



ERASMUS+

Administrative Forms (Part A) Project Technical Description (Part B)

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

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ERASMUS+
PROPOSAL (PART B)

**Erasmus: Key action 1: Erasmus
Charter for Higher Education**

EACEA-03-2020 ECHE-LP-2020

IMPORTANT NOTICE


Applications must be submitted via the Funding & Tenders Portal Submission Service before the call deadline.

Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

Character and page limits:

- page limit **20** pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 8 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your proposal.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	11.02.2020	Initial version
1.1	04.03.2020	Changes in page 10, 1st box after the Erasmus Policy Declaration

COVER PAGE

Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the Funding & Tenders Portal Submission System. The template to use is available there.

Note: *Please take due account of the objectives and Charter's principles to be awarded with the Charter under the call (see Call document). Pay particular attention to the award criteria; they explain how the proposal will be evaluated.*

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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

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 your 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): your 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)

IES MAESTRAT of Sant Mateu is a secondary school located in Spain, in a rural area in the inner part of the Valencian Community. The population is aged and unemployment affects, above all, to younger people. Students do not consider job search mobilities as being an important factor to reverse this situation. But it is necessary to expand training and employment opportunities in the labour market of the European Union and associated countries as a way of widening students' professional, social and civic knowledge and skills.

On the other hand, the school teaching and non-teaching staff is only 30% stable. In order to attract professionals to our school and to improve their linguistic and professional skills, an internationalization strategy is necessary to continue the modernization process of our institution.

Therefore, since 2014, with the obtainment of the ECHE charter, we have done all the mobility courses and Etwinning projects and, currently, we are part of a consortium, together with other rural primary and secondary schools, coordinated by CEFIRE (the public regional body for teacher training).

As a result, by applying for a new ECHE charter for the period 2021-27, IES MAESTRAT aims to achieve the following objectives:

1. To guarantee the professional and personal success of students graduated in the Higher Level of Business Administration and Finance Vocational Training.
2. To disseminate among students learning and job market opportunities in the European Union and associated countries.
3. To increase the language level of students and school staff, as well as widen their technical vocabulary.
4. To improve the quality of teaching and associated management processes.
5. To promote cooperative relationships with other schools and companies.

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)

In order to achieve the objectives mentioned before, our school will apply for KA1 student mobility projects for internships and staff mobility ones for job shadowing and training, both in countries of the European Union and partners.

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

These actions are intended for students in the Higher Level of Business Administration and Finance Vocational Training, for the school administration staff, and for Vocational Training teachers of the departments of Administration and Management, Labour Training and Guidance, and English.

In the first month of the academic year (September), our organization appoints a coordinator of International Projects and another coordinator of Vocational Training. They always work in a coordinated way and their main functions are:

1. Write and present projects to the educational community and on online platforms designed for this purpose.
2. Plan the calendar, and the number and type of mobilities.
3. Publicise the calls among all members of the educational community.
4. Convene and coordinate the meetings of those responsible for selecting the applicants (Heads of departments and the Managing Team of the school)).
5. Ensure the non-discrimination of the participants in the process, as well as guarantee the transparency of the selection procedure and the publicity of the dissemination of the actions of the Erasmus + programme.
6. Establish contacts for the organization of the mobilities and plan the needs of language courses for the selected people, if applicable.
7. Carry out the monitoring of the participants in the mobilities and process the recognition of credits and certificates.
8. Design and organize promotion and dissemination activities of the Erasmus + programme and of the mobilities carried out.
9. Disseminate the mobility activities carried out and the Erasmus + programme through the written and / or digital press, the website and social networks.
10. Prepare an evaluation report of the internationalization activities done.

By carrying out the activities included in the KA1 lines of action, IES MAESTRAT will achieve the objectives of its strategy of internationalization and modernization of the school.

Thus, with the agreements obtained with partner companies and institutions thanks to the previous charter, we will facilitate students' curricular internships (which can be validated with the Training module in workplaces, FCT, by the Ministry of Education). We will also continue offering students the possibility of doing an internship once they have graduated so that they can incorporate into their curriculum vitae their work experience accumulated in local companies and in companies abroad. This is intended to improve both students' employability and their language skills in a foreign language.

The mobilities of the school staff are aimed at sharing and acquiring new work methodologies and incorporating other aspects of the curriculum and the didactic programme. They will also allow for establishing new collaboration agreements with other schools and companies, with the multiplier effect of contacts that this entails.

