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Procedure for Virtual Mobility at the University of Oviedo

Description for the main steps for a Virtual Mobility experience

This document describes the criteria and the main steps for a student to take part in a Virtual Mobility experience at the University of Oviedo for the academic year 2014-15.

PROYECTO UBICAMP



Procedure for Virtual Mobility at the University of Oviedo

Author: Aquilino A. Juan Fuente

Author: Raquel Menéndez Ferreira

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1 Object

This document describes the concept of Virtual Mobility and the procedure that allow students to participate in the UbiCamp Virtual Mobility experience at the University of Oviedo.

Additionally, the document details the needed rapport between the University of Oviedo and its partners in order to carry out the project; finally, the roles engaged in this Virtual Mobility experience in the University of Oviedo are also commented.

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2 Students Procedure

2.1 Purpose and types of mobility

The purpose of the current call is to select students to complete part of their studies in other European universities in the framework of a Virtual Mobility programme. Studies have to lead to obtain an undergraduate or graduate –Master or doctorate- degree. The University of Oviedo will recognize the corresponding ECTS.

This experience will give students the possibility of getting to know other university systems, and also get access to a different culture, improve the language skills and optimise their access to the labour market.

Virtual Mobility is not subsidized. Students who have been awarded a place must pay the corresponding fees at the University of Oviedo for the academic year 2014-2015, and additionally the corresponding academic fees at the host universities, if required.

It will be only possible to participate in a Virtual Mobility experience once per term, and students will be able to select several subjects from the host university.

2.2 Participation requirements and terms

In order to participate in a Virtual Mobility experience it is necessary:

- To be enrolled at the University of Oviedo in any official studies in the academic year 2013-14.
- To be a citizen of the European Union or any State of the European Free Trade Association belonging to the European Economic Area.
- To have passed 60 ECTS before the beginning of the VM experience –for the renewed studies, or have passed the first complete academic year –for the non-renewed studies, and meet the requirements of the student degree curricula.
- To command the language of the host Virtual Mobility institution or the language such institution requires in order to attend lectures.

2.3 Documentation, places and deadline for application submission, and lists of accepted and rejected students

2.3.1 Documentation

- Application form –see the corresponding format at 2.11.
- If necessary, documentation to certify the participation in the TANDEM programme at the University of Oviedo.
- If necessary, official documents certifying the required language level. Official certificates will be evaluated according to the criteria described in 2.6.
- Acceptation from the host university. If it cannot be submitted together with the application, the beneficiary is compromised to submit it at the moment required by the administration.

2.3.2 Places for applications submission

- General Register Office of the University of Oviedo: Plaza de Riego nº 4 (Oviedo).
- Auxiliary Register Offices of the University of Oviedo.

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- The application can also be sent by the means provided in the article 38.4 of the Legal Regime of Public Administrations and Common Administrative Procedures law –30/92, 26th November 1992, as stated in the law 4/1999 -13th January 1999.

2.3.3 Deadline for applications submission

- The deadline for the application submissions is 25 calendar days from the publication of this notice at the Official Gazette of the Principality of Asturias –BOPA¹.

2.3.4 Lists of accepted and rejected students

- After all applications are analysed by the Office of the Vice Chancellor for Internationalization and Graduate Studies, and once the required documentation has been verified, the provisional list of accepted and rejected students will be published in the bulletin board at Schools, Departments and at the Office of Internationalization and Development Cooperation. Concerning rejected students, the list will also include the grounds for rejection. From that moment, rejected students will have up to 10 calendar days to plead against their exclusion and to correct any possible defaults for which they were excluded.
- Once this period is finished, the final list of accepted and rejected students will be published and the way to appeal against the resolution will be shown. The final list will be published in the bulletin board at the Internationalization and Development Cooperation Service and it will also be available in the following URL <http://www.uniovi.es/internacional/estudiantesuniovi/programas/movestudios/convoctoria2014>.

