RS3G Coding Camp

1

A day in the
International Relationship Office at

U. PORTO

…Dealing with ERASMUS student Mobility procedures

- ✓ External articulation with partner HEIs – Agreements, nominations, sending of mobilitiy data and forms, preparation and follow up of mobilities
- ✓ Internal articulation with the U.Porto Faculties, Professors resonsible for the mobilities and applicants – orientation and organization of mobilities
- ✓ Articulation with the National Agency – application, financial contract, individual contract of grant holders, reports
- ✓ Follow up, monitorization and evaluation of mobilities: periods of stay, study plans, transcript of records and proof of recognition

VISUAL DIAGRAM
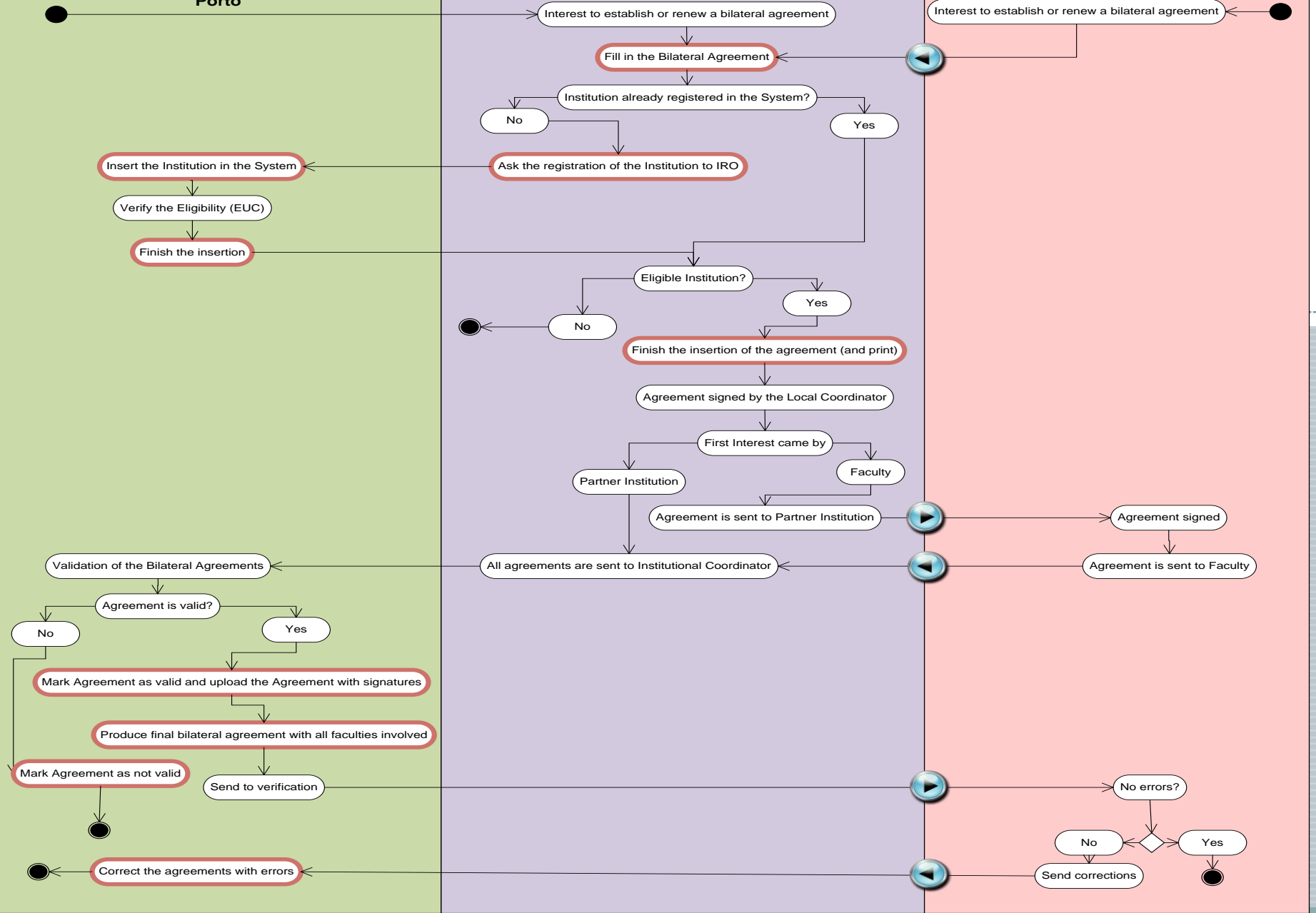## currently managing of the process

