



ERASMUS+

Proposal Template

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

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

Version 1.1

4 March 2020



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

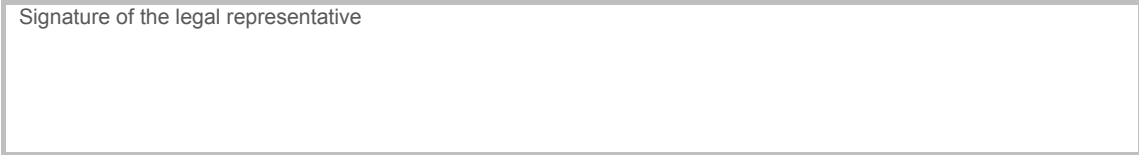
- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use 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 X

X

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

Partnerships for Cooperation and exchanges of practices X

Partnerships for Excellence – European Universities

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees

Partnerships for Innovation X

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)

Insert text

After many years of international cooperation and collaboration, the CIFP ANDRA MARI aims to achieve with the European Programmes for mobility and working practice the following objectives :

- Promote interculturality as an opportunity to understand what binds us together and living diversity as an opportunity for self enrichment and a process of learning to develop among our students the 4.0 principles ,such as cooperation, collaboration, solidarity and altruism.
- Better the linguistic skills in foreign languages, so that our students will be able to interact with other young people from all over the world to exchange ideas and group dynamics
- Promote lifelong learning to assure the essential skills to personal development, to become an active member of society, reliable and motivated to work on the XXI. century challenges: , equality, sustainable development, respect for cultural diversity.
- Improve the access, employment conditions and progress opportunities of our students.
Take advantage of the experience and the knowledge gained in the mobilities to enrich future practices and to increase the employability of the students.
- Develop collaboration and partnership with different companies and promote the knowledge of different practice in the employment relation among the countries that take part in the mobility.

Tras muchos años de colaboración y cooperación internacional, el CIFP ANDRA MARI LHII pretende conseguir los siguientes objetivos con los programas de movilidad y prácticas laborales.

- Fomentar la interculturalidad como una oportunidad para entender lo que nos une y viviendo la diversidad como oportunidad de enriquecimiento y aprendizaje para fomentar en nuestro alumnado los valores 4.0 : colaboración y/o cooperación, solidaridad , altruismo.
- Mejorar las competencias lingüísticas en lenguas extranjeras, para que nuestro alumnado interactúe con personas jóvenes de otros países y para el intercambio de ideas y dinámicas relacionales.
- Fomentar el aprendizaje permanente o aprendizaje a lo largo de la vida para garantizar las competencias necesarias para el desarrollo personal y profesional, para formar parte de una ciudadanía activa, responsable y motivada para trabajar en los retos del S.XXI: el desarrollo sostenible, la igualdad y el respeto a la diversidad cultural, funcional ...

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

- Mejorar el acceso, las condiciones de empleo y oportunidades de progreso para los estudiantes. Aprovechar la experiencia y conocimientos adquiridos en la movilidad para enriquecer las prácticas futuras y las oportunidades e incrementar la empleabilidad de nuestro alumnado.
- Fomentar la colaboración y la cooperación con las empresas y el conocimiento de otras prácticas en la relación laboral en los países en que se desarrolla la movilidad.

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)

CIFP ANDRA MARI LHII pretende través de estos proyectos de cooperación internacional:

- Buscar consorcios con centros de enseñanzas, empresas y organismos de otros países para establecer acuerdos de colaboración.
- Valerse de los acuerdos que surjan a través de las movilizaciones existentes y de la colaboración anterior, promoviendo que nos faciliten contactos de empresas que pudieran estar interesadas.
- Fomentar y promover contactos con las filiales que las empresas con las que trabajamos pudieran tener en el extranjero.
- Reforzar en el sistema de calidad del centro la gestión de la innovación y de las personas en el proceso de mejora continua. (PDCA , AENOR)
- Pedir movilizaciones internacionales para alumnado y profesorado
- Sensibilizar al alumnado para que participe en las convocatorias Erasmus
- Impulsar las nuevas tecnologías y metodologías colaborativas (Ciclos ETHAZI)
- Incluir la filosofía y estrategias de Internalización en el Plan Anual del Centro
- Trabajar y profundizar en la integración e inclusión de toda la comunidad educativa y en especial del alumnado con riesgo de exclusión social y de necesidades educativas especiales. (NEE)
- Dentro del plan estratégico del centro, basándonos el V Plan Vasco para la FP, nuestro objetivo es colaborar, desde nuestro centro , en la creación del Campus Internacional Vasco de Especialización Inteligente FP, está basada en la cooperación entre los centros de Formación, las empresas y las instituciones del País Vasco, con el fin de contribuir a favorecer el empleo, la cohesión social y el desarrollo económico.