2.4 Data protection

- Requesting for a Virtual Mobility experience implies the acceptations of these bases and the authorization for personal data to be used by the University of Oviedo according to the law for Personal Data Protection –*Ley Orgánica* 15/1999, 13th December 1999, with the only purpose of managing the Virtual Mobility process. Personal data provided by students will be loaded in the files for user information at the University of Oviedo, according to the restrictions from the cited law.
- With the submission of the application the student authorizes the use of the data Name, Surname, ID, Assessment, Requested Destination and Awarded Destination, in the bulletin board at the Schools, at the Departments, at the Internationalization and Development Cooperation Service and at the Web portal of the University of Oviedo. Disconformity with this publication must be expressed in writing and addressed to the Office of the Vice Chancellor for Internationalization and Graduate Studies.

2.5 Assessment commission

- The International Commission of the Center will be responsible for assessing the merits of the candidates for the mobility opportunities offered by the Center.
- The Assessment commissions will act as collegiate bodies, as stated in the regulations of the University of Oviedo, and in the specific calls.

¹ BOPA is the Official Bulletin where the Government of the Principality of Asturias is publishing all the laws and regulation approved by the Autonomy Govern. BOPA, <https://sede.asturias.es/portal/site/Asturias/menuitem.048b5a85ccf2cf40a9be6aff100000f7/?vgnextoid=7d2976a7e006e010VgnVCM1000000100007fRCRD&i18n.http.lang=en&calendarioPqBopa=true>.

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2.6 Acceptance criteria

Selection will be done according to the following criteria:

- Student curriculum, scoring 70%. The average rating for the student record will be calculated according to the procedure shown in Appendix IV, using the information available at September 30th 2013.
- The language command asked for attending the host institution classes will score 30%. The minimum score required is 2.50 over 10. In exceptional cases, the commission will accept candidates with a score below 2.50.
- To certify the language level students can choose alternatively (i.e. limited to) one of the following ways:
 - By means of an official certificate that accredit his/her command language level according to the Common European Framework of Reference for the Languages (see the accepted certificates in Appendix III). The official certificate will be valued as:
 - A1: 1 point
 - A2: 2.5 points
 - B1: 6 points
 - B2: 8 points
 - C1: 9 points
 - C2: 10 points
 - Manifesting that the student has passed at least 30 ECTS in courses taught in English ('bilingual itineraries') and that he/she want to be exempt of performing the test for the language. The evaluation, at this case will be 7 points.
 - Take the test for language command organized by the Office of the Vice Chancellor for Internationalization and Graduate Studies. Place, dates and hour in which the exams will take place are stated in 2.11. Exams will consist of a list of items with multiple answers. It will be evaluated using automatic means. The student will select only a date for the test from the possible dates available. If he/she will not attend the exam at the selected date, the request for the test will be avoided in spite of the causes for not to attend it.
 - Students that the language tests of the Erasmus Mobilities or Agreements calls in the academic years 2012-2013 and 2013-2014, will be exempt of doing the tests if they wish. In this case, the evaluation will be the best of the previous tests realized.
 - Students that accept to attend the current language tests will not have the right to be evaluated with the evaluation obtained in the previous calls.
- Additionally, Commissions may call the applicants for any destinations to a personal interview in order to assess motivation, maturity, personal autonomy, adaptability and concerns of the applicant, so as other merits like the command of the language required to be eligible for mobility. The result of the interview will be assessed with a maximum of 1.5 points which will be added to the value of the previous assessment. In this case, the destinations for which the interview is necessary must be published within 15 days from the publication of the call in the BOPA.
- Students attending bilingual itineraries will have a complementary score for English destinations, as a function of the ECTS they have got at 30th September 2013:
 - 18-24 ECTS: 1 point.
 - 30 ECTS: 1.5 points.

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- 60 ECTS: 3 points.

