Erasmus Charter for Higher Education 2014-2020 Application Form Call: 2014

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

Program	**The 2014-2020 EU programme for education, training, youth and sport proposed by the Euroepan Commission on 23 November 2011 (hereafter the Programme)***
Action	**Erasmus Charter for Higher Education**
Call	**2014**
Deadline for Submission (dd-mm-yyyy)	**15/05/2013 12:00 midday Brussels time.**
Application language	**EN**
Correspondence Language	**EN**

259132-LA-1-2014-1-ES-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):	259132-IC-1-2011-1-ES-ERASMUS-EUCP-1

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

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): -

Acknowledgement of receipt

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

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

Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	0
Full legal name (official name in latin characters)	INSTITUTO DE ENSEÑANZA SECUNDARIA CAMPANILLAS
Full legal name (English name)	IES CAMPANILLAS VOCATIONAL SCHOOL
Acronym	IES CAMPANILLAS
Erasmus code (e.g. F PARIS33) - if available	E MALAGA29
Address (N°, street, avenue, etc.)	CALLE FAUSTO 45
Country	España
Region	ANDALUCIA
Post code	29590
City	MALAGA
Website	http://www.iescampanillas.es

A.2. Legal Representative

Title	MR.
Gender	Male
First Name	JUAN MANUEL
Family Name	SANCHEZ FERNANDEZ
Position	HEADMASTER
E-mail	campanillas@euroescuela.com
Telephone (including country / area codes)	+34 697951775
Address (n°, street, avenue, etc)	CALLE FAUSTO 45
Country	ES, España
Post code	29590
City	MALAGA

A.3. Coordinator

Title	MR.
Gender	Male
First Name	SERGIO

Family Name	BANDERAS MORENO
Department	ICT
Position	BILINGUAL COORDINATOR
E-mail	sbanderas@gmail.com
Telephone (including country / area codes)	+34 649014202
Address (n°, street, avenue, etc)	CALLE FAUSTO 45
Country	ES, España
Post code	29590
City	MALAGA

| **B** | **Statistics** |

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.
For the academic year 2012-2013:

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

Short cycle:	55.0
1st Cycle:	0.0
2nd Cycle:	0.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	7.0
Administrative:	3.0

Number of degree courses on offer

Short cycle:	2.0
1st Cycle:	0.0
2nd Cycle:	0.0
3rd Cycle:	0.0

STUDENTS (academic year 2011-2012)

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

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	0.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	11.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of study mobility students (Erasmus and/or others): from participating countries	20.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	0.0

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

Number of foreign students, if applicable: from Participating countries	0.0
Number of foreign students, if applicable: non-partcipating countries	0.0

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

Number of Local students, involved in Double/multiple/joint degrees	0.0

Number of international students, involved in double/multiple/joint degrees	0.0

ACADEMIC STAFF (academic year 2011-2012)

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

Number of outgoing academic staff to participating countries	4.0
Number of incoming academic staff from participating countries	5.0

COOPERATION (academic year 2012-2013)

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

Number of Erasmus interinstitutional agreements:	1.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries	0.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries	0.0
Total number of consortium agreements for double/multiple/joint degrees:	0.0
Of these, percentage of the consortium involving non-participating countries	0.0

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

Number of projects as coordinator:	0.0
Number of projects as partner:	4.0

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

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

C   General Organisation of Programme activities

C1. General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

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

DIVISION OF TASKS
Management Team: Representation and international relations.
Erasmus Coordinator: Organises linguistic and cultural preparations, supervises the intake of Erasmus grants, provides companies that are relevant to the student's professional profile, checks the training program, and performs regular checks on the students' progress
IT Teaching Department: monitor and evaluate the placement phase and guarantee the achievement of ECTS credits
Counseling Department: Interview students to test for motivation and suitability
Administrative Staff: support with the documents necessary for the students' exchange
English Departament: manage English test
Language Assistants: help improve students' language skills

