



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
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ERASMUS+

PROPOSAL (PART B)

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

IMPORTANT NOTICE

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

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

Character and page limits:

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

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

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

 **Please do NOT delete any instructions in the document. The overall page-limit has been raised to ensure equal treatment of all applicants.**

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.

TABLE OF CONTENTS

PROPOSAL (PART B).....	2
COVER PAGE	5
COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES	7
1. Erasmus Policy Statement (EPS).....	10
1.1 Erasmus activities included in your EPS	10
1.2 Erasmus Policy statement (EPS): your strategy	10
2. Implementation of the Fundamental Principles.....	14
2.1 Implementation of the new principles	14
2.2 When participating in Mobility Activities - After mobility	17
2.3 For the Purposes of Visibility.....	18

COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES

Declaration

I, undersigned, declare that if my institution is awarded with an Erasmus Charter for Higher Education, my institution will undertake to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Programme:
 - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
 - By promoting environmentally friendly practices in all activities related to the Programme.
 - By encouraging the participation of individuals with fewer opportunities in the Programme.
 - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility or project.

WHEN PARTICIPATING IN MOBILITY ACTIVITIES

Before mobility

- Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
- Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
- Carry out mobility for the purpose of studying and teaching only within the framework

of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception, support and integration of mobile participants.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide active support to incoming mobile participants throughout the process of finding accommodation.
- Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
- Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

During mobility

- Ensure equal academic treatment and the quality of services for incoming students.
- Promote measures that ensure the safety of outgoing and incoming mobile participants.
- Integrate incoming mobile participants into the wider student community and in the Institution's everyday life. Encourage them to act as ambassadors of the programme and share their mobility experience.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Provide appropriate language support to incoming mobile participants.

After mobility

- Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate. They shall be transferred without delay into the student's records, shall be counted towards the student's degree without any additional work or assessment of the student and shall be traceable in the student's transcript of records and the Diploma Supplement.
- Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).

- Encourage and support mobile participants upon return to act as ambassadors of the programme, promote the benefits of mobility and actively engage in building alumni communities.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the “ECHE guidelines” and of the “ECHE self-assessment” to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

On behalf of the Institution, I acknowledge that the implementation of the Charter will be monitored by the Erasmus National Agencies and that a violation of the above principles and commitments may lead to its withdrawal by the European Commission.

On behalf of the institution, I commit to publishing the Erasmus Policy Statement on the institution website.

Legal representative of the institution

Signature of the legal representative

In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the [ECHE Guidelines](#) for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

1. ERASMUS POLICY STATEMENT (EPS)

1.1 Erasmus activities included in your EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff ☒

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

Partnerships for Cooperation and exchanges of practices ☐

Partnerships for Excellence – European Universities ☐

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees ☐

Partnerships for Innovation ☐

Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) - Support to policy development and cooperation: ☐

1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the goal of building a European Education Area¹ and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

A través de nuestra participación en el programa Erasmus+, tal y como venimos haciendo hasta ahora, buscamos que nuestra institución se modernice a través de las relaciones con otras instituciones europeas, tanto de alumnos como de profesores, buscando crear una identidad europea más amplia que la que tenemos actualmente. Este aspecto se profundiza más aún en el alumnado que estudia en nuestro centro, ya que son alumnos de Educación Superior de la familia de Informática, un campo de plena actualidad y que no entiende de fronteras, pues el conocimiento que adquieren nuestros alumnos es válido para cualquier territorio europeo, por lo que tanto su aprendizaje como su inclusión en el Mercado laboral, se verían muy beneficiados con las movilidades del programa Erasmus+.

También buscamos un desarrollo personal y profesional de todas las personas que realicen movilidades, tanto profesores como alumnos.

Que el profesorado conozca y aprenda otras formas de dar clase siguiendo las pautas de otros países europeos, para que pueda trasladar ese conocimiento a sus clases y a su centro/compañeros.

Promover una participación activa de los participantes en el programa tanto antes, como durante y después de la movilidad, dando reconocimiento a todos los participantes y creando entornos donde puedan transmitir su experiencia y animen a otros alumnos/profesores a realizar movilidades y complementar su formación.

Que sea una opción para cualquier persona, independientemente de su raza, color, capacidad individual, capacidad económica, etc., proporcionando los recursos necesarios para que cualquier persona que quiera realizar una movilidad, la pueda llevar a cabo.

Promover prácticas amigables con el medio ambiente.

Implementar la gestión de la movilidad digital con la iniciativa de la tarjeta europea del estudiante.