2.7 Proposal for the resolution of admitted students

The Vice-Chancellor for Internationalization and Graduate Studies in the competent authority for the regulation and implementation of the selection process; after reading the corresponding reports issued by the assessment commissions, the Vice-Chancellor will publish the resolution. These reports will include the list of beneficiaries and substitute candidates ordered according to their corresponding scores. This proposal will be published in the bulletin board of the Office of the Vice Chancellor for Internationalization and Graduate Studies and also in the corporate website of the University of Oviedo. Applicants will have 8 calendar days to submit any claim against the proposal.

After examining the claims, and once the prescribed period has finished, the Vice Chancellor for Internationalisation and Graduate will send the dossier to the Rector.

2.8 Awarding for the Virtual Mobility Proposal

The Rector will dictate the resolution awarding the Virtual Mobility within six months, indicating the resources that are legally due and publishing it on the bulletin board of the Vice Chancellor for Internationalization and Graduate.

2.9 Acceptations and renounces

The beneficiaries of the Virtual Mobility will have up to 8 calendar days from the publication date of the Resolution of Virtual Mobility Award to present their acceptance (or rejection) in the Official Registers of the University of Oviedo. If the acceptance is not received within the specified period, it is assumed that the beneficiary renounces to the Virtual Mobility.

2.10 Liabilities of admitted students

- Once the student accepts the Virtual Mobility:
 - The student will contact the lecturer who is responsible for the agreement in order to establish the learning agreement for the courses the student is going to attend through the Virtual Mobility experience. The student will be informed about the host institution, the virtual campus, and the academic recognition system.
 - The student will complete and submit all the documents required in relation to the Virtual Mobility experience to the Internationalization and Development Cooperation Service and also to the Administration of his / her Faculty. All documents must be submitted in due time.
 - The student must be enrolled in the University of Oviedo in the courses that will be recognized and in an equivalent number of ECTS.
- If the student renounces to the Virtual Mobility, he/she must communicate his/her decision to the responsible lecturer and to the institutional coordinator of the Internationalization and Development Cooperation Service. The student will keep the right to ask for new Virtual Mobility experiences in the future only if the renounce was due to a motivated reason.
- Once the Virtual Mobility process starts, the host university will return to the University of Oviedo the proof of initiation and access to the Virtual Mobility Platform for the student.

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- After the Virtual Mobility is completed, the host university will return the proof of the end of the Virtual Mobility, the final learning agreement and a report about the experience to the Internationalization and Development Cooperation Service at the University of Oviedo. All these documents must be returned properly signed. Only original certificates will be accepted without amendments or deletions. The certificate must be dated on or after the end date of the Virtual Mobility experience.

2.11 Documentation

The next are the necessary documents, all them are described in the corresponding official regulation (Gobierno del Principado de Asturias, 21th July 2011)²:

- Application mobility.
- Language Certificate.
- Calculation of the average.
- Calendars language test (English exams).
- Calendar for the briefings in the centres.
- Acceptance Form for Virtual Mobility.
- Printed resignation.
- Certified of Virtual Mobility starting.
- Certificate of completion of Virtual Mobility.
- Application Form - Student Sheet.
- Academic Proposal: Signing the student, the teacher responsible for the agreement and the International Coordinator of the Center.
- Learning Agreement - Study Contract Proceed as with the Research Proposal.
- Information and tips on several different fronts.

² This reference relates to the rules approved by the Government of the Principality of Asturias Autonomy (Spain). All the rules and laws are published at the Official Bulletin.

