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ERASMUS+

Project Technical Description (Part B)

Erasmus Charter for Higher Education

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COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES

DECLARATION

I, undersigned, declare that if my institution is awarded with an Erasmus Charter for Higher Education, my institution will undertake to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Programme:
 - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
 - By promoting environmentally friendly practices in all activities related to the Programme.
 - By encouraging the participation of individuals with fewer opportunities in the Programme.
 - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility or project.

WHEN PARTICIPATING IN MOBILITY ACTIVITIES

Before mobility

- Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
- Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow

mobile students to make well-informed choices about the courses they will follow.

- Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
- Carry out mobility for the purpose of studying and teaching only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception, support and integration of mobile participants.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide active support to incoming mobile participants throughout the process of finding accommodation.
- Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
- Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

During mobility

- Ensure equal academic treatment and the quality of services for incoming students.
- Promote measures that ensure the safety of outgoing and incoming mobile participants.
- Integrate incoming mobile participants into the wider student community and in the Institution's everyday life. Encourage them to act as ambassadors of the programme and share their mobility experience.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Provide appropriate language support to incoming mobile participants.

After mobility

- Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of their mobility period.

- Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate. They shall be transferred without delay into the student's records, shall be counted towards the student's degree without any additional work or assessment of the student and shall be traceable in the student's transcript of records and the Diploma Supplement.
- Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).
- Encourage and support mobile participants upon return to act as ambassadors of the programme, promote the benefits of mobility and actively engage in building alumni communities.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the “ECHE guidelines” and of the “ECHE self-assessment” to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

On behalf of the Institution, I acknowledge that the implementation of the Charter will be

monitored by the Erasmus National Agencies and that a violation of the above principles and commitments may lead to its withdrawal by the European Commission.

On behalf of the institution, I commit to publishing the Erasmus Policy Statement on the institution website.

Legal representative of the institution: Francisco Javier Antolín Zamora

Signature of the legal representative

In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the [ECHE Guidelines](#) for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

1. ERASMUS POLICY STATEMENT (EPS)

1.1 ERASMUS ACTIVITIES INCLUDED IN THE EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff

Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions:

Partnerships for Cooperation and exchanges of practices

Partnerships for Excellence – European Universities

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees

Partnerships for Innovation

Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) - Support to policy development and cooperation:

1.2 ERASMUS POLICY STATEMENT (EPS): THE STRATEGY

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the

goal of building a European Education Area¹ and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

En los últimos seis años la estrategia de internacionalización ha sido uno de los puntos clave del planteamiento educativo de nuestra institución educativa. Decenas de estudiantes de nuestra institución así como varios profesores han realizado movilidades internacionales. También nuestra institución ha recibido a profesores de otros países y hemos colaborado en diferentes proyectos de carácter internacional.

Dentro de esta estrategia de internacionalización Europa ha sido el objetivo prioritario, y por ese motivo consideramos imprescindible continuar participando en el programa Erasmus, tal y como llevamos haciendo desde el año 2007, habiendo sido constante desde entonces nuestra participación en proyectos de movilidad de estudiantes para el desarrollo de sus prácticas profesionales correspondientes al modulo profesional de formación profesional de Formación en Centros de Trabajo en empresas situadas en diversos países de la Unión Europea como Polonia, Italia, Portugal, Malta, Eslovenia, Alemania o República Checa. También diferentes personas de nuestro staff han participado en actividades en países como Italia, Portugal, Malta, Países Bajos y Finlandia. Finalmente, hemos formado parte de cuatro consorcios diferentes.

Según nuestros cálculos, y siguiendo la línea de los últimos años más de 10 estudiantes y 3 o 4 profesores de nuestra institución se beneficiarán anualmente del Proyecto. En total, calculamos para el periodo 21-27 que más de 50 estudiantes y 12 profesores participarán.

Entendemos que, en un entorno globalizado como en el que nos encontramos, los planteamientos educativos no pueden ceñirse a un entorno y una formación meramente locales. Eso sería prejudicial tanto para nuestros estudiantes como para la propia institución.