CIFP Andra Mari aims through these international cooperation projects to:

- Find partnerships to collaborate with other educational centres, enterprises and international organisations .
- Take advantage of possible collaborative agreements that may arise through the mobilities and promote the enabling contact with foreign companies that may be interested.
- Promote the contact with the branches that the companies we work with may have abroad.
- Strengthen the Quality Policy in our institution, reinforcing the innovation and staff management in the process of ongoing improvement. (PDCA AENOR)
- Apply for international mobilities for both students and staff .
- Raise public awareness among students to participate in the erasmus+ Programmes and Key Actions.
- Reinforce the use of new technologies and collaborative methodologies (ETHAZI)

- Include the philosophy and strategies of internationalization in the annual work plan of our institution.
- Work and advance in the integration and inclusion of the whole educative community and especially the students with Special Education Needs (SEN) or risk situations of social exclusion.
- Within the Strategic Plan of our institution and based on the V Basque Programme for Vocational Training our aim is to joint working in the creation of the International Basque Campus for Intelligent Expertise in Vocational Training, which is based on cooperation among Educational Centres, companies and Basque Institutions as a means of contributing to favour employment, social cohesion and economic development.

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)

Insert text

Nivel de satisfacción tanto del alumnado como del profesorado La participación en el programa pretende conseguir en nuestra institución:

- Introducir en las programaciones de los diferentes cursos aspectos tecnológicos utilizados en otros países para que nuestro alumnado tenga otro punto de vista y pueda trasladarlo a las empresas en las que desarrollará su actividad laboral.
- Difundir con las movilidades nuestras buenas prácticas a otros países y compartir y enriquecernos con las de ellos.
- Ampliar el currículo del alumnado participante en proyectos internacionales para mejorar su empleabilidad

Indicadores del impacto previsto:

CUANTITATIVOS

- Número de movilidades de alumnado
- Número de movilidades de profesorado.
- Número de proyectos internacionales propuestos
- Número de proyectos internacionales en los que se toma parte
- Número de alumnado extranjero que recibimos en nuestro centro.
- Número de profesorado extranjero que recibimos en nuestro centro

CUALITATIVOS

- Número de colaboraciones es que se mantienen en el centro para cursos posteriores después de haber realizado las movilidades

The participation of our institution in the Erasmus Programme intends to achieve:

- Introduce in the study programmes of the different courses technological aspects used in other countries to give our students a new point of view and make them able to transfer it to the companies and enterprises where they will develop their working activity.
- Take advantage of the mobilities to spread our good practices with other countries, share them and enrich from their experience.
- Improve the Curriculum of the students participating in international projects to better their employability.

Indicators of the expected impact:

QUANTITATIVE

- Number of students mobilities.
- Number of staff mobilities.
- Number of proposed international Actions.

- Number of international Actions/Projects in which we participate.
- Number of foreign students we welcome in our institution.
- Number of foreign staff we greet in our institution.

QUALITATIVE

- Number of long term partnerships that we maintain in our institution in successive courses after having performed the mobilities.
- Level of satisfaction of students and staff participating in the Key Actions.

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.

Insert text

El acceso a becas erasmus, se realizará a través de de un proceso de selección en el que los criterios serán públicos:

1. Valoración de actitudes elaborado por cada departamento (valor: 70%) y expediente académico (nota media de las materias cursadas en primero) (valor: 30%).
2. Conocimiento de idiomas, CV elaborado por el alumnado. Se tendrá en cuenta si están asistiendo a los cursos de inglés impartidos por la tarde.
3. Orden de entrega de la documentación al coordinador/a.
4. En caso de que haya empate entre algunos aspirantes se realizará sorteo en el OMR.

El equipo encargado de valorar la adecuación de los candidatos a las plazas, estará compuesto por el grupo de profesores del departamento, el responsable de erasmus y el director de estrategia.

Todos los criterios aplicados serán públicos en la página web del centro y a disposición de todas las personas que lo soliciten.

En el proceso de sensibilización del alumnado el centro reforzará los principios de inclusión social y no discriminación e igualdad de género.

Para realizar este proceso de selección se creará un equipo formado por el staff y La dirección del centro para posibles sugerencias ,reclamaciones y consultas.

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.