Through our participation in the Erasmus + program, as we have been doing so far, we seek to modernize our institution through relations with other European institutions, both alumni and teachers, seeking to create a broader European identity than that we currently have. This aspect is deepened even more in the students who study in our center, since they are alumni of Higher Education of the Informatics family, a field of topicality and that does not understand borders, since the knowledge that our students acquire is valid for Any European territory, so that both their learning and their inclusion in the labor market would be greatly benefited by the mobility of the Erasmus + program.

We also seek personal and professional development for all people who carry out mobility, both teachers and students.

That teachers know and learn other ways to teach following the guidelines of other European

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

countries, so that they can transfer that knowledge to their classes and to their center / classmates.

Promote an active participation of the participants in the program both before, during and after the mobility, giving recognition to all the participants and creating environments where they can transmit their experience and encourage other students / teachers to carry out mobility and complement their training.

Make it an option for anyone, regardless of their race, color, individual capacity, financial capacity, etc., providing the necessary resources so that anyone who wants to carry out a mobility can carry it out.

Promote friendly practices with the environment.

Implement the management of digital mobility with the initiative of the European student card.

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)

La acciones Erasmus en la que queremos participar son KA103, en las cuales se engloba la Educación Superior.

En dicha acción clave es donde consideramos que los alumnos de nuestro centro tienen las mejores condiciones para llevar a cabo una movilidad y terminar su formación complementándola con unas prácticas en el extranjero, lo cual favorece su dominio del idioma donde vayan a realizar la formación, así como complementar su curriculum para su posterior incorporación al Mercado laboral.

En cuanto al profesorado, también contribuye el conocimiento que adquiere en un entorno y país diferente para llevar a cabo su labor docente en nuestro centro y así mejorar en los aspectos necesarios para crear una identidad europea mayor.

Estas acciones KA103 ya están implementadas en nuestra institución, pues llevamos varios años con alumnos y profesores que se forman utilizando las movibilidades del programa Erasmus+.

Al realizar estas acciones, contribuimos a conseguir los objetivos que nos hemos marcado anteriormente como la modernización de la entidad, el desarrollo personal y profesional de los participantes, etc.

The Erasmus actions in which we want to participate are KA103, which includes Higher Education.

In this key action is where we consider that the students of our center have the best conditions to carry out a mobility and finish their training complementing it with some practices abroad, which favors their command of the language where they are going to carry out the training, thus how to complement your resume for later incorporation into the labor market.

As for the teaching staff, the knowledge that they acquire in a different environment and country also contributes to carry out their teaching work in our center and thus improve in the necessary aspects to create a greater European identity.

These KA103 actions are already implemented in our institution, since we have been with students and teachers for several years who are trained using the mobilities of the Erasmus +

program,

By carrying out these actions, we contribute to achieving the objectives that we have previously set ourselves, such as the modernization of the entity, the personal and professional development of the participants, etc.

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)

El impacto previsto de participación en el programa Erasmus+ en nuestra institución es de dos alumnos y un professor cada curso escolar, es decir, realizar tres movilidades con la KA103 cada año.

Con esta participación, que es muy similar a la que venimos realizando los cursos anteriores, pretendemos seguir avanzando en la consecución de los objetivos fijados.

También marcamos este impacto atendiendo a las circunstancias socioeconómicas del entorno donde nos encontramos y por el número de alumnos susceptible de poder optar a solicitar una movilidad.

Junto con las entidades con las que ya hemos realizado movilidades, pretendemos crear una red de enlaces donde poder enviar alumnos para avanzar en su formación, y así aumentar las posibilidades de elección de movilidad cuando un participante esté decidido a llevarla a cabo.

The expected impact of participation in the Erasmus + program in our institution is two students and one teacher each school year, that is, carry out three mobilities with the KA103 each year.

With this participation, which is very similar to what we have been doing in previous courses, we intend to continue making progress in achieving the objectives set.

We also marked this impact taking into account the socio-economic circumstances of the environment where we find ourselves and the number of alumni who may be eligible to request a mobility.

Together with the entities with which we have already carried out mobility, we intend to create a network of links where we can send students to advance their training, and thus increase the possibilities of choosing mobility when a participant is determined to carry it out.

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.

