

**REGULATION 2/2018 OF THE
ACADEMIC COORDINATORS OF
INTERNATIONAL RELATIONS
OF UNIVERSIDAD SAN PABLO-CEU**

(Approved by the Governing Council of Universidad San Pablo-CEU
on 21 November 2018)

STATEMENT OF PURPOSES

Internationalisation is one of the fundamental pillars of Universidad San Pablo-CEU and to achieve this objective, most of the University Governing Board's actions focus on this purpose.

Universidad San Pablo-CEU was a pioneer in internationalising some of its studies, promoting the students mobility through the European universities exchange agreements within the Erasmus+ Programme, as well as through agreements with other prestigious international universities. These agreements offer Universidad San Pablo-CEU students, the opportunity to carry out up to 3 international mobilities during their Bachelor's degrees.

The increasing international mobility of students has meant that for some years now, each Centre of our University has had at least one Academic Coordinator of International Relations. This figure of the Academic Coordinator of International Relations is based on the following approaches:

- 1.- The need to guarantee quality levels of CEU's international mobility offer, which enables the University to compete with prestigious universities on an international level.
- 2.- The importance of detecting the **improvement needs** to be always aligned with society and, where appropriate, with students' expectations.
- 3.- The need to offer a personalised academic monitoring of students who carry out their studies abroad, in such way in which international mobility does not interfere with the smooth running of their undergraduate studies and vice versa.

Therefore, this Regulation aims to adjust the legal regime of the Academic Coordinator of International Relations to the previously mentioned regulations and to the needs that have arisen in our academic reality.

Article 1.º- Mission, appointment and removal of the Coordinator of International Relations

1. The Academic Coordinator of International Relations is responsible for supervising academically the Erasmus +, Bilateral or Special Programmes exchanges of students in mobility received by our University (incoming students) and of the students of Universidad San Pablo-CEU who go on mobility to a foreign University (outgoing students).
2. The Vice-Rector for International Relations is responsible for their appointment and removal, at the proposal of the Dean/Director of the School. The Vice-Rector for International Relations shall report to the next Standing Committee of the Governing Council.

Article 2.º- Requirements

1. To be appointed Coordinator of International Relations is necessary to be a Permanent Professor of the corresponding School.
2. The Coordinator of International Relations shall speak at least, Spanish and English fluently.

Article 3.º- Organisational and Functional Structure

1. The Coordinator of International Relations is organically attached to the School in which he/she is a Professor, reporting to the Dean/Director of the corresponding School, and functionally to the Vice-Rectorate for International Relations.

Article 4.º - Functions

1. To academically supervise the Erasmus +, Bilateral or Special Programmes exchange processes of the students of the School in which they are integrated. Regarding the:

A. Universidad San Pablo-CEU Students:

- a) To pre-select students applying for mobility based on their academic record and other merits.
- b) To advice in the selection of the univeristy of destination depending on the students' academic situation and on the bachelor's degree they are studying, as well as on their personal interests.
- c) To participate in the public session for the selection of places by supervising the students academically.
- d) To organise informative sessions before and after the election of places on the academic aspects that affect the students' international mobility.
- e) To advise students and monitor the ellaboration of the *Learning Agreement* in which the subjects that they are going to study at their university of destination are listed and by which they shall be recognised at Universidad San Pablo-CEU.
- f) To enroll in the School, once they have booked the place before starting their mobility.
- g) To monitor the academic performance of students during their mobility in the University of destination.
- h) To carry out the necessary actions with the School for the recognition of credits of those subjects studied during the Universidad CEU San Pablo students' mobility previously stated in the *Learning Agreement*.
- i) To remind the students the obligation to complete post mobility procedures and the handing over of documents and surveys.
- j) To complete the academic information on international mobility reflected in the European Diploma Supplement (ECTS) in SAUCE, once it is requested by the students.

B. Incoming Students:

- a) To advise incoming students on the implementation and/or adaptation of the Learning Agreement in which the subjects they are going to study in Universidad San Pablo-CEU are listed.

- b) To organise informative sessions on the academic aspects that affect incoming students who study at Universidad San Pablo-CEU, specially at their arrival in Madrid.
 - c) To advise students in the enrolment of subjects and other administrative procedures at Universidad San Pablo-CEU.
 - d) To carry out the academic monitoring of students during their stay at Universidad San Pablo-CEU.
2. To support Professors and Administration and Services Personnel (PAS) mobility of the School through the *Teaching Staff* Programme or mobility programmes for administrative personnel, advising interested parties on the choice of destination and the completion of documents and formalities before and after their mobility.
 3. To organise *International Seminars* or *International Weeks* in the School for Students and Professors, seeking to reinforce the University's internationalisation, the improvement in the students education and contact, and the collaboration between Professors of similar disciplines, who come from different countries.
 4. To participate in the organisation of the International Fair corresponding to their Campus and in the Welcoming and Farewell Events of outgoing students.
 5. To suggest exchange agreements with possible partners in Europe (Erasmus + Programme) and in the rest of the world (Bilateral Agreements and Special Programmes).
 6. To propose and promote initiatives seeking the internationalisation of the University in general, and of the centre and the degrees in particular.
 7. Internal Coordination:
 - a) To attend to all the meetings that the Vice-Rector for International Relations and the Dean's Office of their School arranges.
 - b) To hold regular working meetings with the Person in charge of the International Mobility Office to carry out the monitoring of international mobilities.

Article 5.º- Remuneration and redistribution of performance

1. For the performance of his/her duties, the Academic Coordinator of International Relations shall receive the financial allowance provided for his or her work. . Furthermore, it will be necessary to think about the redistribution of their performance, within the criteria and guidelines for the assignment of teaching personnel established by the competent Vice-Rector's Office.

FINAL PROVISION

This regulation shall be of application the day after its approval by the Governing Council of the University.