Insert text

Se realizará una sesión de sensibilización para informar sobre las ventajas de la Tarjeta del Estudiante Europea.

Se tratará de impulsar al alumnado a descargar la aplicación de Erasmus para el móvil. Impulsaremos el tomar parte en los seminarios WEBINAR que para la difusión de la misma organice la Unión Europea.

En la medida de lo posible se primará la tramitación de documentación vía on line, para fomentar el principio de desarrollo sostenible.

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

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

-Euskadi apuesta por un crecimiento humano sostenible, donde la sociedad, el medio ambiente, la cultura y la economía, están interconectadas.

En la actualidad, el currículo vasco de la Formación Profesional, ofrece oportunidades para el desarrollo de una capacitación para la sostenibilidad que están presentes en los centros de formación desde un enfoque de desarrollo competencial del alumnado y permite el análisis crítico de las problemáticas y la creación de alternativas y soluciones creativas.

Prácticas:

- Concienciación del cambio hacia una economía circular como alternativa de futuro.
- Utilización masiva de las nuevas tecnología, para reuniones, trabajos, con el consiguiente ahorro de papel.
- Sensibilización hacia el uso de transporte público, y dentro de esto fomentar el uso del tren, bus, frente al avión.
- Afianzar la idea de Reducir, Reutilizar y Reciclar.
- Valorizar la utilización de las energías renovables.

Estas prácticas que realizamos en nuestro centro, compartiremos con otros centros de otros países que nos visitan, así mismo en las visitas que ntros realizamos analizamos sus prácticas medioambientales.

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

-Fomentamos la participación de nuestro alumnado en tareas de voluntariado y realizamos talleres de motivación sobre temática de economía solidaria, igualdad de género e inclusividad.

-Los centros de Formación Profesional del País Vasco formamos parte del proyecto Valores 4,0 que promueve el V Plan Vasco de la FP que consiste en integrar la educación en valores dentro de la FP.

-Pretendemos formar personas que se conviertan en agentes e impulsores del cambio y como profesionales puedan desarrollar su trabajo con honestidad en un futuro y sean ciudadanos que participen de forma activa en su comunidad .

-Organizamos talleres, seminarios, charlas sobre responsabilidad individual y colectiva , liderazgo efectivo, resolución de conflictos, trabajo en equipo .

- Intentamos promover entornos la figura del alumno o alumna y del profesor o profesora "Cicerone" en nuestra institución.

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.

Insert text

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

RECONOCIMIENTO

- El Gobierno Vasco solicita certificados de los proyectos en los que se ha tomado parte. Y mediante una resolución establece el número de horas que se certificarán al profesorado y personal en función de las actividades realizadas bajo el programa ERASMUS+.
- Certificado de la institución de acogida.

PROMOVER Y APOYAR:

- Asegurar que el profesorado pueda desarrollar sus moviidades a lo largo del curso escolar y que sus clases serán atendidas por el resto de los miembros del departamento.
- Nuestro equipo de Internalización dinamizará la transferencia de experiencias: Garantizar que el profesorado que ha realizado la movilidad podrá dar a conocer los beneficios de la misma al resto de la comunidad educativa.
- Subvención para cursos de idioma para profesorado

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.

<https://fpandramari.eus/programas-internacionales/>

Esta carta se aprobará en el Consejo Social y se darán a conocer cada curso escolar todas las actividades programadas para la comunidad educativa en el ámbito de Erasmus.

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.

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))

-Plan de comunicación de la carta:

- 1-Mención en las diferentes Jornadas de Acogida de la institución y en el Claustro del Profesorado de Principio de Curso.
- 2- Jornadas de sensibilización al alumnado y profesorado por el Equipo de Internalización.
- 3- Visibilización de la carta Erasmus en la institución
4. Explicación del programa ERASMUS+ en las Jornadas de puertas abiertas.
5. Explicación del programa ERASMUS+ en las Jornadas de Orientación a la ciudadanía de Ikaslan.

-Se mide la satisfacción de las personas implicadas en los proyectos mediante encuestas de satisfacción del alumnado y el departamento de internalización realizará el seguimiento de las acciones programadas reflejando en la memoria anual del equipo de trabajo.

-Utilizar las redes sociales para lograr una mayor difusión de las actividades de Erasmus +, incluyendo en nuestra pagina web, blog e instagram y twitter todas las noticias relacionadas con la internacionalización y las moviidades tanto de alumnado como de profesorado.

-Ikaslan realiza tres jornadas anuales de sensibilización e información al alumnado y profesorado.