



ECHE Selection 2020
Erasmus Charter for Higher Education
Application eForm
Call for proposals EACEA/02/2019

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

Program	The EU programme Erasmus + adopted by the European Parliament and the Council on 11 December 2013* (hereafter the Programme)
Action	Erasmus Charter for Higher Education
Call	2020
Deadline for Submission (dd-mm-yyyy)	29/03/2019 midday Brussels time (Central Europe Time - CET).
Application language	EN
Correspondence Language	EN

* Official Journal of the European Union L347/50 of 20th December 2013.

273138-EPP-1-2020-1-ES-EPPKA1-ECHE

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

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): EN

Acknowledgement of receipt

After the submission of this application form, you should be receiving an Acknowledgement of receipt, proving that the submission has been successful. If this is not the case, please contact the Education, Audiovisual & Culture Executive Agency (EACEA) immediately (e-mail: EACEA-ECHE@ec.europa.eu).

Further to this, and shortly after the deadline for submission, EACEA will publish the list of applications successfully received on its website. If within 15 days after the deadline for submission the application has not been listed on the website, the applicant should contact the EACEA immediately (e-mail: EACEA-ECHE@ec.europa.eu).

Applicant Organisation

A.1. Applicant Organisation

PIC	943599705
Full legal name (official name in latin characters)	IES PEREZ DE GUZMAN
Full legal name (English name)	IES PEREZ DE GUZMAN
Acronym	IES PG
Erasmus code (e.g. F PARIS33) - if available	NEW 2020
Address (N°, street, avenue, etc.)	Dolores Ibarruri 3
Country	Spain
Region	ANDALUCIA
Post code	29400
City	Ronda
Website	www.iesperezdeguzman.org

A.2. Legal Representative

Title	MR
Gender	Male
First Name	PASCUAL
Family Name	DEL RÍO FERNÁNDEZ
Position	HEADMASTER
E-mail	29007998.EDU@JUNTADEANDALUCIA.ES
Telephone (including country / area codes)	+34697954302
Address (n°, street, avenue, etc)	Dolores Ibarruri 3
Country	ES, Spain
Region	ANDALUCIA
Post code	29400
City	Ronda

A.3. Coordinator

Title	MS
Gender	Female

First Name	SARA
Family Name	OÑATE GUTIÉRREZ
Department	DEPARTMENT OF SOCIOCULTURAL SERVICES
Position	TEACHER
E-mail	ERASMUS.PEREZDEGUZMAN@GMAIL.COM
Website	WWW.INSTITUTOPEREZDEGUZMAN.COM
Telephone (including country / area codes)	+34697954259
Address (n°, street, avenue, etc)	Dolores Ibarruri 3
Country	ES, Spain
Region	ANDALUCIA
Post code	29400
City	Ronda

B.1. Erasmus+ activities included in your EPS

In order to facilitate the evaluation of your current application form, please tick those Erasmus+ activities that are part of your current Erasmus Policy Statement

Erasmus + Key Action 1 (KA1):

Study between Programme Countries:

Programme Countries - Incoming student mobility

Programme Countries - Incoming staff mobility

Programme Countries - Outbound student mobility

Programme Countries - Outbound staff mobility

Partner countries - Study between Partner Countries:

Partner countries - Incoming student mobility

Partner countries - Incoming staff mobility

Partner countries - Outbound student mobility

Partner countries - Outbound staff mobility

Traineeships:

Traineeships - Incoming student mobility

Traineeships - Incoming staff mobility

Traineeships - Outbound student mobility

Traineeships - Outbound staff mobility

Erasmus Mundus Joint Master Degrees

Erasmus + Key Action 2 (KA2):

Strategic Partnerships

Knowledge Alliances

Capacity Building Projects

Erasmus + Key Action 3 (KA3):

KA3 Projects

Jean Monnet Activities

Jean Monnet projects

B.2. Erasmus Policy Statement: your strategy

Please be aware that your Erasmus Policy Statement should reflect your intended involvement in Erasmus+. Should you wish to add additional activities in the future you will have to amend your Erasmus Policy Statement and inform your respective National Agency accordingly.

