

I.

ISVOUGA - Instituto Superior de Entre Douro e Vouga, being aware of the importance of a rightly structured and integrated policy for internationalisation, has considered the following short term objectives in the scope of a strategic plan of activities:

- Widen the scope of its international partnerships in the areas of the courses taught, diversifying countries and regions involved.
- Increase student mobility with a view to reaching a rate of 2% until 2013.
- Develop mobility projects for students, teachers and employees in the scope of Erasmus activities, with the aim of :
 - providing students higher intellectual and cultural qualifications, together with the development of capabilities of initiative, adaptation, flexibility and communication;
 - increasing, by means of multilateral agreements, the opportunities to qualify and diversify the training offer of the institution, particularly at the level of 2nd cycle studies with double certification;
 - strengthening research and innovation by means of development of joint programmes and initiatives, resulting from partnerships with well-known institutions with which the institution has made agreements;
 - qualifying and simplifying procedures for credit transfer or a system of academic recognition, thus contributing to generalise the phenomena of academic and professional mobility;
 - promoting a culture of sharing experiences with the aim of getting in touch with and assimilating good practices adopted in different regions for the same purposes;
 - optimising administrative procedures associated with management of international interchange at the level of methodologies and procedures.

Isvouga, as a polytechnic institution, has always considered the integration of students into the job market a priority. The existence of a UNIVA-Unidade de Integração na Vida Activa (Employability Network) since 1997 in this Institute, demonstrates this Institute's concern with the process of transition from school/work. One of the main activities of this structure is to place students in a context of a curriculum internship, professional internship and/or employment. In this sense, the creation and widening of a list of entities and companies, placing students, as well as follow-up and monitoring these processes are some of its main functions. Bearing in mind the underlying ideas of the Bologna process, and the enlargement of the physical space of work to the European Union, it is fundamental to provide for internships integrated into a curriculum and/or professional internships in the context of international mobility and in close cooperation with partner Institutions, namely with a view to placing and following up students in a context of internship/work.

To achieve this set of objectives, ISVOUGA proposes to:

- Disseminate its European policy of internationalisation through internal and external means of communication, namely:

- make information and contacts available for additional issues through the website,
 - post posters in highly visible places of the Institution,
 - send mailings to the educational community,
 - promote sessions for dissemination,
 - develop actions for individual clarification,
 - produce a bilingual student guide,
 - among others.
- Involve the educational community by means of meetings and individual contacts (Student Support Office, Student Association, teachers, course coordinators, Pedagogic Council, Scientific Board and Consulting Board) to attain these objectives,
- Define and disseminate, by means of a leaflet, all the information needed to applicants and subsequent stages of mobility processes, as well as useful contacts and other sources of information available,
- Create the necessary conditions to implement internationalisation strategies, reinforcing human and physical resources dedicated to this mission,
- Give visibility to ERASMUS mobility actions carried out by students, adopting the Diploma Supplement as an instrument of external validation of their curriculum and extra curriculum competences,
- To proactively contribute to ensure equality of access, Avoid any situation of unfairness and/or discrimination due to religion, sex, race, social and cultural backgrounds.

II.

ISVOUGA will ensure the quality of mobility, namely by adopting measures that contribute to:

- wide dissemination of ERASMUS programme in the educational community of ISVOUGA, sharing all the information on:
 - candidates' applications,
 - inherent advantages of mobility, namely from the point of view of curriculum improvement,
 - types of support and follow up available,
- Previous knowledge of the regions and institutions receiving students, so as to provide distance support,
- organising outgoing mobility, providing help to find accommodation, language preparation and organising information on countries and institutions of destination.
- Making information available to incoming students on:

- the Institution,
 - courses and training available, as well as curricula,
 - extra curriculum activities and continuous training,
 - rules of the Institution,
 - useful information, such as opening and closing times of main services,
- foreign student integration into the institution, city and region by means of:
- Introduction to the educational community,
 - involving incoming students in other initiatives of the Institution that require cooperation/support on their part (seminars, taking part in fairs, socialising with teachers/students, etc.),
 - Adequate language preparation, organising Portuguese intensive courses for those who are interested, given by the language teachers from ISVOUGA.
 - support to get accommodation, as well as to satisfy all their needs to adapt and integrate,
 - organizing cultural visits to the region,
 - each incoming student will be attributed a ' "godfather" by the Student Association,
 - involving incoming students in all activities of the Student Association and "Tuna Académica" (Student's musical group), namely the activities to welcome students at the Institute.

III.

The development of mobility specific activities for internships constitutes an excellent opportunity to increase the number and quality of the effects of mobility activities. To this end, course coordinators and student support office will be involved in a monitoring mission ensuring follow up and assessment of incoming/outgoing actions.

ISVOUGA undertakes the compromise to keep close contact with the partner Institution, with the aim of continuous involvement of internship supervisor/tutor, whether they represent the Institution or the company giving the internship. In order for the follow up and assessment to be validated, participating students will be asked to fill in a self-assessment report, which will be an indication of the quality of the process.

ISVOUGA also obviously undertakes to act according to the principle of reciprocity, guaranteeing total openness to international students, relative to contacts and agreements signed, i.e. agreements made with companies in the region with a view to having internship programmes, as well as the attribution of an internship supervisor or tutor, who will jointly be responsible for field support, thus keeping the same quality standards it promotes for its students.