

ERASMUS UNIVERSITY CHARTER

Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

-IC-200X-1-ERASMUS-EUC-1

Correspondence language: EN

Erasmus Policy Statement original language: ES

If the original language is not English, French or German, the Erasmus Policy Statement should also be provided in one of those three languages

Erasmus Policy Statement translation language: EN

Acknowledgement of receipt

Applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to confirm the receipt of their Erasmus University Charter (EUC) application. If by **14.03.2007** the application has not been registered on the website, the applicant should contact the EACEA EACEA-EUC@ec.europa.eu.

A.1. Identification of the applicant institution

Full legal name of the institution in the national language	IES "MODELO"		
Translation of this name in English	HS "MODELO"		
Erasmus ID code of the institution	NEW 2007		
Internet address	http://www.modelo.es		

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	Nombre Director Centro Apellidos Director Centro		
Title (optional) (e.g. Prof., Dr., etc.)	Tutor; Jefe departamento	Gender	Male
Department/Unit	Dirección		
Official function within the institution	Director/a		
Phone (including country and area codes)	+ / 34/9xx yyy zzz		
Fax (including country and area codes)	+ /34/9xx yyy zzz		
E-mail address (only one address)	xxxxxx@yyyyyyy		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	rellenar rellenar lugar de andalucia ES, Spain		

A.3. Erasmus institutional co-ordinator - contact person

First name and surname	Nombre coordinador proyectos movilidad Apellidos Coordinador Proyectos Movilidad		
Title (optional) (e.g. Prof., Dr., etc.)	Tutor; Jefe de departamento	Gender	Male
Department/Unit	Departamento y Ciclo Formativo		
Official function within the institution	Profesor Coordinador		
Phone (including country and area codes)	+ /34 /rellenar-----		
Fax (including country and area codes)	+ /34 /rellenar-----		
E-mail address (only one address)	rellenar @		
Correspondence			
Street/Nr. Post code & Town Country Code, Country	rellenar rellenar lugar de Andalucia ES, Spain		

A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>			
Foundation year of your institution			1992
Level of degrees awarded			
First cycle degrees			Yes
Second cycle degrees			No
One-tier degrees			No
Third Cycle(without PhD)			No
<u>Doctoral degrees</u>			No
Number of students enrolled in 2005/2006 on <u>higher education</u> courses		Part-time	Full-time
			300
Number of students graduated in 2005/2006		First Cycle	
		Second Cycle	
		One-tier degrees	
		Third Cycle(without PhD)	
		Doctoral degrees	
Number of teaching staff (total) in 2005/2006			
Number of teaching staff (full-time equivalent) in 2005/2006			
Number of administrative staff (full-time equivalent) in 2005/2006			
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)			
First year of participation in Erasmus Programme with funding from the European Community			2006

B**Fundamental principles**

The institution agrees to comply with the following:

YES

01 Inter-institutional agreements have been signed with all the institutions for the mobility purposes	<input checked="" type="checkbox"/>
02 No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students	<input checked="" type="checkbox"/>
03 Full recognition is given to students for satisfactorily completed activities during their mobility period	<input checked="" type="checkbox"/>
04a Highest quality is ensured for: the organization of student and staff mobility	<input checked="" type="checkbox"/>
04b Highest quality is ensured for: the organization of student placements (optional, ref. EPS - D4)	<input checked="" type="checkbox"/>
05a Curriculum information is up to date, easily accessible, transparent	<input checked="" type="checkbox"/>
05b An academic credit transfer system is applied	<input checked="" type="checkbox"/>
06 Equal academic treatment and services are ensured for home and Erasmus students	<input checked="" type="checkbox"/>
07 The integration of visiting Erasmus students in the activities of the institution is supported	<input checked="" type="checkbox"/>
08 Transcripts and information are provided in a timely manner to incoming Erasmus students and their institutions	<input checked="" type="checkbox"/>
09 Erasmus teaching activities are facilitated and acknowledged	<input checked="" type="checkbox"/>
10 The institution promotes and gives visibility to the Erasmus activities	<input checked="" type="checkbox"/>
11 The Erasmus Charter and the EPS are publicized in the institution and are easily accessible to the students	<input checked="" type="checkbox"/>
12 The institution complies with the non-discrimination objectives set out in the Lifelong Learning Programme	<input checked="" type="checkbox"/>

C**Information on the organisation of mobility**

1.a Recognition matters: Is your institution using ECTS (ECTS credits, learning agreement, transcript of records) to facilitate academic recognition of Erasmus study periods abroad?

- in all faculties/departments Yes
- in some faculties/departments Yes

1.b Recognition matters: Will your institution use ECTS as an internal credit accumulation system?