The Institution agrees to publish this overall strategy (all three parts of the Part B) on its website within one month after reception of the Erasmus Charter for Higher Education from the EACEA.

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:

Original language [ES]

El IES Pérez de Guzmán es una institución educativa dependiente de la Junta de Andalucía, situada en Ronda (Málaga). Ofrecemos una amplia gama de estudios: Educación Secundaria Obligatoria, diferentes vías para realizar el Bachillerato y Formación profesional de la rama de servicios socioculturales y comunitarios, desde el nivel básico: actividades domésticas y limpieza de edificios; Nivel medio: Atención a personas en situación de dependencia; y nivel superior: educación infantil, integración social y animación sociocultural y turística. Esperamos ampliar nuestro Catálogo de formación profesional por la rama de la viticultura. Ya hemos experimentado enriquecimiento que generan los intercambios culturales gracias a la participación en un gran proyecto Leonardo da Vinci y Comenius realizadas entre 2008 y 2014. Queremos dibujar nuestra estrategia internacional para los años siguientes en áreas clave como prácticas en empresas para nuestro alumnado de ciclos formativos, movilidad de estudiantes, desarrollo curricular y el desarrollo de alianzas estratégicas. Por otro lado, Ronda es un lugar muy emblemático dentro España que recibe a muchos turistas todos los días lo que genera la oportunidad de que tanto los estudiantes como el personal disfruten del entorno multicultural y aprendan de los demás, aspecto clave para este proceso de internacionalización.

a) Nuestros socios son un aspecto clave de la estrategia internacional y se seleccionarán de acuerdo a una serie de criterios como la adecuación de su actividad profesional y la calidad de su institución, la ubicación o la metodología de trabajo innovadora. Trataremos de tener más de una opción por perfil de estudio para que podamos adaptarnos a cada estudiante de la mejor manera posible. Crearemos una base de datos con la información básica de la búsqueda de las empresas e instituciones educativas en Internet, plataformas especializadas como eTwinning o ERIVET, entre otras. En esta base de datos incluiremos el perfil, las actividades ofrecidas, el tipo de negocio, los datos de contacto... para que nos ayuden a maximizar los esfuerzos de búsqueda. Luego, la coordinadora Erasmus + hará un primer contacto con cada uno de ellos presentando nuestro proyecto e intenciones. Una vez muestren su interés en colaborar, ofreceremos todos los detalles e información para generar los acuerdos.

b) En cuanto a las áreas geográficas, nos gustaría hacer contacto con los países de habla inglesa, ya que es el idioma más estudiado en España y creemos que estos países serán más adecuados para nuestros estudiantes. Luego, a Alemania, debido a nuestras experiencias anteriores, tenemos el contacto de diferentes empresas y hemos visto que la demanda de trabajadores con el perfil de nuestro alumnado es recurrente y, finalmente, a Bélgica debido a los contactos anteriores que tiene nuestro personal. Sin embargo, estamos abiertos a expandirnos a cualquier otro país donde encontremos la oportunidad de cooperar.

c) Nuestros principales objetivos con respecto a los alumnos son:

- Incrementar el número de oportunidades para realizar sus estudios en el extranjero.
- Proporcionar una mezcla estimulante de estudiantes de todos los orígenes y países.
- Formar estudiantes cuyas habilidades y conocimientos sean los requeridos en los mercados laborales nacionales e internacionales, brindando oportunidades para que los estudiantes participen en prácticas, experiencia laboral y voluntariado.
- Enviar y dar la bienvenida a los estudiantes para que realicen prácticas en empresas para que puedan consolidar sus estudios teóricos realizados previamente en un entorno perfecto, profesional y nuevo.