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3 Procedure for participant universities

The following points are the main steps to carry out a VM experience:

- Home universities must send the University of Oviedo a list of the students selected to participate in the Virtual Mobility experience. This shortlist will be submitted according to the deadlines established by the Office of the Vice Chancellor for Internationalization and Graduate Studies,
- This list will be sent online, using the webpage developed for this purpose by the Office of the Vice Chancellor for Internationalization and Graduate Studies.
- The deadline for receiving these lists is 30th June 2014 for Virtual Mobilities on the first term of the academic year 2014-2015 and 30th November for those who will participate in the second term of the academic year 2014-2015.
- The Office of the Vice Chancellor for Internationalization and Graduate Studies will be responsible for students' admissions. This process will be done following the Centres' reports and taking into account the balance between the incoming and outgoing students that participate in the experience. Students learning agreements will be also taken into account.
- Together with the application, the students must submit the documentation accrediting being enrolled in the university of origin.
- The deadlines for the submission are 10th July 2014 for those who will come in the first semester and 10th December for those who will come in the second one.
- The assessment of the submitted applications will be a responsibility of the Office of the Vice Chancellor for Internationalization and Graduate Studies in cooperation with the Centres, in order to know how many Virtual Mobilities can be done.
- Once the applications and attached documentation have been assessed, the students will receive an acceptance or rejection letter signed by the Vice Chancellor for Internationalization and Graduate Studies.

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4 Roles

This roles and the previous procedure is

4.1 Office of the Vice Chancellor for Internationalization and Graduate Studies (VIP)³

The VIP is the body in charge of designing, managing and implementing the internationalization policy of the University of Oviedo (UO), as a result of the international strategic plan defined by the University Government.

As regards students' international virtual mobility, the VIP is responsible for the the following duties:

- Promote, administrate, make possible and disseminate the signing of international agreements and projects from the UO and their Centres (Schools, Faculties, etc.) with universities and research centres from the foreign institutions.
- Promote and disseminate -preferably in the first four months of each academic year- the call of Virtual Mobility.
- The positions for Virtual Mobility offered in every call will be those that are valid at 20th January in the academic year previous to the one I which the Virtual Mobility will take effect.
- Organize, coordinate and resolve, according to the Centres, the selection processes of the applicants to obtain a position of the UO Virtual Mobility, on a competitive basis, guaranteeing the principles of publicity, equality, merit, capacity and non-discrimination.
- Stay in touch with the foreign universities or companies in which students' virtual mobility are taking effect in order to send the relevant documents in due time for the adequate development of mobility, as well as to jointly tackle all those unexpected incidents that may happen in the course of the experience.
- To inform to all the students enrolled in official teachings about the calls, supports, requirements and necessary administrative formalities for the breeding and development of a position for a Virtual Mobility experience. This information will be disseminated by means of campaigns, publications, email, website of the UO and other means deemed suitable.
- To deal with any complaints of students who disagree with some of the decisions made in the course of the selection process or during the development of mobility, without prejudice to the powers conferred on other bodies with respect to claims and resources.
- To develop the software applications needed for the network management and administration tasks and documentation necessary to carry out the awarded positions to the students for international virtual mobility, both the incoming and the outgoing positions.
- To keep the website updated with information about programs, positions, aids and current calls for international virtual mobility in the UO during the academic year.

³ "Vicerrectorado de Internacionalización y Postgrado" (VIP) in Spanish.

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- To issue the start and end of the Virtual Mobility certificates for the incoming students, as well as receive the same certificates for the outgoing students.

4.2 International Commission of the Centre

Every UO Centre will constitute an International Commission, formed by the Dean or Director – who will act as president, the International Coordinator, the responsible of the Administrative Office for International Issues of the Centre –who will act as secretary, an undergraduate or Master student from the Centre, a Lecturer responsible for the International Agreement, and a representative of the International Internship Supervisors.

- The lecturers will be eligible by and among the ones responsible for the international bilateral agreement for each title awarded in the Centre.
- The student belonging to the Commission shall be a member of the Board of the Centre and shall be elected by and among the members of the Board of Center students.
- The Commission shall establish the minimum values of academic curriculum, language rating or other criteria required by the partner universities, within the framework of the international mobility calls managed by the VIP.
- The Commission will participate in the selection process, in full or in subcommittees, and in the approval of the ratings records, and will inform about the claims that may occur.