- Se hacen públicos el número de movilidades y la dotación económica para que todo el alumnado/personal de nuestra institución, pueda conocerlo y decidir sobre su solicitud.
 - Se hacen públicos los criterios de selección en el caso de que existan más solicitudes que movilidades, en cuyo caso se establecen unos criterios para seleccionar al participante con mejores características para llevar a cabo la movilidad, independientemente de sus características personales.
 - En el caso del personal de la institución, dicha información, además de publicarse en la web y en la sala de profesores, donde todo el claustro está presente a lo largo de la jornada, también se informa a través de los claustros ordinarios y extraordinarios, de las sesiones de CCP y a través del correo electrónico de la institución.
 - En el caso de los estudiantes, dicha información, además de publicarse en la web y en el tablón de anuncios de los alumnos, se informa a través de reuniones periódicas con el alumnado susceptible de solicitar la movilidad y de contacto directo y/o a través de correo electrónico con el alumnado interesado en participar en el programa.
 - En el caso de alumnado con menos oportunidades, se intentó ayudar en la medida de lo posible buscando cómo complementar la dotación económica de la movilidad y así facilitar que dicha movilidad pueda llevarse a cabo. También, al igual que al resto de estudiantes, se les presta ayuda a la hora de preparar la movilidad, en cuanto a que se buscaran desplazamientos y alojamientos que estén acorde a la situación, lugares donde realizar la movilidad que faciliten algún servicio extra que pueda beneficiar al alumno y le ayuden a poder realizar la movilidad, etc.
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- *The number of mobilities and the financial endowment are made public so that all the students / staff of our institution can meet you and decide on your application.*
 - *Selection criteria are made public in the event that there are more applications than mobility, in which case criteria are established to select the participant with the best characteristics to carry out the mobility, regardless of their personal characteristics.*
 - *In the case of the institution's staff, said information, in addition to being published on the web and in the faculty room, where the entire cloister is present throughout the day, is also reported through the ordinary and extraordinary cloisters. , from the CCP sessions and through the institution's email.*
 - *In the case of students, this information, in addition to being published on the website and on the student bulletin board, is reported through periodic meetings with students who may request mobility and direct contact and / or through email with students interested in participating in the program.*
 - *In the case of students with fewer opportunities, an attempt was made to help as far as possible by seeking how to complement the economic endowment of mobility and thus facilitate that such mobility can be carried out. Also, like the rest of the students,*

they are given help when preparing the mobility, in terms of finding displacements and accommodations that are according to the situation, places to carry out the mobility that provide some extra service that may benefit the student and help him to carry out mobility, etc.

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.

En nuestra institución abogamos por evitar el uso de papel, al igual que se promueve en la Iniciativa europea de tarjeta de estudiante. Por tal motivo, nos acloparemos a cada una de las medidas que se vayan adoptando en dicha iniciativa, ya que nuestra institución ya realiza muchos de sus trámites sin papel.

Por ello, todos los alumnos que vayan a participar en el programa Erasmus+ funcionarán a través de la aplicación móvil para así llevar siempre con ellos toda la información que puedan necesitar en su movilidad. Además, el alumnado de nuestra institución son estudiantes de Ciclo Formativo de Informática, por lo que el uso del móvil y sus aplicaciones lo tienen muy familiarizado además de trabajarlo directamente en algunos de sus módulos de estudio.

A nivel de institución, iremos realizando la implementación de la Tarjeta Europea de Estudiante conforme vaya estando disponible. De echo, ya hemos realizado trámites anteriores relacionados con las movildades sin intercambiar papeles físicos, por lo que una vez que esté instaurada esta iniciativa, seguiremos su rumbo para el intercambio de información y documentación entre instituciones.

At our institution we advocate avoiding the use of paper, just as it is promoted in the European Student Card Initiative. For this reason, we will embrace each one of the measures that are being adopted in said initiative, since our institution already carries out many of its paperless procedures.

For this reason, all the students who are going to participate in the Erasmus + program will work through the mobile application in order to always carry with them all the information they may need in their mobility. In addition, the students of our institution are students of the Informatics Training Cycle, which is why they are very familiar with the use of mobile phones and their applications, in addition to working directly on some of their study modules.

At the institution level, we will carry out the implementation of the European Student Card as it becomes available. In fact, we have already carried out previous procedures related to mobility without exchanging physical papers, so once this initiative is established, we will continue its course for the exchange of information and documentation between institutions.

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

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

Nuestra institución aboga por llevar a cabo prácticas ecológicas en su día a día a través de proyectos a nivel de centro como son el reciclaje, reducción de residuos reutilizando todo el material posible, priorizando el transporte ecológico como puede ser caminar o desplazarse en bicicleta, así como la creación de unos agentes ambientales que promuevan estas prácticas entre nuestros alumnos.