Con nuestra participación en el programa Erasmus queremos conseguir, o contribuir a la consecución de los siguientes objetivos:

- Preparar a nuestros alumnos para un entorno de trabajo globalizado
 - Proporcionar a nuestros alumnos la posibilidad de realizar movilidades internacionales como un elemento más de su desarrollo profesional.
 - Promover actividades de movilidad internacional para nuestro personal.
 - Facilitar el intercambio de conocimientos y métodos de aprendizaje
 - Mejorar la calidad de nuestra educación
 - Generar sinergias internacionales y multidisciplinarias.
 - Contribuir a la mejora progresiva de la competencia digital de nuestros alumnos
 - Garantizar la igualdad de oportunidades y fomentar la inclusión en la educación.
-

Over the past six years the internationalization strategy has been one of the key points of our educational approach to our educational institution. Dozens of students from our institution as well as several teachers have made international mobility. Our institution has also received teachers from other countries and we have collaborated on different international projects.

In this internationalisation strategy Europe has been the main objective, and for this reason we consider essential to continue participating in the Erasmus programme, as we have done since 2007, participating constantly and actively since then in student mobility projects for the development of their professional practices corresponding to the professional training module of On the Job Training in companies located in different countries of European Union like, for example: Poland, Portugal, Italy, Germany, Malta, Slovenia or Czech Republic. Also different people from our staff have taken part in activities in countries such as Italy, Portugal, Malta, Netherlands and Finland. In addition, we have been part of four different consortiums.

According to our calculations, and following the trend of recent years more than 10 students and 3 or 4 teachers of our institution will benefit annually from the project. In total, we calculate for the period 21-27

¹ For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:
https://ec.europa.eu/education/education-in-the-eu/european-education-area_en

that more than 50 students and 12 teachers will participate.

We understand that, in a globalized environment such as the one we are in, educational plans cannot be confined to a purely local environment and training. That would be a preliminary ruling for both our students and the institution itself.

With our participation in the Erasmus programme we want to achieve, or contribute to the achievement, of the following goals:

- Prepare our students for a global working environment
- Provide our students the opportunity to do international mobilities as a part of the professional development
- Promote activities or international mobility for our staff members
- Facilitate exchange of knowledge and teaching experiences
- Improve the quality of our education
- Generate international and multidisciplinary synergies
- Contribute to the progressive improvement of the digital skills of our students
- Ensure equal opportunities and promote inclusion in education.

Please reflect on the Erasmus actions you would like to take part in and explain how they will be implemented in practice at your institution. Please explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

En estos próximos seis años nos gustaría tomar parte en diferentes acciones tales como:

- Promover prácticas para nuestros estudiantes en empresas extranjeras
- Organizar prácticas para nuestros estudiantes en empresas extranjeras en la modalidad de teletrabajo.
- Organizar movilidades internacionales para nuestro staff, principalmente para los profesores de formación profesional
- Participar en proyectos multilaterales con instituciones de otros países miembros de la UE:
- Establecer relaciones con otros centros e instituciones con objetivos e intereses comunes, con el objetivo de crear redes de trabajo estratégicas, bien estructuradas y colaborar de manera intensa y duradera en el tiempo.
- Fortalecer esas relaciones mediante visitas bilaterales, encuentros de trabajo multilaterales y acciones de formación.
- Tomar parte activamente en asociaciones y alianzas para impulsar el desarrollo del conocimiento y la formación profesional.
- Favorecer el desarrollo de la innovación la creatividad y el emprendimiento mediante diferentes actividades formativas
- Participar en proyectos de cooperación para el impulso y desarrollo de la modernización e internacionalización de la educación en el ámbito europeo
- Realizar acciones formativas que promuevan la autoorientación profesional y el aprendizaje a lo largo de la vida.

La movilidad de nuestros alumnos, tanto en la modalidad presencial como en la de teletrabajo, contribuye de manera evidente a su adaptación a un entorno globalizado y permitirá también mejorar sus competencias digitales, aspectos ambos fundamentales hoy en día.

Asimismo, las movilidades internacionales, visitas, actividades formativas, etc. en las que participe nuestro personal, especialmente nuestros profesores, deberán contribuir eficazmente a la mejora de la calidad de nuestra educación así como a la generación de sinergias internacionales y multidisciplinarias.

Finalmente, prestaremos especial atención a los colectivos más desfavorecidos para promover especialmente en ellos estas actividades y garantizaremos siempre la igualdad de género en todos nuestros procesos.