Los objetivos relacionados con el personal son:

- Aprender sobre diferentes sistemas educativos para que podamos enriquecer el nuestro.
- Mejorar nuestras habilidades interculturales y lingüísticas.
- Conocer las nuevas metodologías y técnicas implementadas en empresas de todo el mundo teniendo en cuenta nuestro campo de trabajo.
- Enriquecer al resto del personal con las experiencias y nuevos aprendizajes adquiridos durante la movilidad.

Translation language [EN]

IES Pérez de Guzmán is an educational institution under the Ministry of Education of the Andalusian Regional Government, placed in Ronda (Malaga). We offer a wide range of studies: Compulsory Secondary Education, different paths to undertake the A levels, and Vocational Education and Training focused on socio-cultural and community services, having from the basic level: Household activities and Building cleaning; medium level: Care for People in a Situation of Dependency; higher level: Pre-school education, Social Integration, and Socio Cultural and Tourist Animation. We expect to widen our Catalogue into other Vocational studies such as viticulture.

We have already experienced the enrichment exchanges offer thanks to the participation in previous Leonardo da Vinci and Comenius opportunities carried out between 2008 and 2014. We want to draw our international strategy for the following years in key areas such as traineeships in enterprises, student mobility, curriculum development and the development of strategic partnerships. On the other hand, Ronda is a special spot in Spain that welcome many tourists every day. This offers the opportunity to both outgoing and incoming students and staff to enjoy the multicultural environment and to learn of others, key aspect to be predisposed to do an exchange to other country.

a) Our partners are a key aspect of the international strategy and will be selected according to a range of criteria such as subject match and quality, appropriate locations for our students or innovative methodology of work. We will try to have more than one option per profile of study so we can suit every student in the best possible way. We will create a database with the basic information of the company search on the Internet, specialized platforms such as eTwinning, or ERIVET among others. In this database we will include profile, activities offered, type of business, contact details... so it will help us to maximize the searching efforts. Then the Erasmus+ coordinator will make a first contact to each of them presenting our project and intentions. Once they want to collaborate, we will offer all details and information prior to creating the agreements.

b) Regarding the geographical areas, we would like to make contact to English speaking countries, since it is the language more studied in Spain and we think these countries will be more suitable for our students. Then to Germany, due to our previous experiences we have the contact of different companies and we have seen the demand of workers with our students' profile is recurring and, finally, to Belgium due to previous contacts that our staff has. However, we are opened to expand to any other countries where we find the opportunity to cooperate.

c) Our main objectives regarding the students are:

- To increase the number of opportunities to fulfill their studies abroad
- To provide a stimulating mix of students from all backgrounds and countries
- To generate students whose skills and knowledge are those required in the national and international job markets by providing opportunities for students to engage in placements, work experience and volunteering.
- To send and welcome students to do the traineeship in enterprise so they can consolidate their theoretical studies previously done in a perfect, professional and new environment.

The objective related to staff are:

- To learn about different educational system so we can be able to enrich ours
- To improve our intercultural and languages skills
- To learn about new methodologies and techniques implemented in companies all around the world considering our field of work.
- To enrich the rest of the staff with the experiences and new learnings acquired during the mobility.

Please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects within the framework of the Erasmus+ Programme. If not applicable, please explain:

Translation language [EN]

Our School is willing to implement a project within the Erasmus+ Programme. We want to take the correct steps to make sure that our internationalisation project carries on. As stated, our partners are key in this process so we think that cooperating in international projects is a great way to establish contact with different organisations that can be crucial to create a subsequent stronger bond.