3

- **manual processes** (paper) and **touch points with our Student Information Systems** (student and **course** data)
  - I. Diagram for **bilateral agreements**
  - II. Diagram for **departures/arrivals mobilities**

IRO (International Relations Office) – University of Porto | **Faculty of University of Porto** | **Partner Institution**

- Interest to establish or renew a bilateral agreement
- Interest to establish or renew a bilateral agreement
- Fill in the Bilateral Agreement
- Institution already registered in the System?
  - No
  - Yes
- Ask the registration of the Institution to IRO
- Insert the Institution in the System
- Verify the Eligibility (EUC)
- Finish the insertion
- Eligible Institution?
  - No
  - Yes
- Finish the insertion of the agreement (and print)
- Agreement signed by the Local Coordinator
- First Interest came by
  - Partner Institution
  - Faculty
- Agreement is sent to Partner Institution
- Agreement signed
- Validation of the Bilateral Agreements
- All agreements are sent to Institutional Coordinator
- Agreement is sent to Faculty
- Agreement is valid?
  - No
  - Yes
- Mark Agreement as valid and upload the Agreement with signatures
- Produce final bilateral agreement with all faculties involved
- Mark Agreement as not valid
- Send to verification
- No errors?
  - No
  - Yes
- Send corrections
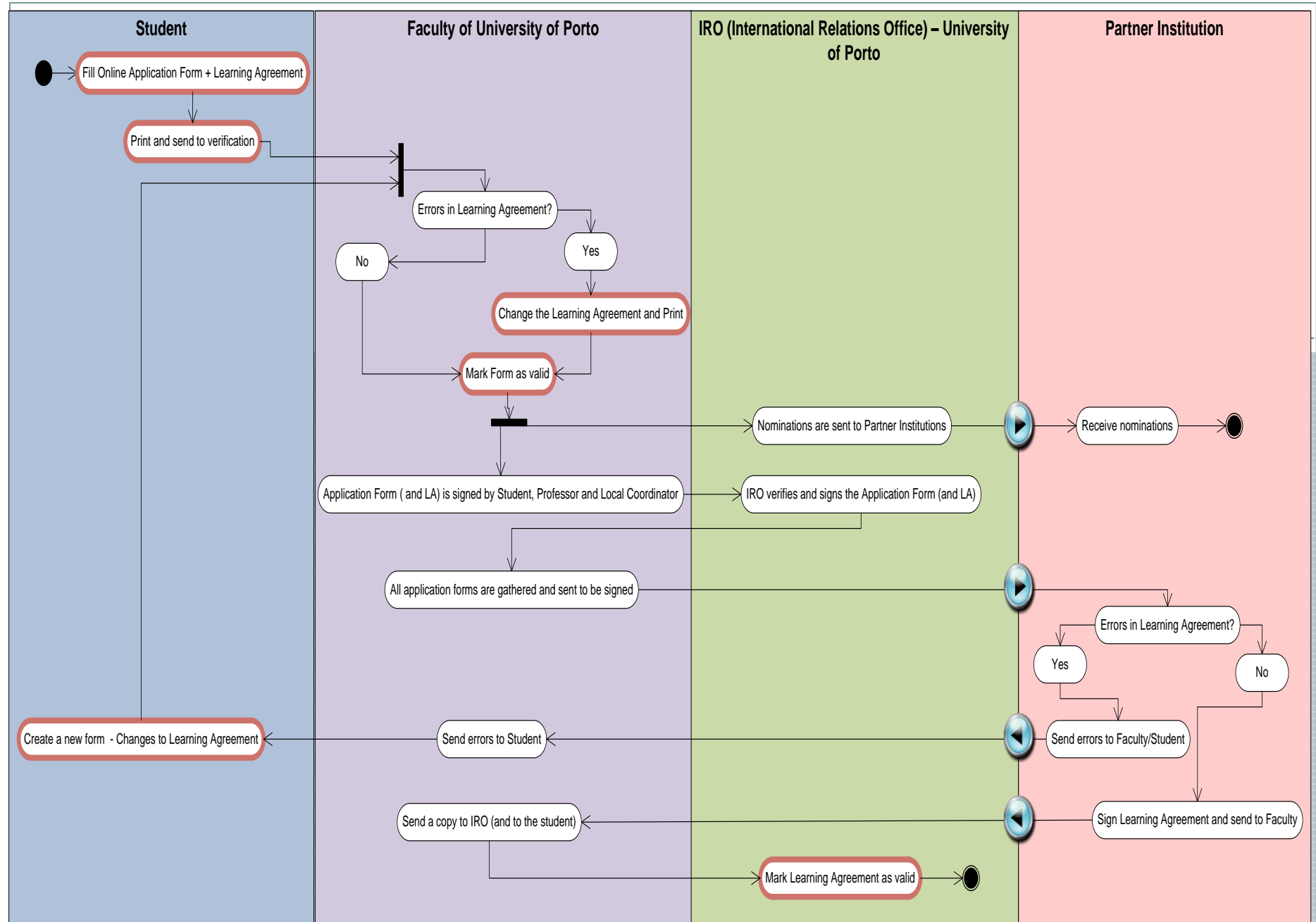- Correct the agreements with errors

