Erasmus Charter for Higher Education 2014-2020
Application Form Call: 2014

Note: The data of this application form will be used by the European Commission/ Executive Agency EACEA and National Agencies for evaluation and monitoring

Program	The 2014-2020 EU programme for education, training, youth and sport proposed by the Euroepan Commission on 23 November 2011 (hereafter the Programme)*
Action	Erasmus Charter for Higher Education
Call	2014
Deadline for Submission (dd-mm-yyyy)	15/05/2013 12:00 midday Brussels time.
Application language	EN
Correspondence Language	EN

266674-LA-1-2014-1-ES-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):	XXXXXX-IC-1-200X-1-XX-ERASMUS-EUC-1

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): EN

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

Erasmus Policy Statement translation language (if applicable): -

A

Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	0
Full legal name (official name in latin characters)	IES SANT MATEU
Full legal name (English name)	SANT MATEU SECONDARY SCHOOL
Acronym	
Erasmus code (e.g. F PARIS33) - if available	NEW 2014
Address (N°, street, avenue, etc.)	CAMÍ FONT DE MORELLA S/N
Country	España
Region	COMUNIDAD VALENCIANA
Post code	12170
City	SANT MATEU
Website	http://iessanmateu.edu.gva.es/joomla

A.2. Legal Representative

Title	TEACHER
Gender	Male
First Name	VICENT LLUIS
Family Name	PITARCH
Position	HEAD OF SCHOOL
E-mail	DIRECCIOIESSM@GMAIL.COM
Telephone (including country / area codes)	+34 964 336 090
Address (n°, street, avenue, etc)	CAMÍ FONT DE MORELLA S/N
Country	ES, España
Post code	12170
City	SANT MATEU

A.3. Coordinator

Title	TEACHER
Gender	Female
First Name	AMELIA

B	**Statistics**

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.

For the academic year 2012-2013:

Total number of students enrolled in all degree programmes offered by your institution (data from official HEI register)

Short cycle:	28.0
1st Cycle:	0.0
2nd Cycle:	0.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	8.0
Administrative:	4.0

Number of degree courses on offer

Short cycle:	1.0
1st Cycle:	0.0
2nd Cycle:	0.0
3rd Cycle:	0.0

STUDENTS (academic year 2011-2012)

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1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	0.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of study mobility students (Erasmus and/or others): from participating countries	0.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	0.0

2. International Degree Students (students enrolled for a full degree programme with foreign nationality or having completed a foreign previous degree)

Number of foreign students, if applicable: from Participating countries	0.0
Number of foreign students, if applicable: non-partcipating countries	0.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) involved in double/multiple/joint degrees:

Number of Local students, involved in Double/multiple/joint degrees	0.0

| C |

General Organisation of Programme activities

C1. General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

> The Head of the School together with the Erasmus Coordinator are the people responsible for:
> Publicity and visibility of the Erasmus programme in our school, an important task in our center and in the hole area because the students have little interest in this kind of programs.
> Formalities and procedures regarding incoming and outgoing students.
> Updating the website and arrange one-on-one student consultations regarding mobility possibilities.
> The Department of Finances and Administration will be responsible to appoint the mentor-teacher, the person responsible of having a good communication with the company instructor.
> The Languages Department will be in charge of the specific language courses for our students
>
> The web link of the OAPEE is http://www.oapee.es/oapee/inicio.html

C2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds. ☑

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent). ☑

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)
In addition, please provide the direct web link where the methodology is explained:

> Our Administration and Finances Course includes the compulsory subject of FCT (Training in Working Centers) which is carried out in professional companies. The Department of Education in our region validates this subject to mobile participants if requirements are met. Here is the link http://www.cece.gva.es/eva/es/pap/eras/eras_inicio.htm explaining the procedure and documentation needed.

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities. ☑

C3. When Participating in Mobility Activities - Before mobility

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. ☑

Provide guidance to incoming mobile participants in finding accommodation. ☑

Have in place appropriate mentoring and support arrangements for mobile participants. ☑

.Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

> The stay should begin with a two-week language course; after the course, students will be assigned a workplace to develop their practical working skills. In the company, a mentor or tutor is appointed to help students on an individual basis, and a record is kept on the practical work to monitor practices. The student is at all times in contact with the supervisor located at our school, both by email and/ or by telephone.This tutor is also in contact with the partner at the host centre.

Provide appropriate linguistic support to incoming mobile participants. ☑

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)
If possible, please provide the direct web link for your language policy:

> The Department of Languages will provide intensive preparation courses to meet the needs of students and staff.

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students. ☑

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period. ☑

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)
In addition, please provide the direct web link for this recognition procedure:

> Our Administration and Finances Course includes the compulsory subject of FCT (Training in Working Centers) which is carried out in professional companies. The Department of Education in our region validates this subject to mobile participants if requirements are met. Here is the link http://www.cece.gva.es/eva/es/pap/eras/eras_inicio.htm explaining the procedure and documentation needed.

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers. ☑

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement. ☑

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

D. Erasmus Policy Statement (Overall Strategy)

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission. ☑

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [EN]

Sant Mateu High School is a public school located in the Valencian Region, an area with a high unemployment rate due to the economical crisis. The youth unemployment rate reaches 50% in the Baix Maestrat area. The center offers Vocational Studies in Administration and Finances. One is a short cycle degree programme and the students, in order to graduate, must carry out some training at the workplace. These days finding companies for these students is difficult in our country.

The main goal of our institution is to improve our vocational student mobility for placements. We want to enable our Finance and Administration Vocational students to spend a traineeship period in an company in another participating country, especially English or French speaking. At the same time, we will focus on the mobility of our teachers to help them to learn other ways of doing in other countries and to improve their language skills because some subjects could be taught in English Our objectives are:

1. To help our students from rural areas to broaden their horizons and, at the same time, learn about the requirements of the European labour market
2. To help our student and teachers to develop skills related to Management&Finances and language skills and to improve their understanding of the economic and social culture of the country concerned, while at the same time acquire work experience
3. To help the area where the School is located to promote cooperation between companies, institutions and other organizations

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Original language [EN]

Against a background of high youth unemployment in the area- over fifty per cent – our school will focus particularly on the opportunities for work placements in Erasmus and Leonardo Programme. The services that the center will develop for exchange students will help to promote work placements, and a database will be created for European companies, organisations and other intermediaries willing to host students for quality placements.
Although we anticipate an emphasis on outgoing student mobility, a further aim is to increase staff mobility, as such activities can lead to indirect benefits for home students as well as individual teachers. We also wish to encourage a greater number of incoming staff and students. This can contribute significantly to intercultural awareness, especially for those staff and students not included in mobility.

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [EN]

E	# Endorsement of the application

I, the undersigned, 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 Programme 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 Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: SANT MATEU   *Name: VICENT LLUIS PITARCH*   *Date (dd/mm/yyyy): 15/05/2013*

☑ *I have read and accept the Privacy statement*

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

Original *stamp or seal of the Institution*

E — Endorsement of the application

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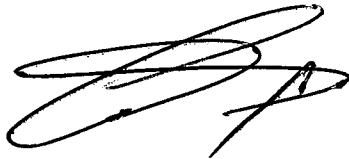
Place: SANT MATEU *Name:* VICENT LLUIS PITARCH *Date (dd/mm/yyyy):* 15/05/2013

☑ *I have read and accept the Privacy statement*

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

Original stamp or seal of the Institution