Our priority actions in this sense are:

- To encourage the students and staff to take part in KA1 an KA2 actions
- To improve language skills of the participants to enable communication
- To put in place strategies that promote equality between women and men, intercultural communication, promotion of labour insertion, as well as the prevention and avoidance of discriminatory attitudes
- To comply with the Erasmus+ Policy statement

Original language [ES]

Nuestro Instituto está dispuesto a implementar un proyecto dentro del programa Erasmus+. Queremos tomar las medidas correctas para asegurarnos de que nuestro proyecto de internacionalización continúe. Como se ha mencionado, nuestros socios son clave en este proceso, por lo que creemos que cooperar en proyectos internacionales es una excelente manera de establecer contacto con diferentes organizaciones que pueden ser cruciales para crear un vínculo más fuerte.

Nuestras acciones prioritarias en este sentido son:

- Animar a al alumnado y personal a participar en las acciones KA1 y KA2.
- Mejorar las habilidades lingüísticas de los participantes para que la comunicación sea fluida en el momento de la implementación del proyecto o intercambio.
- Implementar estrategias que promuevan la igualdad entre mujeres y hombres, la comunicación intercultural, la promoción de la inserción laboral y la prevención y evitación de actitudes discriminatorias.
- Cumplir con la política de Erasmus +.

Please explain the expected impact of your participation in the Erasmus+ Programme on the modernisation of your institution.

Please refer to each of the priorities of the renewed EU Agenda for higher education as well as the goals towards a European Education Area* and explain the policy objectives you intend to pursue:

Translation language [EN]

As we already know the renewed EU agenda for higher education, adopted by the Commission in May 2017, identifies four key goals for European cooperation in higher education:

- Tackling future skills mismatches and promoting excellence in skills development
- Building inclusive and connected higher education systems
- Ensuring higher education institutions contribute to innovation
- Supporting effective and efficient higher education systems.

Our School is looking forward to acquiring a mix of all of them since with the Erasmus+ exchanges we are sure our students will improve the social abilities and skills, we will learn of latest techniques and methodologies that are already working in Europe and non-Europe countries. This will for sure bring innovation to our community and School. We believe that all these together will make our education system more efficient and accurate to the demands of the market.

Regarding the European Education Area, we have seen that it aims, among others, to:

- making mobility a reality for all, which is one of our aims to, having the opportunity to offer them this option is the beginning to start the mobility
- initiating a new process for the mutual recognition of higher education and school diplomas. We want to contribute on this point bringing different education system together through the Erasmus+ exchanges of our students
- greater cooperation on curricula development. Learn from each other, import the latest techniques and build better education systems.
- improving language learning. This is of course one of our main goals, since we believe that a cultural and linguistic immersion such as Erasmus+ exchanges are crucial to learn and improve the language learning.
- promoting lifelong learning. Teachers need to keep learning everyday and it is better to learn from so different perspective to widen our points of view, which links with the supporting teachers aim of this European Education Area.
- mainstreaming innovation and digital skills in education. The digital learning is basic nowadays, and it becomes more important when the distance is involved, so this learning will be needed to make the exchanges.
- preserving cultural heritage and fostering a sense of European identity and culture. With the exchange we will promote the learning of culture.

Original language [ES]

Como ya sabemos, la agenda renovada de la UE para la educación superior, adoptada por la Comisión en mayo de 2017, identifica cuatro objetivos clave para la cooperación europea en educación superior:

- Mejorar las habilidades y promover la excelencia en el desarrollo de habilidades.
- Construir sistemas de educación superior inclusivos y conectados.
- Asegurar que las instituciones de educación superior contribuyan a la innovación.
- Apoyar sistemas de educación superior eficaces y eficientes.

Nuestro Instituto espera adquirir una combinación de todos ellos ya que con los intercambios Erasmus+ tenemos la certeza de que nuestro alumnado mejorará sus actitudes y habilidades sociales, aprenderemos sobre las últimas técnicas y metodologías que ya están funcionando en Europa y países no europeos, lo que generará una mejora e innovación en nuestra comunidad y escuela. Nuestro sistema educativo será así más eficiente y preciso a las demandas del mercado.