OPERATIONAL METHODS
Informative Talks
Selection process
Interviews with Counseling Department and Coordinator
Language Test

COMMUNICATION METHODS
School bulletin board
Students email list
Students Moodle Platform
School Web Page

www.iescampanillas.es/itvocational

C2. Fundamental Principles

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

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds. ☑

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent). ☑

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)
In addition, please provide the direct web link where the methodology is explained:

Our school is certified by our Regional Government as an Integration Center for Disadvantaged and Disabled Students.
Our school is also enrolled in a Regional Project called "Escuelas, Espacios de Paz" ("Schools, a Peaceful Place")

RECOGNITION:
European Credit System Vocational, European Quality Assurance Vocational Education Training
Diploma description: Higher Technician in Development of Web Applications
NATIONAL: Non-University Higher Education
INTERNATIONAL: Level 5 of the International Standard Classification of Education (ISCED5).
"On the Job Training" 22 CREDITS ECTS

A credit transfer system will be recognised from our Educational Regional Govermenment as the title (Learning in
the Work Place) Following these items:
-An annually updated Course Catalogue .
-A Learning Agreement
-Transcript of Records indicating the number of credits earned and grades achieved

http://todofp.es/dctm/todofp/europass/t.superior-loe-ingles/tsaplicacionesweben.pdf?documentId=0901e72b80910b28

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

C3. When Participating in Mobility Activities - Before mobility

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow. ☑

Provide guidance to incoming mobile participants in finding accommodation. ☑

Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)
In addition, please provide the direct web link to your Course Catalogue:

Bilingual Education (English) since 2008 in Vocational Studies:
Higher Technician in Development of Web Applications
and Technician in Microcomputer Systems and Networks
Course Catalogue: http://iescampanillas.es/

Since 2003 we are a Leonardo da Vinci - Hosting School to Vocational Schools from Germany and Finland
http://iescampanillas.es/fctue/
We assist with accommodation, company search and transport. We are also prepared to guarantee any other Erasmus students.

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants. ☑

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

Agreements Before Mobility:
- Erasmus: Grant agreement for student mobility internships
- Erasmus: Training Agreement and Quality Commitment
- Junta de Andalucia (Regional Goverment) - School-Enterprise Agreement For Students' Practical Training Period In Work Placement

Agreements before finishing Mobility Period
- Erasmus: Certificate of Attendance
- Europass Mobility

Agreements after finishing Mobility Period
- Final report for work placement student
- Certificate of recognition to coordinator

Procedure:
November: Preliminary Comunication with hosting institutions.Estimate outgoing students.
January: Confirm incoming and outgoing students
January: Searching for companies for incoming students
February: Send contracts to host companies
March: Receive signed and stamped contracts
April: Send Internship Students
April Welcome Incoming Students
June: Finalize process

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

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

Bilingual Education (English) since 2008 in Vocational Studies, following the regional government educational program: 30% of our subjects are taught in English. Most of the material and resources are bilingual.
Also a subject titled Business and Technical English of 4 Credits ETCS is taught in the second year.
Through the bilingual program we have a native bilingual assistant from USA and we also have a comenius assistant from the UK.
Both help to improve languange skills in the bilingual classes and they provide extra conversation classes to the Erasmus students.
We require B1-Level to students.
With our incoming students from Germany and Finland we organise several multicultural activities where they can interact with our students.

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

Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants. ☑

Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants. ☑

C4. When Participating in Mobility Activities - During Mobility
Ensure equal academic treatment and services for home students and staff and incoming mobile participants. ☑

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

Have in place appropriate mentoring and support arrangements for mobile participants. ☑

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

Incoming students: We have been receiving students since 2003. through the Leonardo da Vinci Mobility.

