



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 European 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

269179-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): -

Acknowledgement of receipt

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If by the second week after the deadline, the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

* COM(2011) 788 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF>)



Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	0
Full legal name (official name in latin characters)	IES MARTIN GARCIA RAMOS
Full legal name (English name)	MARTIN GARCIA RAMOS HIGH SCHOOL
Acronym	MGRHL
Erasmus code (e.g. F PARIS33) - if available	NEW 2014
Address (N°, street, avenue, etc.)	CARRETERA ESTACION 8
Country	España
Region	ANDALUCIA
Post code	04800
City	ALBOX
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A.2. Legal Representative

Title	DIRECTOR HEADMASTER
Gender	Male
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Family Name	TORRECILLAS SANCHEZ
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Country	ES, España
Post code	04800
City	ALBOX

A.3. Coordinator

Title	HEAD OF THE ADMINISTRATION DEPARTMENT
Gender	Female
First Name	ISICIA

Family Name	GARCIA MARTINEZ
Department	ADMINISTRATION (VOCATIONAL TRAINING)
Position	AREA COORDINATOR
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Country	ES, España
Post code	04800
City	ALBOX

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:	25.0
1st Cycle:	0.0
2nd Cycle:	0.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	6.0
Administrative:	2.0

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)

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-participating 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
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Number of international students, involved in double/multiple/joint degrees

0.0

ACADEMIC STAFF (academic year 2011-2012)

All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes

Number of outgoing academic staff to participating countries

0.0

Number of incoming academic staff from participating countries

0.0

COOPERATION (academic year 2012-2013)

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:

0.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries

0.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries

0.0

Total number of consortium agreements for double/multiple/joint degrees:

0.0

Of these, percentage of the consortium involving non-participating countries

0.0

European and International Education and Training Projects with contracts running in 2012-2013 (e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)

Number of projects as coordinator:

0.0

Number of projects as partner:

0.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

Number of staff at the central level:

1.0

Number of staff at the Faculty/School/Department Level:

1.0

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 educational programs offered in our institution are Compulsory Secondary Education and Post Compulsory Secondary education, Intermediate and Advanced vocational training programs of Administration and Intermediate Vocational training program of Car Mechanics and bodywork. We provide bilingual teaching (Spanish and English) in Compulsory Secondary Education and the Advanced Vocational Training program of Administration. We have been awarded with a AENOR quality certification in the Quality Management System ISO 9001, which ensures the implementation of a quality management system in the international mobility program. Concerning the organization

The areas of the organization involved in the development of the Erasmus program for educational and professional exchanges addressed to both students and staff alike are:

- School administration: Carrying out the administrative procedures, paperwork (certificates passports.), helping visiting students/staff in finding accommodation.
- Languages department: Assessing the language skills of both visiting and outgoing students) language training and coaching
- Counselor: Assesses and produces a report on the adequacy of each candidate
- International office:www.oapee.es

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:

The training practice of our students abroad are awarded with ECTS credits and will enable them to obtain a passing grade in the traineeship stage of the corresponding vocational training program. Each Advanced program consists of 120 ECTS credits, distributed among the different areas, of which 22 are allocated to the traineeship stage. Thus, when a student obtains a passing grade in the traineeship stage carried out abroad, for a minimum 410 hours, s/he will receive 22 ECTS credits. Once we have certainty over the cumplimentation of training program abroad the student will have their passing grade.

Furthermore, our institution issues the Europass Supplement to complement the Certificate of the Advanced Program also including the qualification obtained through the mobility program. Our Advanced Vocational Training programs are considered nation wide as non universtary high education at the international level 5b(CINE5B)

WWW.IESMARTINGARCIARAMOS.NET

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.

Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

Compulsory Secondary Education.: First to fourth years:
Mathematics, Geography and History are bilingual subjects taught in both Spanish and English. The rest of the subjects are taught in Spanish
Post compulsory education (First and second years) Contents from all subjects are conveyed in Spanish
Advanced vocational training program of Administration and Finance: Human Resources and Financial Mathematics are bilingual subjects taught in both Spanish and English
Intermediate vocational training program of Administration and Finance: All subjects are taught in Spanish
Vocational training program of car maintenance and bodywork: Treated wholly in Spanish
All these courses and training programs are displayed in our school catalogue
For further information. www.iesmartingarciaramos.net, in oferta educativa

Carry out mobility 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 and integration of mobile participants.

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

The hosting company will submit a commitment letter with the company's information, the name of the accepted student, the approximate dates of the traineeship assignment and the types of duties to be carried out. The selection commission (counselor, language department and area coordinator) will assess the suitability of the trainee to the company and the types of duties assigned to establish a training agreement, which includes dates, duties, responsibilities of the different parties involved, the quality commitments and the follow up plan. This agreement will be signed by both parties before the mobility procedures begin and both, a company tutor and a school tutor will be appointed. The following-up will be performed by e mail and telephone. Every fifteen days assessment reports of the trainee will be submitted and both tutors will comment on the trainee's performance.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

Those students and staff willing to engage in professional and educational activities abroad, within the framework of the Erasmus program ,will receive further coaching and training chiefly provided by the language teachers of the institution and conversation assistants, hired by the educational office of the Regional government of Andalucia ,to strengthen their linguistic competences in the foreign languages. Furthermore, the bilingual teachers will provide these students and staff with further practice focused on the specific fields of activity and areas of knowledge. This training will be totally practical and addressed to deal with daily life situations and those of the professional environment like job interviews or teamwork.
www.inesmartingarciaramos.net

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.