Respecto al Espacio Europeo de la Educación, hemos visto que tiene como objetivo, entre otros:

- Hacer realidad la movilidad para todos, que es uno de nuestros objetivos principales.
- iniciar un nuevo proceso para el reconocimiento mutuo de la educación superior y los diplomas escolares. Queremos contribuir en este punto al reunir diferentes sistemas educativos a través de los intercambios Erasmus+ de nuestros estudiantes.
- Mayor cooperación en el desarrollo curricular. Aprender unos de otros, importar las últimas técnicas y crear mejores sistemas educativos.
- Mejorar el aprendizaje de idiomas. Este es, por supuesto, uno de nuestros principales objetivos, ya que creemos que una inmersión cultural y lingüística como los intercambios de Erasmus+ son cruciales para aprender y mejorar el aprendizaje de idiomas.
- Promover el aprendizaje permanente. El profesorado debe seguir aprendiendo todos los días y es mejor aprender desde una perspectiva tan diferente, para ampliar nuestras miras, que se vinculan con el objetivo del profesorado de apoyo de este Espacio Europeo de la Educación.
- Integrar la innovación y las habilidades digitales en la educación. El aprendizaje digital es básico hoy en día y se vuelve más importante cuando se trabaja en la distancia, por lo que este aprendizaje será necesario para realizar los intercambios.
- preservar el patrimonio cultural y fomentar el sentido de la identidad y cultura europeas. Con el intercambio promoveremos sin duda el aprendizaje de la cultura.

* COM (2017) 247 (<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52017DC0247&from=EN>) and COM (2017) 673 (<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52017DC0673&qid=1516270826179&from=EN>)

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 2018-2019:

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

Short cycle:	146.0
1st Cycle: (e.g. Bachelor)	0.0
2nd Cycle: (e.g. Master)	0.0
3rd Cycle: (e.g. Doctoral)	0.0

Number of staff (Equivalent full-time) involved in Higher Education

Teaching:	20.0
Administrative:	1.0

Number of degree courses (study programmes in Higher Education) on offer

Short cycle:	6.0
1st Cycle: (e.g. Bachelor)	0.0
2nd Cycle: (e.g. Master)	0.0
3rd Cycle: (e.g. Doctoral)	0.0

STUDENTS (academic year 2018-2019)

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

Number of outbound students for study mobility (Erasmus+ and/or other programmes): to programme countries	0.0
Number of outbound students for study mobility (Erasmus+ and/or other programmes): to partner countries	0.0
Number of outbound students for traineeships (work placement Erasmus+ and/or other programmes): to programme countries	0.0
Number of outbound students for traineeships (work placement - other programmes): to partner countries	0.0
Number of incoming students for study mobility (Erasmus+ and/or other programmes): from programme countries	0.0
Number of incoming students for study mobility (Erasmus+ and/or other programmes): from partner countries	0.0

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

Number of foreign degree students, if applicable: from programme countries	0.0
Number of foreign degree students, if applicable: from partner countries	0.0

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

Number of local students enrolled in double/multiple/joint degrees	0.0
Number of international students enrolled in double/multiple/joint degrees	0.0

ACADEMIC STAFF (academic year 2018-2019)

All types of higher education staff mobility within the framework of the Erasmus+ Programme (for periods between 2 days and 2 months) for teaching and training purposes

Number of outbound staff to programme countries	0.0
Number of outbound staff to partner countries:	0.0
Number of incoming staff from programme countries	0.0
Number of incoming staff from partner countries:	0.0

COOPERATION

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2018/2019: 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 programme countries	0.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from partner countries	0.0
Total number of consortium agreements for double/multiple/joint degrees:	0.0
Of these, number of the consortia involving partner countries	0.0

European and International Education and Training Projects with contracts running in 2018-2019 (e.g.: Erasmus+, Erasmus Mundus, Knowledge Alliances, Capacity Building, etc)

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 (2018-2019)

Number of staff at the central level:	0.0
Number of staff at the Faculty/School/Department Level:	0.0

D

General Organisation of Programme activities

D1. General Organisation

Please describe the administrative and academic structure put in place at your institution for the organisation and implementation of European and international mobility.