In these next six years we would like to take part in different actions such as:

- Promote internships for our students in foreign companies
- Organize internships for our students in foreign companies by teleworking mode.
- Organise international mobilities for our staff members, mainly teachers of Vocational Education and

Training

- Participate in multilateral international projects with institutions of other countries
- Establish relationships with other institutions with common interests and goals, with the aim of creating strategic, well-structured networks of work and collaborating in an intense and lasting way.
- Strengthen these relationships through bilateral visits, multilateral work meetings and training actions.
- Take an active part in partnerships and partnerships to promote knowledge development and vocational training.
- Promote the development of innovation creativity and entrepreneurship through different training activities
- Participate in cooperation projects for the promotion and development of the modernisation and internationalization of education at European level
- Carry out training actions that promote professional self-training and lifelong learning.

The mobilities of our students, both in the face-to-face and teleworking modalities, clearly contributes to their adaptation to a globalized environment and will also improve their digital skills, both fundamental aspects today.

In addition, international mobility, visits, training activities, etc. in which our staff participate, especially our teachers, should contribute effectively to improving the quality of our education as well as generating international and multidisciplinary synergies.

Lastly, we will pay special attention to the most disadvantaged groups to promote these activities especially in them, and we will always ensure gender equality in all our processes.

What is the envisaged impact of your participation in the Erasmus+ Programme on your institution?

Please reflect on targets, as well as qualitative and quantitative indicators in monitoring this impact (such as mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects (under the KA2 action), sustainability/long-term impact of projects etc.) You are encouraged to offer an indicative timeline for achieving the targets related to the Erasmus+ actions.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

Nuestra institución, mediante estas acciones, pretende obtener una mejora en la calidad de nuestras enseñanzas, encontrar nuevos compañeros para la realización de proyectos Erasmus, atraer más alumnos a nuestra instituto y prepararles mejor para un entorno globalizado, mejorando sus competencias digitales y garantizando siempre la inclusión y la igualdad de oportunidades. Otro de los impactos esperados es la mejora de la competencia lingüística en lenguas extranjeras de nuestros alumnos, con el objetivo de mejorar su empleabilidad.

Nuestro centro tiene ya mucha experiencia en programas internacionales, prueba de su implicación. Lo que pretendemos ahora es mantener esta línea con nuestros alumnos de Formación Profesional, centrales en la actual estrategia económica europea.

Esperamos también que la participación en el programa Erasmus tenga un fuerte impacto en la modernización de nuestra escuela y nos gustaría alcanzar los siguientes resultados:

1. Mejorar las competencias profesionales de nuestros alumnos, vinculadas a los diferentes perfiles profesionales.

El Sistema Educativo Español está tratando de aumentar el número de estudiantes de educación superior, reduciendo el abandono temprano y fomentando una cultura de aprendizaje permanente. Este tipo de capacitación puede permitir la integración de las habilidades adquiridas durante la experiencia laboral previa. La posibilidad de participar en el programa Erasmus + ofrece la oportunidad de aprender más sobre las experiencias exitosas activas en otros países y aumentar la calidad del aprendizaje, debido a que contribuye a mejorar sus competencias digitales y lingüísticas, además de las específicas de sus estudios.

Indicadores: incremento de alumnos matriculados, número de alumnos que abandonan las enseñanzas de formación profesional, tasas de empleabilidad, número de alumnos que participan en movilidades

2. Mejorar la calidad del trabajo de los profesores.

Conocer empresas e instituciones de otros países mejorará a buen seguro el nivel de nuestro staff, proporcionando nuevos puntos de vista que enriquecerán la formación de nuestro alumnado y contribuirán a dinamizar la actividad educativa del centro.

Indicadores: índices de satisfacción de alumnos, profesores y familias, número de movilidades realizadas por nuestro staff

3. Construcción sistemas de educación superior inclusivos y conectados

Vivir experiencias en el extranjero relacionadas con los sistemas de educación superior crearán fuertes vínculos entre los países visitados, exponiendo las diferencias y similitudes de los mismos. Esto proporcionará a nuestra escuela una visión más amplia de estas otras realidades para que estas experiencias nos ayuden a mejorar nuestra propia práctica. Esto además redundará en una mayor satisfacción tanto de alumnos como de profesores.