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.

C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

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)

Regarding visiting students, the counselors in conjunction with the departments involved will provide linguistic coaching, cultural guidance and tips to describe the functioning of the institution. This support policy will be more intensively implemented in the early stages of their stay in our institution and later on they will act with more autonomy under the supervision of the counselor and teachers, being these professional at the students' disposal at any given time for any matter that might arise. Furthermore, these incoming students will receive the logistic assistance to find companies for their traineeship and accomodation. The outgoing students will receive specific linguisting training and logistic assistance as well

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 language department, in conjunction with the bilingual teachers of the different subjects will provide these students and staff with specific vocabulary and terms to better cope with their duties in our institution. The students will receive more intense training in the early stages of their stay and the length of this introductory adaptation period will depend on the visiting student's mastery of the Spanish language.. Progressively they will interact more autonomously with their peers.

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:

When the student has performed the duties established in the traineeship plan and fulfilled the commitments acquired, our institution will certify such fulfilment giving a passing grade in the traineeship stage of the Advanced Training program as well as the corresponding credits. Likewise, these mobility activities will be included in the Europass Certificate Supplement and the corresponding documents of this Europass Certificate will be issued. Regarding the incoming visiting students from other countries we will monitor their traineeship in the local companies. Such monitoring and follow up will be performed by our teachers who will visit the companies and help their company tutor to assess them certifying the activities carried out.

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)

Our institution will support, promote and recognize our staff's mobility. It will inform of mobility activities through the Erasmus (and other) program(s) providing specific information of the different calls and teachers' experiences in previous years. We will attend seminars and informative meetings set by the educational administration and we will transfer all the information to the teachers assembly. We will facilitate and obtain the necessary permits. The mobility activities will be recognized and credited with the corresponding certificate. Upon returning, the participant staff (teachers) will communicate to the rest of the staff their experiences abroad as a means to support and encourage further mobility activities in the future.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.

Provide relevant support to staff and students participating in these activities.

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

Our institution will support, promote and recognize European and international cooperation initiatives in the framework of the Erasmus program. It will promote strategic partnerships with enterprises, mostly small and middle-sized ones, both Spanish and foreign, as well as knowledge partnerships agreements with other high education institutions from Europe and other countries. We will inform of the ways of cooperation available using the program and provide specific information on the different calls and the possibilities of this program. We will facilitate the development of such activities and recognize those performed with the corresponding certificate. Information on the development and goals will be given to the school community

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

C7. For the Purposes of Visibility

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.



Promote consistently activities supported by the Programme, along with their results.



Erasmus Policy Statement (Overall Strategy)

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]

A) Selection of cooperating institutions

Institutions that offer the same training and education programs with experience in professional and educational international exchange programs.

B) Geographic areas

All EU countries and especially UK, France, Germany, Holland, Switzerland.

C) Main goals and groups to which these activities are targeted

Goals: Linguistic development, cultural integration and professional experience. Developing and tightening links with international organizations (companies, institutions)

Groups: Teachers (all levels) and students from the advanced vocational training programs (first and second years).

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]

- Coaching and training in linguistic competences for teachers and students alike provided by the languages department and bilingual teachers

- Promotion of these programs through the institution's promotion devices (web page, posters and seminars)

- Establishment of links with the foreign institutions involved in these programs

- Constant support and follow up of the local students participating in these programs abroad. This entails continuous feedback and communication.

- Devising and implementing procedures to cater for visiting students and teachers. Such procedures address the areas of linguistic, cultural adaptation and accommodation.

- Support provided to the foreign incoming students on traineeship in local companies and constant communication with their company tutors

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]

1) Increase the level of education to raise the number of graduates driven to actively participate in Research and Development projects. This talent force is fundamental to create new forms of industry and new sources of employment. Thus, through the networks that stem from these exchange programs more knowledge and technology to increase the productivity and well-being of the EU will be obtained.

2) Improve the quality and suitability of high education

By gathering ideas from different educational institutions and enterprises across the EU and even beyond, our school will learn new teaching methods which will make for higher quality and better academic and professional results in the near future. Moreover, by working with different institutions and companies from different countries we will learn more of the European Labour markets and companies 'needs, which will enable teachers, schools and educational authorities to develop syllabuses and regulations to enhance the suitability of high education to the current needs of our society.

3) Strengthen the quality through mobility and cross-border cooperation

As the most qualified students, teachers and researchers have the chance to come to this school, and we can share ideas and tools with educational institutions and companies from different territories, our standards will remarkably improve.

4) Relating our high education institution with the world of research and companies

Our students and staff will interact and exchange experiences with their counterparts in foreign companies, educational and research institutions. The outcome of this policy will be growing knowledge, increasing efficiency, more employability and better living standards. We live in a knowledge based society and the flow of ideas between qualified agents is the key to produce social and economic improvements.

5) Improve the good governance and funding

This program and the knowledge obtained will contribute to the betterment of the academic results and professional development of the graduates. Furthermore, over time good governance and betterment of the managerial procedures will be implemented. The combination of these factors will bring forth economic growth with all its positive effects and, therefore, given the growing efficiency of education, more public funding will be allocated.

* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)

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: Albox Almeria

Name: Francisco Torrecillas Date (dd/mm/yyyy): 14/05/2013

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