Please provide a detailed description of the division of tasks and responsibilities among the staff in charge, with regards to both the administrative and academic decision-making processes.

Describe also the operational and communication methods.

Our main operational strategies can be described as follow:

-The Headmaster is in charge of the representation and institutional relations.

-The Erasmus+ Coordinator together with the Deputy Headmistress will be responsible of:

oFunds supervision

oLinguistic and cultural preparation of the students that will undertake the exchange programme

oControl of the training programme that will be implemented in the incoming company

oMonitoring of the training process

oAll the paperwork needed

oStudent selection process

oInforming about the programme to the student

-The Higher Vocational Studies Teachers, in particular, those in charge of the training process:

oMonitoring of the training process

oGuarantee the complexation of ETCS credits satisfactorily

-The Secretary:

oEconomic and document management

-The Language Department:

oLanguage level test

-The Guidance Counselling:

oAptitude test

Regarding the communication methods that will be used at our Institution, we would highlight that we will publish all the information related to the Erasmus+ programme at the official noticeboard as well as the official webpage and social networks of our High School at the beginning of the process and will be updated accordingly. We will also make public notice of the process through the email listing of the classes involved. We will coordinate the language level tests and interviews with the Guidance Counselling depending on the number of candidates and the availability of the Head teachers.

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

<http://sepie.es/>

Sede Central General

Oraa, 55. 28006 Madrid

Tel: (+34) 91 550 67 18

sepie@sepie.es

Fax: (+34) 91 550 67 50

D.1.1. (Optional) Additional Information for HEIs belonging to an Umbrella Organisation

Please fill in this section only if you are applying for an HEI which does not have its own legal entity. For example, if your HEI is part of a foundation or another similar umbrella organisation which is the legal entity:

This includes the COMUE in France, which are composed of several institutions or bodies. Please specify the exact role of the umbrella organisation with regard to the other education institutions that are part of the consortium.

Please give information of the composition of your umbrella organisation and explain in particular if there are other education institutions attached to the same legal entity. If yes, please indicate if those institutions already hold the Erasmus Charter:

D2. Fundamental Principles

While we are conscious that your institution might not get involved in all the different types of Erasmus+ activities from the beginning, we ask you to comply with all the principles and to tick them accordingly as the Erasmus Charter for Higher Education offers you the entire portfolio from the very start.

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

Respect in full the principles of non-discrimination set out in the Erasmus+ 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 (e.g.: average number of credits per semester provided by your degree programmes) and the methodology used at your institution to allocate credits to the different course units.

As our High School is a public institution, we comply with the Official laws that rule education in Spain. In particular, the Spanish Organic Law of Education (LOE), partially modified by LOMCE, and different Decrees and Orders; they develop the curricula and methodology of the studies we have; Regarding the higher education, we offer: Higher Technician in Pre-school Education; Higher Technician in Social Integration; Higher Technician in Socio Cultural and Tourist Animation. However, all of them share a common structure:

Total duration: 2000 hours

Level of the title:

National: Vocational qualifications - Non-university Higher Education

International: Level 5b of International Standard Classification of Education (ISCED5)

On the job training module: 22 ECTS credits

This professional module is regulated by the education Order of 28 September 2011 that can be found in this link: (in Spanish) <https://www.juntadeandalucia.es/boja/2011/206/1> An agreement between the host institution and our High School is signed to formalise the process. Further, a teacher and a professional tutor are designed to coordinate and evaluate the learning process. A credit transfer system will be recognised from our Educational Regional Government for this training process according to the National Course Catalogue, justified by the signed agreement and the records issued by the High School together with the hosting Institution indicating the grades and credits passed.