Indicadores: número de visitas de otros países recibidas, número de visitas realizadas a otros países, número de proyectos conjuntos en los que participamos

4. Asegurar que las instituciones de educación superior contribuyan a la innovación

La participación en programas de movilidad y cooperación es fundamental para el intercambio de nuevos conocimientos, innovación e investigación. La posibilidad de conocer las formas de trabajar de otras personas permitirá que los alumnos y profesores involucrados involucrados adquieran otras herramientas para desarrollar su trabajo futuro.

Indicadores: número de proyectos conjuntos en los que participamos, número de instituciones de la UE con las que mantenemos relación de forma activa

5. Convertirnos en una organización más moderna, dinámica y comprometida

Uno de los aspectos más importantes de nuestro sistema de educación superior son sus conexiones con el mercado laboral. Pensamos que llevar a cabo estas movilidades mejorará la nuestra forma de trabajar y la realidad de nuestra escuela, haciéndonos más moderna, dinámica y efectiva, animando así a nuestros estudiantes a enfrentar el futuro profesional en su país y en los otros países participantes. Además, esto incrementará la capacidad de nuestra organización para operar a nivel internacional.

Indicadores: número de proyectos de innovación llevados a cabo, índices de satisfacción de estudiantes, familias y empresas

Our institution, through these actions, aims to achieve an improvement in the quality of our teachings, find new colleagues for the realization of Erasmus projects, attract more students to our institute and prepare them better for a globalized environment, improving their digital skills and always guaranteeing inclusion and equal opportunities. Another of the expected impacts is the improvement of linguistic competence in foreign languages of our students, with the aim of improving their employability.

Our school already has a lot of experience in international programs, proof of its commitment. What we are aiming at this moment is to maintain this line with our Vocational Training students, which is very important to the current European economic strategy.

We also hope that participation in the Erasmus programme will have a strong impact on the modernisation of our school and we would like to achieve the following results:

1. Improve the professional competencies of our students, linked to the different professional profiles.

The Spanish education system is trying to increase the number of higher education students, reducing early abandonment and fostering a culture of lifelong learning. This type of training can allow the integration of skills acquired during previous work experience. The possibility of participating in the Erasmus+ programme offers the opportunity to learn more about successful experiences active in other countries and increase the quality of learning, as it contributes to improving their digital and linguistic skills, in addition to those specific to their studies.

Indicators: increase of students enrolled, number of students leaving vocational training, employability rates, number of students participating in mobility

2. Improve the quality of teachers' work.

Knowing companies and institutions from other countries will safely improve the level of our staff, providing new points of view that will enrich the training of our students and help to energize the educational activity of the institution.

Indicators: students, teachers and families' satisfaction rates, number of mobilities made by our staff

3. Creating inclusive and connected higher education systems

Living experiences abroad related to higher education systems will create strong links between the

countries visited, exposing the differences and similarities of them. This will give our school a broader view of these other realities so that these experiences will help us improve our own practice. This will also result in greater satisfaction for both students and teachers.

Indicators: number of visits from other countries received, number of visits to other countries, number of joint projects in which we are involved

4. Ensuring that higher education institutions contribute to innovation

Participation in mobility and cooperation programmes is critical to the exchange of new knowledge, innovation and research. The ability to know other people's ways of working will allow the students and teachers involved to acquire other tools to develop their future work.

Indicators: number of joint projects in which we are involved, number of EU institutions with which we actively relate

5. Become a more modern, dynamic and committed organization

One of the most important aspects of our higher education system is its connections to the labour market. We believe that carrying out these mobilities will improve the way we work in our school, making us more modern, dynamic and effective, thus encouraging our students to face the professional future in their country and in the other participating countries. In addition, this will increase our organization's ability to operate internationally.

Indicators: number of innovation projects carried out, students, families and companies' satisfaction rates

Cronograma – Timeline

OBJETIVO - GOAL	2021	2022	2023	2024	2025	2026	2027
Preparar a nuestros alumnos para un entorno de trabajo globalizado Prepare our students for a global working environment							
Proporcionar a nuestros alumnos la posibilidad de realizar movilidades internacionales como un elemento más de su desarrollo profesional. Provide our students the opportunity to do international mobilities as a part of the professional development							
Promover actividades de movilidad internacional para nuestro personal. Promote activities or international mobility for our staff members							
Facilitar el intercambio de conocimientos y métodos de aprendizaje Facilitate exchange of knowledge and teaching experiences							
Mejorar la calidad de nuestra educación Improve the quality of our education							
Generar sinergias internacionales y multidisciplinarias. Generate international and multidisciplinary synergies							