En cuanto a los participantes en Erasmus+, se tratará de utilizar medios de transporte sostenibles, así como buscar entidades donde realizar la movilidad que aboguen por la sostenibilidad y responsabilidad ambiental.

Our institution advocates carrying out ecological practices in its day-to-day through projects at the center level such as recycling, waste reduction, reusing all possible material, prioritizing ecological transport such as walking or cycling. such as the creation of environmental agents that promote these practices among our students.

As for the participants in Erasmus +, it will be about using sustainable means of transport, as well as looking for entities where to carry out the mobility that advocate sustainability and environmental responsibility.

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

Con nuestros estudiantes, realizamos labores para mejorar la ciudadanía active, como pueden ser charlas donde estudiantes que ya han realizado una movilidad cuenten su experiencia a posibles candidatos, en la cual hagan referencia a toda la diversidad cultural con la que han convivido en su experiencia, tanto en su alojamiento, como en su lugar de estudio o trabajo, o en su vida de ocio y cultural en la ciudad donde realiza la movilidad.

También tenemos en nuestro centro un Sistema de alumnos ayudantes, los cuales favorecen el compromiso cívico y la ciudadanía active, ya que estos alumnos prestan ayuda a otros alumnos que se encuentran una situación desfavorecida, ya sea por llegar nuevos al centro, tener una incorporación tardía, tener unas relaciones sociales escasas con el resto de compañeros, pertenecer a un colectivo social de riesgo, etc. Con este programa se consigue que todo el alumnado de nuestro centro se encuentre cómodo e integrado en la vida diaria del centro.

Además, se realizan distintas actividades a nivel de centro, durante los recreos, para que la convivencia de todo el alumnado mejore y se profundice en un entorno cívico y respetuoso con toda la comunidad educativa. Algunas de las actividades que se desarrollan durante esos recreos son: huerto ecológico, actividades deportivas, taller de ajedrez, taller de manualidades, etc.

Y ya concretamente con los alumnos que realicen una movilidad Erasmus+, realizaremos encuentros con antiguos alumnos que hubiesen realizado movilizaciones para que compartan su experiencia y animen a los alumnos que van a realizar la movilidad con sus vivencias y conocimientos, así como buscar entornos donde convivan con otros alumnos que estén realizando una movilidad Erasmus y procedan de otros países, para así enriquecer su diversidad cultural. Para ello, algunas de las entidades con las que ya hemos contactado para realizar movilizaciones, tienen alumnos Erasmus de distintas nacionalidades, lo que favorece este aspecto. Y una vez que nuestros alumnos regresen, trataremos de que se conviertan en embajadores Erasmus para que trasladen su experiencia cívica y de ciudadanía al resto de alumnos candidatos a realizar una movilidad Erasmus+.

With our students, we carry out tasks to improve active citizenship, such as talks where students who have already completed a mobility report their experience to potential candidates, in which they refer to all the cultural diversity they have lived with in their experience, both in your accommodation, in your place of study or work, or in your leisure and cultural life in the city where you do the mobility.

We also have in our center a system of assistant students, which promote civic engagement and active citizenship, since these students provide help to other students who are in a disadvantaged situation, whether it is because they are new to the center, have a late incorporation, have poor social relationships with other colleagues, belong to a social group of risk, etc. With this program, all the students of our center are comfortable and integrated into the daily life of the center.

In addition, different activities are carried out at the center level, during breaks, so that the coexistence of all the students improves and deepens in a civic environment that is respectful of the entire educational community. Some of the activities that take place during these breaks are: ecological garden, sports activities, chess workshop, craft workshop, etc.

And already specifically with the students who carry out an Erasmus + mobility, we will hold meetings with former students who have made mobility to share their experience and encourage students who are going to carry out the mobility with their experiences and knowledge, as well as looking for environments where they live with other students who are doing an Erasmus mobility and come from other countries, in order to enrich their cultural diversity. For this, some of the entities with which we have already contacted to carry out mobility, have Erasmus students of different nationalities, which favors this aspect. And once our alumni return, we will try to make them become Erasmus ambassadors so that they can pass on their civic and citizenship experience to the other alumni who are candidates for an Erasmus + mobilization.

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.

Nuestra institución se compromete a implementar el reconocimiento automático completo de los créditos obtenidos por los alumnos que realizan una movilidad, excluyendo cualquier tipo de prueba a su regreso. Para ello se firmarán unos acuerdos entre las entidades de envío y acogida de los alumnos donde se recojan todos los aspectos necesarios para dicho reconocimiento.