23/03/2011

VISUAL DIAGRAM
currently managing of the process

- **manual processes** (paper) and **touch points with our Student Information Systems** (student and **course** data)
    - I. Diagram for **bilateral agreements**
    - II. [Diagram](#) for **departure/arrivals mobilities**

Student	Faculty of University of Porto	IRO (International Relations Office) – University of Porto	Partner Institution

- Fill Online Application Form + Learning Agreement
- Print and send to verification
- Errors in Learning Agreement?
- No
- Yes
- Change the Learning Agreement and Print
- Mark Form as valid
- Nominations are sent to Partner Institutions
- Receive nominations
- Application Form (and LA) is signed by Student, Professor and Local Coordinator
- IRO verifies and signs the Application Form (and LA)
- All application forms are gathered and sent to be signed
- Errors in Learning Agreement?
- Yes
- No
- Create a new form - Changes to Learning Agreement
- Send errors to Student
- Send errors to Faculty/Student
- Send a copy to IRO (and to the student)
- Sign Learning Agreement and send to Faculty
- Mark Learning Agreement as valid

23/03/2011

Data to be exchanged ELECTRONICALLY with HEI partner

a) bilateral agreements

b) nominations

c) Learning Agreements + Changes to the LA

d) Arrivals and departures dates confirmation

e) Transcripts of Records

"magic button"
to send/receive electronically the data

	When ?	For what purpose ?	How often ?	At what point of the process ?
a) agreements	Along the year	to agree on areas, types and numbers of mobility	Daily	To propose and accept the conditions of the agreements
b) nominations	End of March and end of September, mainly	To send specific data of selected students	Monthly	To submit/accept the nominated students
c) Learning Agreements + Changes to the LA	Before and during mobility	To settle/change study plans refered to the mobility period	Daily	To submit/accept LA/changes documents
d) arrivals and departures dates	Begining and end mobility	To confirm dates for grant purposes	Daily	To certify/report the mobility period
e) Transcripts of Records	End of mobility	To send student's performance evaluation	Daily	To send/receive ToR