2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

2.1 IMPLEMENTATION OF THE NEW PRINCIPLES

Please explain the measures taken in your institution to respect the principles of non-discrimination, transparency and inclusion of students and staff. Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

Para respetar los principios de no discriminación, transparencia e inclusión se tomarán medidas como las que se describen a continuación:

- Concebimos la inclusión como un proceso continuo, no como un estado a alcanzar.
 - Se analizan las barreras para el aprendizaje y la participación con el fin de eliminarlas de forma progresiva
 - Todo el alumnado y profesorado tendrá derecho a participar en actividades vinculadas al programa Erasmus+
 - Se favorecerá la participación de aquel alumnado perteneciente a colectivos desfavorecidos.
 - Los procesos de selección serán públicos y abiertos
 - Uso de un lenguaje inclusivo y no discriminatorio en todos los documentos vinculados a proyectos Erasmus+
 - Fomentaremos un marco seguro de convivencia positiva a través de acciones específicas diseñadas de forma colaborativa por profesores y alumnos
 - Aseguramos el acceso, permanencia, progreso y acreditación de todo el alumnado, incluyendo al alumnado de reciente incorporación a nuestro sistema educativo y el perteneciente a familias de origen extranjero, en un espacio en el que la convivencia sea entorno, clima y sustento del desarrollo personal y social
 - Realizamos actividades con el fin de apreciar la diversidad humana como un valor.
 - Minimizamos la categorización de los alumnos.
-

In order to respect the principles of non-discrimination, transparency and inclusion, measures such as the following shall be taken:

- We understand inclusion as an ongoing process, not as a state to be achieved.
- Barriers to learning and participation are analysed in order to phase out
- All students and teachers will have the right to participate in activities related to the Erasmus+ programme
- The participation of students belonging to disadvantaged groups will be encouraged.
- Selection processes will be public and open
- Use of inclusive and non-discriminatory and inclusive language in all documents linked to Erasmus+ projects
- We will promote a safe framework of positive coexistence through specific actions designed collaboratively by teachers and students
- We ensure the access, permanence, progress and accreditation of all students, including students of recent incorporation into our educational system and that belonging to families of foreign origin, in a space where coexistence is environment, climate and livelihood of personal and social development
- We carry out activities in order to appreciate human diversity as a value.
- We minimize the categorization of students.

Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website².

² https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

Medidas:

- Colocar carteles en nuestros edificios con información sobre la tarjeta europea del estudiante.
 - Insertar links en nuestra página web a otras webs con información acerca de la tarjeta europea del estudiante y otros proyectos como Emrex o Erasmus sin papel.
 - Insertar vídeos en nuestra página web a otras webs con información acerca de la tarjeta europea del estudiante y otros proyectos como Emrex o Erasmus sin papel.
 - Institucionalizar el uso de estas herramientas cuando comiencen a funcionar
-

Measures:

- Place posters in our buildings with information on the student's European card.
- Insert links on our website to other websites with information about the European card and other projects such as Emrex or Erasmus without paper.
- Insert videos on our website to other websites with information about the European card of the charge and other projects such as Emrex or Erasmus without paper.
- Use these tools when they start to work

Please explain how your institutions will implement and promote environmentally friendly practices in the context of the Erasmus+ programme.

Se tomarán las siguientes medidas:

- Siempre que sea posible se utilizarán materiales y ecológicos homologados y con certificaciones que garanticen una gestión ambiental adecuada, así como proveedores que posean algún tipo de certificación ambiental homologada
 - Se minimizará el uso de papel en procesos vinculados al programa Erasmus+, fomentando el uso de firmas digitales e implementando en cuanto sea posible el programa Erasmus sin papeles.
 - Utilizar productos cuyos envases puedan ser reciclados, evitando aquellos que se puedan transformar en residuos tóxicos o peligrosos.
 - Cuando sea imprescindible imprimir un documento, hacerlo por las dos caras
 - Separar y clasificar los residuos generados
-

The following measures will be taken:

- Wherever possible, we use approved materials and ecologicals with certifications that guarantee adequate environmental management, as well as suppliers with some type of approved environmental certification
- Paper use in Erasmus+ processes will be minimized, encouraging the use of digital signatures and implementing the Erasmus without papers programme as soon as possible.
- Use products whose packaging can be recycled, avoiding those that can be transformed into toxic or hazardous waste.
- When it is essential to print a document, print it on both sides
- Separate and classify the waste generated

Please explain how you will promote civic engagement and active citizenship amongst your outgoing and incoming students before, after and during mobility.

