with constant feedback on its Erasmus programme through all available means of communication.