- in all faculties/departments No
- in some faculties/departments No

2. Diploma Supplement

Does your institution award a Diploma Supplement to students? Yes

3. Support for teaching staff mobility: What provision will be made to facilitate and support ERASMUS teaching staff mobility?

- a) Additional financial support from your institution No
- b) Acknowledgement of teaching activity abroad as an important part of academic career Yes
- c) Help with practical arrangements (travel, accomodation etc.) Yes
- d) Other (please specify) No

4. Support for disabled students/teachers: Will your institution provide special facilities for:

- a) Erasmus students/teachers with visual disability? Yes
- b) Erasmus students/teachers with hearing disability? Yes
- c) Erasmus students/teachers with other physical disability? Yes

Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

El IES _____ es un centro público oficial dependiente de la Consejería de Educación de la Junta de Andalucía en el que se imparten _____ Ciclos Formativos de Grado Superior de Formación Profesional y que viene participando desde _____ en los proyectos Leonardo da Vinci organizados por la Dirección General de Formación o con proyecto propio enviando alumnos a realizar el módulo curricular de Formación en Centros de Trabajo para realizar prácticas en empresas de distintos países de la Unión Europea. (Elegir el proyecto en el que se ha participado) Ha participado en los proyectos Leonardo da Vinci II, "Andalucía con Leonardo I,II y III", "Jovenes Andaluces con Leonardo I y II" y Protectores I y II.

El Sistema Educativo español contempla en el curriculum de los estudios de Formación Profesional, la obligatoriedad de realizar un periodo de prácticas mínimo en empresas antes de obtener la graduación. En este sentido los estudiantes de toda Andalucía tienen la oportunidad de realizar dichas prácticas en el extranjero para completar su formación académica.

El IES _____ solicita la Carta Universitaria Erasmus Ampliada como instrumento indispensable para continuar dando respuesta a la necesidad de nuestro alumnado de formarse en Europa y así mantener la actual política educativa de movilidad promovida por la Junta de Andalucía.

Uno de los objetivos educativos del IES _____ es precisamente, brindar a nuestros estudiantes oportunidades de reforzar sus conocimientos teóricos con la realización de prácticas en un entorno real de trabajo en otro país. Trabajar y vivir en el extranjero por un periodo de tres meses constituye una experiencia enriquecedora a nivel personal, profesional y académico que no sólo mejora las habilidades comunicativas en otra lengua sino que estimula la capacidad de adaptación a ambientes de trabajo diferentes y contribuye a establecer lazos interculturales entre los países miembros de la Unión Europea.

La concesión de la Carta Universitaria Erasmus, será ampliamente divulgada entre toda la comunidad educativa de nuestro centro: profesores, alumnos, consejo escolar, ayuntamiento, etc y será dada a conocer a través de la página web del centro, y por la publicación en boletines, circulares, revistas informativas, grupos de trabajo con el profesorado mediante la participación en cursos en los que se compartan experiencias de movilidad y ejemplo de buenas prácticas, etc. A principio de cada curso se realizan sesiones de Información y motivación con el alumnado sobre la posibilidad de realizar el Módulo de FCT en el extranjero.

Especificar las medidas que realiza el centro para atender las necesidades en materia de atención a la diversidad e igualdad de género, integración de minorías para atender las necesidades concretas y facilitar su movilidad.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.

El centro garantizará la máxima calidad de la experiencia desde la selección del alumnado atendiendo no sólo al expediente académico de los beneficiarios y a sus destrezas lingüísticas sino que tendrá en cuenta su madurez para adaptarse a entornos culturales diferentes que contribuyan a su desarrollo personal. Las empresas tendrán que ser seleccionadas específicamente para cada perfil profesional y la especialización del alumnado.

Desde la puesta en marcha del proyecto, el centro proporcionará a los beneficiarios información puntual sobre destinos, periodos de realización de las prácticas, organización de la experiencia, alojamiento, desplazamiento, manutención, contactos con los responsables de la organización de acogida, curso de idiomas, entrevista laboral, personas de contacto, etc.

Cada beneficiario tendrá que aceptar unas condiciones de participación previamente a la salida. Si el período de prácticas se completa con éxito, recibirá el documento de movilidad Europass que acredita la realización de un período de prácticas en otros países de la Unión Europea y el Cuaderno de Practicas Laborales. A su vuelta al centro su equipo docente evaluará positiva o negativamente las prácticas realizadas. Dado que es un módulo curricular la calidad de las empresas, la adecuación de ésta al perfil profesional y el papel desarrollado por el beneficiario contribuirán a la obtención del Título Superior de Formación Profesional.

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

Se realizarán visitas previas a las Organizaciones de Acogida en los Países de destino para seleccionar las empresas de prácticas y acordar el Programa Formativo específico para cada alumno en el que se detallan y describen las actividades y tareas a realizar por los beneficiarios en el transcurso del período de prácticas en las empresas, criterios de evaluación y seguimiento.