Se tomarán las siguientes medidas:

- Promover la comunicación con estudiantes e instituciones de otros países, con necesidades e intereses similares, que permitan la puesta en común de actuaciones colectivas en beneficio de las comunidades
- Involucrar a los estudiantes en la toma de decisiones del centro, también en las vinculadas al programa Erasmus
- Ofrecer información de calidad
- Promover la participación de los estudiantes en actividades de voluntariado, estableciendo relaciones con empresas locales e internacionales que desarrollen este tipo de actividades.
- Diseñar sistemas para que los participantes actuales en el programa Erasmus informe en su momento a los participantes futuros.
- Celebrar jornadas periódicas de participación ciudadana en la que participen estudiantes.
- Promover la difusión de experiencias Erasmus a través de blogs, redes sociales, etc.

The following measures will be taken:

- Promote communication with students and institutions in other countries, with similar needs and interests, that allow the sharing of collective actions for the benefit of communities
- Involve students in the decision-making of the centre, also in those linked to the Erasmus programme
- Providing quality information
- Promote the participation of students in volunteer activities, establishing relationships with local and international companies that develop this type of activities.
- Develop systems for current Erasmus programme participants to report to future participants in the time.
- Celebrate training sessions of citizen participation. The students will take active part in them
- Promote the dissemination of Erasmus experiences through blogs, social networks, etc.

2.2 WHEN PARTICIPATING IN MOBILITY ACTIVITIES - AFTER MOBILITY

Please demonstrate your commitment to implement full automatic recognition in your Higher Education Institution.

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition³.

Las prácticas realizadas por nuestros alumnos en otro país de la Unión Europea tendrá la misma consideración que si hubiesen sido realizadas en España.

Se emitirán los correspondientes certificados Europass.

Los resultados del aprendizaje estarán vinculados a descriptores de nivel académico en los marcos de cualificaciones nacionales y europeos.

El acuerdo de estudios relativo a las prácticas profesionales (firmado por la institución, el estudiante y el empleador) especificarán los resultados de aprendizaje que se alcanzarán según los estándares europeos.

Se aplicarán, si fuera necesario, todos los protocolos existentes para el reconocimiento de créditos ECTS.

The internships carried out by our students in another country of the European Union will have the same consideration as if they had been carried out in Spain.

The corresponding Europass certificates will be issued.

Learning outcomes will be linked to academic level descriptors in national and European qualification frameworks.

The study agreement on professional practices (signed by the institution, student and employer) will specify the learning outcomes to be achieved according to European standards.

All existing protocols for the recognition of ECTS credits shall apply, if necessary.

Please describe your institution's measures to support, promote and recognise staff mobility:

Se facilitará la realización de estas actividades por parte de los miembros de nuestro staff, especialmente profesores, facilitando para ello los permisos necesarios.

Se flexibilizarán los horarios de los profesores interesados en participar y organizar este tipo de actividades para no sobrecargarlos de trabajo.

³ The text of the Council Recommendation on Automatic Mutual Recognition may be found at: [https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210(01))

Se colaborará desde el equipo directivo en la organización de estas movilidades, proponiéndose actividades o movilidades a realizar

A la vuelta de las movilidades, se realizarán jornadas de difusión de las actividades realizadas.

En la medida de lo posible, y si fuera imprescindible, se dotará a estas actividades de financiación extraordinaria a cargo de la institución.

Se darán a conocer las movilidades realizadas a través de la página web, redes sociales de la institución, etc.

We promote this kind of activities for the members of our staff, especially teachers, providing them the necessary authorisations.

The schedule of the teachers interested in participating and organizing this kind of activities will be relaxed so as not to overload them with work.

The management team will collaborate in the organization of these mobility, proposing activities or mobility to carry out

On the return of the mobility, conferences about the carried out mobilities will be organized

If possible, and if it was necessary, these activities will be provided with the institution's extraordinary finance funds.

