



E CASTELL01



Erasmus Policy Statement (EPS) for
the period 2007-2013
**Project number 29583-IC-2007-1-
ES-ERASMUS-EUC-1**

The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

A) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects, etc.) and any other actions in the context of the Lifelong Learning Programme (2007 - 2013).

Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

The objectives of Universitat Jaume I strategic plan of the International Office are:

I. To increase the mobility of students and academics:

- To offer 500 Erasmus places every year.
- To achieve that 25% of the graduate students take part in the programme. To guarantee an economic aid between 200 and 300 €/month for at least 6 months.
- To offer at least two places a year in every Official Master with international character of the UJI.
- To achieve that 5% of the students take their compulsory placement abroad and reach 10% at the end of the period.
- To provide at least 30% UJI and 10% private funding.
- To increase the number of incoming students in order to achieve 70% reciprocity with regard to the outgoing students.
- To finance at least 30 places for teaching missions every academic year.
- To maintain the UJI funding in at least 25% of the European financing.
- To award recognition in our incentive system.
- To promote teaching missions at Master level.

II. To increase and improve the international exchange programmes:

- To update the LLEU (university electronic book) annually and offer short summaries in English in 50% of the subjects.
- To offer specific linguistic and cultural training to at least the 30% of the participants.



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- To maintain the current level of involvement from the UJI's lectureship in the academic tutoring.
- To guarantee that at least 90% of the students have their learning agreement ready before leaving.
- To guarantee the first payment of the economic aid during the first month of their stay, which will consist of 70% of the total aid.
- To facilitate all the administrative, economic and academic proceedings through an online system.
- To provide a university guide in English to the foreign visitors.
- To provide Spanish and Catalan courses at a low price.
- To increase the accommodation offer in Castellón for overseas students diversifying it as much as possible.
- To organize at least four integration activities a month for foreign students.
- To open all subjects in any degree for enrolment.
- To provide all the incoming exchange students with an original and free transcript of records in English or Spanish.
- To collaborate with students associations .
- To offer teaching in English gradually.

III. To increase customers' satisfaction:

- To make sure that both incoming and outgoing students have a general satisfaction of 8 out of 10.
- To make sure that the satisfaction of the PDI and the PAS is of 6.5 out of 10.
- To promote the mobility of the PAS to European universities within an educational programme.

IV. To consolidate and promote our own curricular projects:

- To make sure that 2% of the Erasmus students take part in a double or joint degree.
- To promote our own International Masters.
- To offer UJI style subjects of European citizenship.
- To work in networks, such as Compostela and or the Euromed Permanent University Forum.
- To award our students with a bilingual Diploma Supplement.



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B) Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.

There are three passed regulations which guarantee the recognition and registration of the exchange students. The OCIE is certifying its basic processes through the ISO 9000. The new European credit system is being introduced with pilot projects. Complete information about the university's degrees is published online in the university electronic book in Spanish and there is also a short English version. Every degree has an exchange coordinator for the academic aspects such as the selection and recognition criteria, who prepares the learning agreement and makes the transfer of grades. They are appointed by the Vice-chancellor and they have an economic bonus as well as recognition as an incentive. The same coordinators and tutors are at the disposal of the incoming students. The students contact their tutors before arriving at the university and they make an online proposal of learning agreement. On their arrival, the enrolment is immediate. The OCIE has a broad programme for incoming students: tours and trips, international meetings, cultural presentations of European countries, etc. Moreover, we collaborate closely with student associations for the social and cultural reception and integration. We organize courses of English and French for further exchange students a year before the stay and conversation groups in four foreign languages coordinated by the CAL. There are Spanish and Catalan courses for the incoming students, too. There are 3 accommodation options: private residence, flat-sharing (there's an online accommodation directory) and accommodation in families.

Teaching missions are partly financed by the university and the lecturers obtain certain marking in the university's incentives system for academics. At least two public calls a year are made and an administrative mobility call is being prepared. We make satisfaction surveys to all the participants where we detect the strong and weak points and then we propose improvements to our Council.



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B) Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreements are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement(s) period as well as its recognition in the curriculum.

At Universitat Jaume I we will use our successful model of compulsory placements for 15 years and we will transfer the knowledge of the Leonardo projects for graduates that we started in 2003. There are three regulations for international compulsory placements. The selection through public announcements will include a CV assessment, a language exam and an interview, which will be carried out by a mixed committee of professionals. The host organization's final decision will be taken by analyzing the CV and/or by a telephonic/telematic interview. The learning programme will consist of: individualized professional guidance and an interview workshop; cultural and linguistic training insisting on the cultural differences of the country and the improvement of the pre-evaluated linguistic abilities; advice from EURES counsellors about the host country information, conditions and way of life, administrative issues, taxes, etc. The supervision and tutoring of the graduates will be carried out permanently by both (sending and host) organizations. The supervisor is responsible for the training, the personal, group and organizational insertion and for fulfilling the evaluation survey and writing reports about the student's performance. He will also carry out a continuous evaluation of the beneficiary. The university tutor has to monitor the students' activity before and during their stay; make the working plan and write the document attached to the agreement; check the development conditions and supervise the fulfilment of his obligations; evaluate the activity and assess him. The beneficiary will make a self-evaluation in the same aspects evaluated by the supervisor: linguistic skills, instrumental, systematic and interpersonal competences; the level of implementation in the tasks; needs for additional training. At the end they will obtain a certificate specifying the items described above and the mark will be introduced in the transcript of records.

Vicerektorat de Cooperació Internacional i Solidaritat
OCIE, Àrea de Cooperació Interuniversitària
Castelló de la Plana, 28 February 2007