In addition, please provide the direct web link where the methodology is explained.

<http://www.todofp.es/que-como-y-donde-estudiar/que-estudiar/familia/loe/servicios-socioculturales-comunidad/educacion-infantil.html>
<http://www.todofp.es/que-como-y-donde-estudiar/que-estudiar/familia/loe/servicios-socioculturales-comunidad/integracion-social.html>
<http://www.todofp.es/que-como-y-donde-estudiar/que-estudiar/familia/loe/servicios-socioculturales-comunidad/animacion-sociocultural-turistica.html>

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

D3. 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.

Please explain if all courses taught at your institution are described in your public course catalogue and in which languages they are taught.

The offer in terms of Vocational Training in the IES Pérez de Guzmán is shown on the website of the centre and the vehicular language used is the Spanish. However, at the second year, there are three hours of free disposal that we use to teach English with professional purposes (it has been implemented in the Higher technician of Pre-School Education, but we aim to do it in the rest of the studies). Further, the Socio Cultural and Tourist Animation has officially 128 hours of English.
As we are a public institution, we do not have a particular catalogue of courses but those offered by the Spanish Ministry. Our institution is willing to offer the mobility of students of Higher Vocational Training (non-university) for the implementation of the "On the job training" professional module.

In addition, please provide the direct web link to the course catalogue of your institution.

<http://www.iesperezdeguzman.com/>

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.

In addition, explain how and by whom the learning agreements for the mobile students will be managed:

As described above, the Deputy Headmistress, the Erasmus+ Coordinator and the teacher in charge of the student for the training process will be responsible of the correct exchange of information and documents for the process.

Before mobility, the Erasmus+ coordinator contact possible companies or institutions willing to cooperate in the learning process of our students. Videoconferences are held and emails exchanged to explain and agree the terms of the learning process: tasks to be developed, evaluation process, determine the communication methods (email, skype, hangout, phone...). Once we all agree the Headmistress or Erasmus+ coordinator elaborate the learning agreement for Traineeships and the formative programme on a formal document following the samples we already have or have been given and they are signed by both parties (electronically, if possible). Each party keeps a copy of the agreement at its place. Further, our School will take out an insurance liability policy to cover the student during the mobility.

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.

We inform our students about the possibility to go abroad on the second year of studies to do the "on the job training module" at the beginning of the first year, so they can start preparing the language test as soon as possible. Further, they can use the OLS platform to improve their language skills: <http://erasmusplusols.eu/en/> We will recommend them to enrol at the Official Language School (Escuela Oficial de Idiomas) for these two years of studies.

Apart from that, our Language Department prepares official exams at A levels courses so they can provide to our students mooc exams, information and guidance to pass this type of examination. Before the mobility they will conduct tests to determine the language level of the students willing to go abroad and the Socia-cultural service Department will prepare and support their students going or coming on work placement and provide academic advice and guidance to both incoming and outgoing students, including cultural tips and basic tools for staying abroad.

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

<http://www.iesperezdeguzman.com/>

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.

Provide guidance to incoming mobile participants in finding accommodation.

D4. 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 (e.g. peer mentoring, social integration of mobile participants within the institution and its local students and staff, information on accommodation, insurance, etc.) for incoming mobile participants and outgoing students for study and traineeships:

For the incoming students we will organise a welcome week where teachers together with our students will prepare an official session to show the organisation of the School, working methods and also the city, the surroundings so they can do a smooth adaptation process. A tutor will be assigned to each student so she or he can make a follow up of the learning process.

On the other hand, regarding the outgoing students, if possible, on the first weeks of stay the tutor will make a visit to the hosting institution. Apart from that, weekly online forms will be filled in to inform about the tasks accomplished by the student, so the tutor can know exactly how the student is using his/her time. It will also be supervised by the tutor at the working place. An email listing will be created with all the students going abroad, so they are all punctually informed of every little information we need to send. And, of course, both tutors will periodically hold online meetings, conversations and email exchange to make a correct follow up of the process. We will create a document to be signed and sent at the arrival of the student. We will use the Moodle platform to make official communication with the students. There they will register main activities implemented every two weeks.