4.3 International Coordinator of the Centre

The International Coordinator of the Centre is the lecturer responsible for all the students' exchanges and mobility opportunities in the Centre, in the framework of the respective international programmes and bilateral agreements in force. He/she shall be appointed by the Rector, on the proposal of the Dean or the Director of the Center. It will be part of the management team of the Centre, with consideration of Deputy Director or Vice Dean. He will be responsible for the following functions:

- To fix the deadline for the submission of documents of exchange students of undergraduate and graduate of the UO in the Administrative Office for International Issues of the Centre, according to the terms required by the University.
- To keep updated the web information about the Centre: studies, teaching program, schedules and location, with its English translation.
- To approve the proposal of studies with academic recognition which will be attended by the UO students that go to make Virtual Mobility in a foreign University.
- To sign, as institutional Coordinator, the learning agreements of the students sent by the UO which participate in a Virtual mobility in a foreign University.
- To approve the recognition of studies taken by UO students during the Virtual mobility, according to the transcription to the Spanish system of records made by the responsible lecturer, as reflected in the corresponding Bilateral Convention for notes equivalencies, and taking into account the agreement of the Governing Council of the UO –28th April 2011, that establish the rules for the recognition and transfer of credits and adaptation.

4.4 Lecturers responsible for International Agreements

It is the lecturer in charge of the Bilateral Agreement. He/she is responsible for one or more bilateral exchanges with a foreign University. These activities will be reflected in the lecturer

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service record and will be recognized in accordance with the legislation applicable in the UO in terms of educational exemptions or other benefits established for this purpose.

He is responsible for the following functions:

- To negotiate with the relevant Centre of the foreign University, the conditions and requirements for each particular Virtual Mobility Exchange (duration, level, area of study, grades, etc.) under the supervision of the VIP, informing to the international coordinator of Center.
- To participate in the selection of the UO students who have applied for one of the positions of Virtual Mobility, from which he/she is responsible.
- To sign the learning agreements of the students sent by the UO to make a Virtual Mobility in a foreign university, from which he/she is responsible of the bilateral agreement.
- To carry out, in view of the transcript of records, the transcription to the Spanish system of the marks achieved by the students of the UO in the subjects or courses taken in the foreign University, in accordance with provisions in the bilateral agreements and in article 23 of the regulation (Gobierno del Principado de Asturias, 21th July 2011) and other applicable regulations.
- To assist, to inform and to advise foreign students under the cover of the bilateral agreements of their responsibility for the completion of a Virtual mobility in the UO.

4.5 Administrative Office for International Issues of the Centre

All the Centres of official learning at the University of Oviedo must have an Administrative Office for International Issues, specialized in the management of international interchange and mobility activities which take place at the Centres, under the cover of the international programmes and the bilateral agreements signed by the Centre or by the University of Oviedo –i.e. the Erasmus agreements.

The Administrative Office for International Issues will have the following functions:

- To develop the Student’s File for students of Virtual Mobility, for those students who have obtained a virtual mobility of studies in the official call of the UO.
- To submit -in due time- the required documentation to the foreign university before the start of the Virtual Mobility studies, including in all cases the student’s file and the learning agreement.
- Once the Virtual Mobility experience has finished, to develop the student's Personal Academic Certificate for those students who have been beneficiaries of the Virtual Mobility experience. In the first case include the subjects in which the student is enrolled at the UO, and the foreign university studied with the ECTS made and the marks obtained, transcribed Spanish grading system. For internships, the certification shall include the duration and company in which the students have been made the practices and the ECTS credits to be recognized.
- To incorporate the results that are stated in the Personal Academic Certifications into the students’ curriculum, for those who have been making a Virtual Mobility experience, including those activities made in the host university that are not stated in the learning agreement, but accredited by documents.
- To enrol foreign students making a Virtual Mobility experience in the University of Oviedo in the subject stated in their learning agreements.
- To inform students about the administrative procedures and other issues related to the Virtual Mobility.

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5 References

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