Se dará importancia a la transparencia, tomando como referencia el Marco Europeo de Cualificaciones, apoyándonos en los Centros Nacionales de Información sobre el Reconocimiento académico, garantizando la coherencia y reduciendo las cargas administrativas, tanto para nuestra entidad como para nuestros alumnos.

Our institution commits to implement the full automatic recognition of the credits obtained by the students who carry out a mobility, excluding any type of test upon their return. To do this,

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))

agreements will be signed between the entities that send and host the alumni, which will include all the aspects necessary for such recognition.

Transparency will be given importance, taking the European Qualifications Framework as a reference, relying on the National Centers for Information on Academic Recognition, guaranteeing consistency and reducing administrative burdens, both for our entity and for our students.

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

Apoyar la movilidad: daremos toda la información sobre cursos, ayudas económicas, posibilidades de movilidad, entidades donde poder realizarlas, para así facilitar en la medida de lo posible, que la movilidad se pueda realizar.

Promover la movilidad: dar apoyo organizativo a las movilidades en cuanto a la localización de entidades, alojamientos, desplazamiento, mejora de la competencia lingüística, contratación de seguros, visados si fuese necesario, etc.

Reconocer la movilidad: aceptar que todas las actividades indicadas en el acuerdo de aprendizaje cuenten para obtener la titulación, siempre que se hayan completado satisfactoriamente por los estudiantes que participen en la movilidad

Support mobility: we will give all the information about courses, financial aid, mobility possibilities, entities where they can be carried out, in order to facilitate mobility as much as possible.

Promote mobility: give organizational support to mobility in terms of locating entities, accommodation, travel, improving language skills, contracting insurance, visas if necessary, etc.

Recognize mobility: accept that all the activities indicated in the learning agreement count towards the degree, provided they have been satisfactorily completed by the students participating in the movement.

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.

La dirección web donde estará alojada la Carta ECHE 21-27 así como toda la información referente al programa Erasmus+ es la siguiente:

http://www.fpvaldehierro.es/wp_fpvaldehierro/

Todas las actividades que se vayan ofertando en el programa Erasmus+ se promoverán en dicho enlace web, para que sea accesible a todo el alumnado y personal, además de la información que se dé directamente en las aulas. Utilizar esta web como fuente de información relacionada con el programa, tiene una doble intención. En primer lugar, ser un entorno accesible para cualquier persona, ya que tanto nuestros alumnos como profesores dominan muy bien los aspectos relacionados con la informática; y en segundo lugar, porque se trata de la web donde trabajan tanto alumnos como profesores para complementar su formación presencial en el aula, motivo por el cual es conocida por todo el alumnado susceptible de solicitar una movilidad de este programa.

The web address where the ECHE 21-27 Charter will be housed as well as all the information regarding the Erasmus + program is the following:

http://www.fpvaldehierro.es/wp_fpvaldehierro/

All the activities that are offered in the Erasmus + program will be promoted on said web link, so that it is accessible to all students and staff, in addition to the information that is given directly in the classrooms. Using this website as a source of information related to the program has a double intention. In the first place, to be an accessible environment for anyone, since both our students and teachers have a good command of aspects related to computing; and secondly, because it is the website where both students and teachers work to complement their face-to-face training in the classroom, which is why it is known to all students who may request a mobility from this program.

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.

Esta carta, al igual que la anterior que también tuvimos condedida, estará expuesta en un lugar accesible a todos los miembros de la institución (alumnus, profesores, directivos, administrativos, etc.) además de publicarse en la página web del centro.

También se informará de ella y de su contenido a todos los alumnus subceptibles de poder hacer uso de una movilidad, mediante visitas a las aulas y reuniones informativas, así como informar de su ubicación para que puedan consultarla.

Al profesorado del centro se le informará a través de las reuniones de claustro para que sea conocida por todo el personal, así como se informará de su ubicación para que pueda ser consultada en cualquier momento.

This letter, like the previous one that we also had granted, will be exhibited in a place accessible to all members of the institution (alumnus, professors, managers, administrators, etc.) in addition to being published on the center's website.

All students who are eligible to make use of a mobility will also be informed of its content and its contents, through visits to classrooms and informational meetings, as well as informing about its location so that they can consult it.

The faculty of the center will be informed through the cloister meetings so that it will be known by all the staff, as well as their location so that it can be consulted at any time.