El centro y las empresas firman un acuerdo de colaboración oficial para el alumnado que realiza el Módulo de Formación en Centros de Trabajo en el que se detallan las condiciones del mismo.

Se designará a un tutor laboral que será el responsable de hacer el seguimiento y cumplimentar el cuaderno de prácticas del beneficiario y el documento de Movilidad Europass.

Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

The High School IES _____ deals with Higher Education Vocational Training _____ (description of the cycle) and has been long taking part in Leonardo da Vinci projects as a sending partner of students to do work placements in companies throughout the European Union, taking part in the projects promoted by the Educational Council in the Andalusian Region in Spain Government within the actions of Leonardo da Vinci Programme: "Andalucía con Leonardo I, II y III", "Jóvenes Andaluces con Leonardo I y II" y "Eurotutores I y II".

In the Curriculum of the Vocational Education that regulates the Spanish Higher Education System it is stated that students will have to spend a certain number of actual practical training period in companies prior to be granted with their degrees. In order to enhance the need of our students they have been currently making work placements abroad as part of their education.

In order to be able to continue developing our educational syllabuses it is essential for our school to be awarded with the EPS as a requirement without it our students, who have been beneficiaries of the Leonardo grants so far, will be out of the mobility actions as a consequence of the new Lifelong Learning Programme.

One of our school main aims is to provide our students with the opportunities to enhance their theoretical knowledge in a real working setting in a different country.

Living and working for a period of at least 3 month brings about deep changes in the individual such as, improvements in their technical, personal and language skills to deal with unfamiliar situations in a work environment.

The Erasmus University Charter and the EPS will be fully spread throughout the whole Educational community by all member of it: College Management; teacher staff; administrative staff; members of the College Council, Town Hall representative, press release in specialized magazines will be published and teachers seminars will be held. Dissemination of its results will also be available in the school web page and in specialized educational publications.

Our Institution follows the measures taken by the Andalusian Government Policy to ensure the non-discrimination objectives regarding gender equality, integration of disabled students, enhancement of social and economic cohesion as it is stated in the annual action plan of our Institution.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.

The IES _____ pays special attention to ensure that all mobility activities have a high quality standard. Students will be carefully selected not only based on their qualifications and language skills but also upon their maturity and social skills. The institution provides the beneficiaries with the specific information according to: language course and cultural background of the country; contacts with host institution to provide accommodation and job interviews. Each student will have a designated tutor as a contact person to monitor and assist him during the trip, accommodation and placement activities. Tutors will be available to be contacted at any time.

According to credits recognition the beneficiaries will obtain the Europass Mobility, a Language Course Certificate and the Advance Vocational Training Placement Record which is an official evaluation tool to be used as a requirement in his assessment before getting their degree.

A dedicated informative session will be programmed every course to ensure that all students are completely informed about procedures, conditions, selection method, locations available, incidents solution, etc. and the student will have to sign an agreement.

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

Representatives from the High school will do technical visits to the host organisation and companies to do the necessary arrangements for the work placements and agreement upon the terms of their cooperation. Each beneficiary, according to his/her studies, will have a specific working programme with detailed information about job tasks and responsibilities in the company.

A work placement contract will be sign up between the sending institution and the company as a compulsory requirement for any Advance Vocational Training student doing work placement.

A member of the company will be designated as a "tutor" to deal with the students' follow up and fill in the evaluation sheets such as the Advance Vocational Training Record and Europass Mobility Document.

ERASMUS

University Charter

2007/2008 - 2013/2014

The European Commission hereby awards this Charter to:

UNIVERSITY of EUROPE

(hereinafter "the Institution")

The Institution agrees to comply with the following fundamental principles of Erasmus mobility:

- Mobility shall be carried out only within prior inter-institutional agreements;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, and accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

ERASMUS

Extended University Charter
2007/2008 - 2013/2014

The European Commission hereby awards this Charter to:

UNIVERSITY of EUROPE

(hereinafter "the Institution")

The Institution agrees to comply with the following fundamental principles of Erasmus mobility:

- Mobility shall be carried out only within prior inter-institutional agreements;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, and accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.
- to ensure the highest quality in the organisation of student placements.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

Endorsement of the application

"I, the undersigned, Head and legal representative of the applicant institution,

- *certify that the information contained in this application is complete and correct to the best of my knowledge. All Erasmus activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;*
- *agree to the content of the Erasmus University Charter outlined above and commit my institution to respect and observe these obligations;*
- *confirm that the information given in the application submitted online and in this paper version is identical;*
- *agree to the publication of the Erasmus Policy Statement by the European Commission.*

Place:

Name:

Date (dd/mm/yy):

Original *signature of the legal representative of the Institution (as identified in section A.2 above)*

Original *stamp or seal of the Institution*