The mobilities will be posted in the website and the social networks of the institution

2.3 FOR THE PURPOSES OF VISIBILITY

Please provide the web link where you will host the Erasmus Policy statement in the future. Please reflect on how you plan to regularly promote the activities supported by the Programme.

Para este propósito utilizaremos una sección específica en nuestra página web:
<http://iesenriqueflorez.centros.educa.jcyl.es/>

Cada año, nuestro plan de comunicación y promoción será el siguiente

Antes de la realización de las movilidades:

Elaborar el plan de difusión

Configurar el calendario de actuaciones

Elaboración de formularios de solicitud, determinación y publicación de los criterios de selección, etc.

Publicación de información en las redes sociales twitter e instagram utilizando los hashtags y logos específicos.

Creación de una página específica de fácil acceso dentro de la web oficial del centro, en la que figure toda la información relevante relativa al proyecto.

Presentar la información del proyecto a todos los grupos de segundos cursos de ciclos formativos de grados superior.

Presentar la información del proyecto al claustro de profesores.

Difusión de una nota de prensa entre los medios de comunicación más relevantes de la ciudad.

Participación en actos o eventos organizados por el Sepie.

Durante:

Utilización de una cuenta de correo específica para el proyecto: erasmus@iesenriqueflorez.es

Publicación de información acerca de las movilidades de alumnos y profesores en redes sociales utilizando los hashtags y logos específicos.

Mantener actualizada la página web del proyecto.

Después de las movilidades:

Publicar informes de resultados en la plataforma de resultados.

Publicación de información acerca de las movilidades de alumnos y profesores en redes sociales utilizando los hashtags y logos específicos.

Recopilar todos los tuits y post de Instagram publicados en relación con el proyecto.

Publicación de uno o varios artículos relacionados con el proyecto en la revista del centro.

Publicar una reseña de las experiencias en <http://mierasmusenfp.blogspot.com/>

For this purpose we will use a specific section on our website:

<http://iesenriqueflorez.centros.educa.jcyl.es/>

Every year, our communication and dissemination plan will be as we explain in the following lines:

Before performing the mobility:

Develop the dissemination plan

Set up the schedule of performances

Preparation of application forms, determination and publication of selection criteria, etc.

Post information on social networks: twitter and Instagram, using specific hashtags and logos.

Creation of a specific page that is easily accessible within our official website, which contains all the relevant information related to the project.

Present project information to all groups in higher grade VET training cycles.

Present project information to our staff.

Dissemination of a press release among the most relevant media in the city.

Participation in events or events organized by the Sepie.

During:

Using a project-specific email account: erasmus@iesenriqueflorez.es

Publish information about the mobility of students and teachers on social networks using specific hashtags and logos.

Keep the project website update.

After mobility:

Publish results reports to the results platform.

Publish information about the mobility of students and teachers on social networks using specific hashtags and logos.

Collect all tweets and instagram posts posted in connection with the project.

Publication of one or more project-related articles in the school's magazine.

Post a review of experiences on <http://mierasmusenfp.blogspot.com/>

Please describe how you will ensure that the principles of this Charter will be well communicated and applied by staff at all levels of the institution.

Tal y como hemos explicado en el apartado anterior cada año se realizarán jornadas específicas de difusión de las posibles actividades a realizar dentro del programa Erasmus entre profesores y alumnos. En estas sesiones se dedicará un apartado específico a dar a conocer los principios fundamentales del programa Erasmus, de la carta Erasmus, y se informará también de como se puede obtener información fiable del programa. Además, se elaborarán flyers y cartelería específica para dar a conocer los principios.

En la página web de nuestra institución habrá información específica e independiente tanto para alumnos como para profesores. En esta misma página web quién lo desee podrá acceder al contenido de la carta Erasmus.

As we have explained in the previous section every year we will make specific sessions in order to disseminate the possible activities to be carried out within the Erasmus programme for teachers and students. A specific section will be dedicated at these sessions to the main principles of the Erasmus programme, of the Erasmus Chart, and we will also inform how reliable information about the programme can be obtained. In addition, specific flyers and billboards will be created in order to publicize these principles.

On our institution website there will be specific and independent information for both students and teachers. On this same website they can access to the content of the Erasmus Chart.