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)

In order to assess the impact of our participation in the Erasmus + programme, the mobilities carried out will be analyzed through an evaluation report based on the following indicators:

1. Achieving at least half of the EPS objectives by 2024.
2. Percentage of mobilities carried out on the number of students and staff with possibilities of participating in the programme. Maintaining a level of not less than 5% between 2021-24 and reach 10% between 2025-27.
3. Degree of satisfaction of the participants and host partners by conducting a survey (on a scale of 0 to 5, achieving more than 90% of responses between 4-5) when each mobility ends.
4. Number of dissemination and promotion activities of the programmes carried out. Doing a minimum of 3 activities: presentation, monitoring and assessment of the activities done.
5. Number of collaboration agreements between the school and its partners. Maintaining at least one annual collaboration with a European school / company between 2021-24, and doubling them between 2025-27.

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.

IES MAESTRAT will disseminate the Erasmus + programme and the school actions in a transparent, non-discriminatory, inclusive way. To achieve this, our school must:

1. Summon all Vocational Training students and non-teaching staff of the school to informative talks about the Erasmus + programme and scholarships.
2. Disseminate information on Erasmus + actions among the teaching team. These meetings will be included in the minutes book.
3. Publish the information on the school notice boards designated for the programme and on the website.

In addition, for the selection of the participants (obeying the requirements published on the website of the School Educational Project), no member of the educational community can be discriminated for any reason.

In the talks aimed at students, they will get information on the possibilities of obtaining other types of financial aid for mobility activities. The person in charge of coordinating international projects will be at the students' disposal to inform and assist them in the management process of these grants.

On the other hand, the school will assume the extra cost of the mobility (if there is one and it were duly justified) of the Erasmus + scholarship awarded to the school staff.

In both types of actions, the school will always advance between 80-90% of the amount of the scholarship to the participants of the mobilities.

Finally, the entire educational community will also be informed of the facilities of the Erasmus + programme for participants with mobility and access difficulties.

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.

The school, through informative talks and posters, will spread the European initiatives related to Erasmus +.

The Valencian Youth Institute (IVAJ) will collaborate with the school to publicize these initiatives.

The person in charge of the coordination of international projects will have a service schedule to advise students and help them in the processing of the European Student Card and will

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

schedule an informative talk on the functionalities of the Erasmus + App.

During the talks, the benefits of reducing the use of paper in the procedures will be highlighted, thanks to these initiatives, as well as the possibility of obtaining economic discounts on cultural events and interesting information on events in the host country.

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

In the informative talks to the educational community, they will be told about the consequences of the mobilities on the environment.

They will be given information on applications / websites that offer the calculation of the carbon mark in the use of different means of transport to do the mobility, and the reduction of the use of paper by replacing it with digital documentation and electronic signature.

For this reason, the participants' good environmental practices when travelling from their country of origin to their destination country, as well as those carried out in the destination country, will be publicly recognized by means of their dissemination in press releases and informative talks.

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

The school, in its Academic and Professional Orientation Programme published on its website, will organize activities where former students will explain what their experience in the school was like and how they have gotten their current job.

The students who carry out the mobilities will participate in these activities and will explain their Erasmus + experience. They will also be part of the advisory group (made up of the coordinator of International Projects and the coordinator of Vocational Training) to give information about the culture, customs and language uses of the host country as well as practical aspects of accommodation, health care, insurance, transport, 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.

The coordinator of Vocational Training in IES MAESTRAT will inform the Educational Inspection of the Ministry of Education about the students who will carry out the Erasmus + mobility.

During the mobility, a mentor from the school will be in permanent contact with students and

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))

their mentor from the host organization to monitor and control students' internships.

When the mobility ends, the person in charge of coordinating International Projects will contact the mentors of the host organization to remind them that they must make a report on the activities carried out so that they can be validated with the FCT of our studies of Higher Level of Business Administration and Finance.

The school secretary will recognize their internships through the FCT final assessment document.

Both in this case, and in the case of postgraduate internship mobilities, the host company will be asked to validate the Europass Mobility to students.

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

The school will inform the Ministry of Education of the mobilities of the school staff for the subsequent certification by the competent body.

In the dissemination activities of the Erasmus + programme, it will be announced that participation in these actions implies this acknowledgement.

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.

The EPS will be in the following web page link:

<http://iessantmateu.edu.gva.es/joomla/index.php/prog-europeus/erasmus>

To promote the programme, at the beginning of the academic year, a schedule of informative talks will be planned to promote and disseminate the Erasmus + programme; During the mobilities, information will be provided on their monitoring and new allocations, as well as the admission criteria for the next academic year; and at the end of the academic year, there will be public presentations of the actions carried out.

This information will be transferred to the educational community (families, students, school staff, City Council and Ministry of Education), and will be posted on the school website.

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.

As we have commented in the previous section, the entire educational community will be informed of the principles of the ECHE Charter and the Erasmus + programme by planning a calendar of informative talks.

These principles will be guaranteed by monitoring the mobilities and by the reports and surveys that coordinators of International Projects and Vocational Training do to participants and host organizations (schools and companies).