Data to be exchanged ELECTRONICALLY with National Agency

- Student ID Code
- Student Name
- Email
- Status of mobility
- Academic Year
- Type of mobility
- Faculty/School – Home HEI
- Host HEI / Host Organization
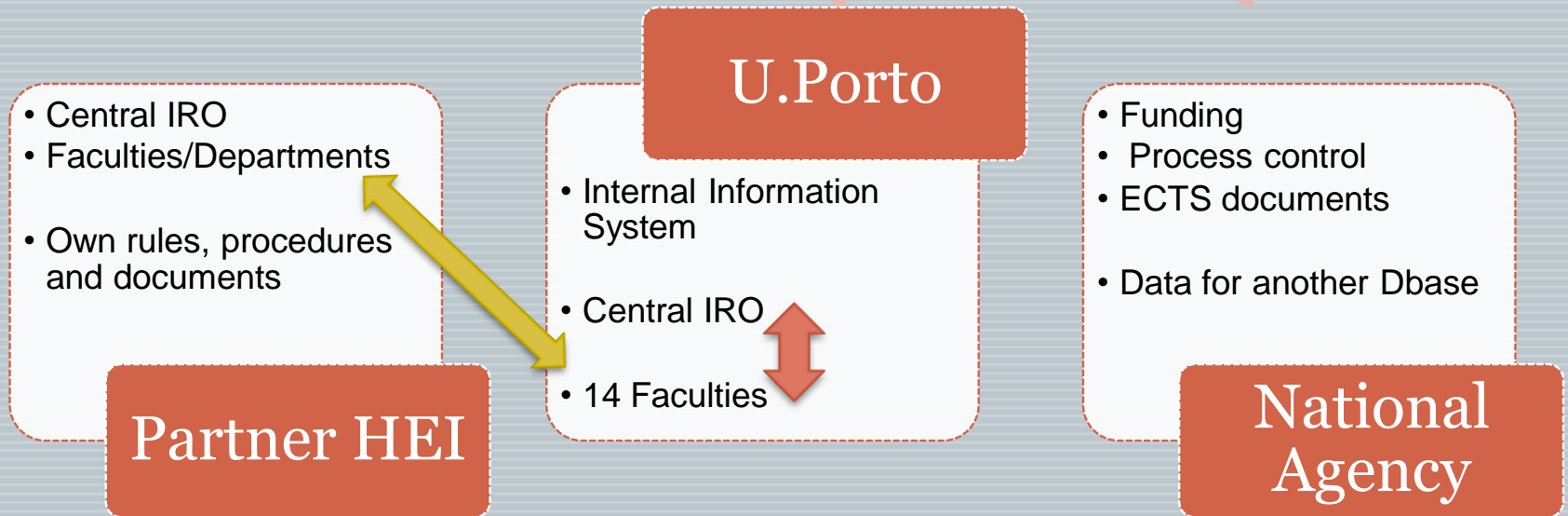- Dates (begining and end) of mobility

"magic button"
to send for N A electronically the data

	When ?	For what purpose ?	How often ?	At what point of the process ?
a) students and mobilities data	Within 15 days after starting the mobility	To register students data in mobility	Along the year mainly at the begining of semesters	To register every student at the NA when mobility starts
c) mobility status and dates confirmation	Within 45 days after the end of mobility and during mobility	To confirm the effective dates of mobilities	Along the year mainly at the end of semesters	To confirm the period of mobilities and the return of the student

... summarizing it in a visual way

Partner HEI

- Central IRO
- Faculties/Departments

- Own rules, procedures and documents

U.Porto

- Internal Information System

- Central IRO

- 14 Faculties

National Agency

- Funding
- Process control
- ECTS documents

- Data for another Dbase

Thank you !