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.

For the incoming students and staff, as said above, we will organise a welcome week. Apart from that the Vice-Headmistress, the Erasmus+ Coordinator and the Head of Department will be at total disposal for assisting, helping and collaborating with the incoming student or staff. During the whole mobility, these participants will be included in all extracurricular and complementary activities organized at the School. With the Socio-cultural and Animation Students we will organise different intercultural activities to learn of each other culture and language, creating language exchanges, cook sessions, cultural game sessions...

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

<http://www.iesperezdeguzman.com/>

D5. 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.

Please describe the internal administrative steps and procedures established to recognise the mobility achievements.

After mobility, outgoing students participating in the exchange are given two certificates in order to recognise the traineeships in enterprises, one issued by the hosting enterprise and another one issued by the High School, the Europass mobility certificate. They recognise that they have completed all the requirements stipulated in the learning agreement and guarantee the academic recognition of the overseas exchange period in accordance with the conditions stipulated in the institution's recognition framework.

The administrative steps are:

1. Evaluating session at the Department
2. Post grades
3. Title petition
4. Certificate of personal transcript

For incoming mobility, we will award them with the Europass certificate as well as all the documents signed and stamped in order to allow the student to make the credit recognition once arrived at their origin institution.

In addition, please provide the direct web link for this recognition procedure.

<http://todofp.es/dctm/todofp/europass/t.superior-loe-ingles/tsaplicacionesweben.pdf?documentId=0901e72b80910b28>
<http://www.boe.es/boe/dias/2010/06/12/pdfs/BOE-A-2010-9269.pdf>
<http://www.boe.es/boe/dias/2010/11/11/pdfs/BOE-A-2010-17329.pdf>
<http://www.juntadeandalucia.es/boja/boletines/2011/149/d/updf/d23.pdf>

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, promote and recognise staff mobility:

Our School will enhance, support and take all possible measures to allow the staff mobility. We have already participated in different Comenius projects allowing the exchange of staff and students between our Institution and Germany (Herman-Nohl-Schule) and different Leonardo da Vinci opportunities to Finland, United Kingdom or Italy between the 2008 to 2014. We already know the positive impact of this type of exchanges to our School and community, so we will be more than happy to ease these exchanges.

As main strategies, teachers making a mobility will leave all materials and programming ready to be implemented by teachers on call so their students can easily continue their learning process at a normal pace.

Teachers undergoing these opportunities will receive two certificates: one of participation issued by our School containing amount of hours employed so it can be registered as professional training; and another one issued by the hosting company under the Europass mobility sample.

D6. 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 Erasmus+ Programme:

The Erasmus+ coordinator and the Guidance counsellor will inform the Higher education staff and students about the possibility of doing the Erasmus+ exchanges and the traineeships in European enterprises. They will be informed of the requisites, possible countries and cities where the mobility can be done. All this information will be published at the official webpage. Brochure with all the information will be designed and distributed among students. Teacher at the beginning of the year will propose and create working teams to elaborate the mobility projects, so they are involved since the very beginning. In case we need, we will ask our Teacher advisory centre to give us a formative course about this issue. Official meetings will be used to communicate to all the staff about the steps taken at this respect.

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.

D7. For the Purposes of Visibility

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

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

In addition, please provide the web link where you will host the Erasmus Policy statement in the future:

<http://www.iesperezdeguzman.com/> (under construction, it will be ready on June)

Facebook: IES Pérez de Guzmán

Instagram: IES Pérez de Guzmán

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: Ronda

*Name: Pascual del Río
Fernández*

Date (dd/mm/yyyy): 28/03/2019

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 (if applicable)