Outgoing students:
1st week a tutor makes a preparatory visit with the students
Tutoring students in the EU, Officially Recognised by the Andalucia Educational Departament.
EU Project Coordination Recognition

Work placements assessment and follow up procedure:
- Customized reports for each student, developed by the Education Guardian in each company.
- Certificates of the language course
- Practice Book Student participant completed in English, signed and stamped by company
- Europass Mobility
- Communication between Teachers Tutoring and Companies through messaging programs (email, messenger) and telephone
- Report of the Work Tutor

Provide appropriate linguistic support to incoming mobile participants. ☑

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)
If possible, please provide the direct web link for your language policy:

Until now we have only received Leonardo da Vinci students for less than 2 months.

In these cases we have offered a survival Spanish course teaching the most important vocabulary specific to their profession.

Thanks to our Bilingual Education Program, we have language assistants that help us in the languages courses.

We are prepared to receive Erasmus students for longer periods and we can provide classes and linguistic support if needed.

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students. ☑

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period. ☑

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)
In addition, please provide the direct web link for this recognition procedure:

Students participating in the exchange are given two certificates:
a) A certificate that states that they have completed all of the requirements stipulated in the learning agreement
b) A certificate that guarantees the academic recognition of the overseas exchange period in accordance with the conditions stipulated in the institution's recognition framework.

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, to promote and to recognise staff mobility. (max. 750 characters)

Our School supports the exchange staff by granting one or several teachers permission and authorisation to be able to take part in the exchange for a week. For the promotion of recognition of the exchange of staff the General Director of Vocational Education of our regional government awards a certificate of academic recognition to the tutors and coordinators who take part in the Erasmus scheme as well as the placement tutors in the host organisation

Promote: (Several articles and colaborations)
http://iescampanillas.es/fctue/difusion.html

Recognise:
The Erasmus coordinators are attempting to achieve recognition from the Regional Government in order to include assigned work-hours for the Erasmus tasks.

C6. When Participating in European and International Cooperation Projects
Ensure that cooperation leads to sustainable and balanced outcomes for all partners. ☑

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

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

We have obtain great experience throuhg the Leonardo da Vinci program with students and staff, and we aim to do the same with Erasmus Program.

In the Erasmus program supports, promotes the participation of staff and of the students by putting on an information day of study for students and teachers. Also, the Erasmus program is publicised to all member of the scholastic community.The European Projects that are going to be realised are displayed upon the noticeboard and the website.We also assign additional resources to support the project, such as financial management and the accreditation procedures of the programs of study

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

C7. For the Purposes of Visibility

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

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

D. Erasmus Policy Statement (Overall Strategy)

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission. ☑

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [EN]

a) How we choose our partners:

Considering that we use the Student mobility for traineeships , we choose our partners based on the job opportunities after the mobility.

Due to the difficult economic stituation in Spain and the high unemployment rate, getting good experience and job opportunity is our main goal. We try to find more than one possible company and we ask them about the possibilities of receiving a contract after the Erasmus period. Nowadays students are very motivated in this matter.

For the company selection process we have specialised fact sheets for each company about:
- Their professional profile
- Productive and formative activities offered
- Type of business or agency
We send these companies documents in their language to see if they are suitable candidates

The Erasmus coordinator makes contact with the companies in order to:
- Select the company
- to establish a verbal agreement and request information
- send documentation for their revision

b) In which geograpical area(s)
We currently have collaboration agreements with:
- Adolf-Kolping-BerufSkolleg in Kerpen-Horrem, Germany (www.akbk-horrem.de)
- George-Simon-Ohm-BerufSkolleg in Cologne, Germany (www.gso-koeln.de)
- Kouvola Region Vocational College in Kouvola, Finland (www.ksao.fi)
- Helsinki Business College in Helsinki, Finland (www.businesscollege.fi)

We have sent and received students from these locations since 2004.
These institutions have helped us in the company search process.

c) objectives and target groups of our mobility activities
-To help the students to adapt to the necessities of the large labour market of the European Union.
-To allow students to develop specific skills, including language skills, and to expand their knowledge while gaining work experience
-To promote cooperation between higher education institutions and enterprises
-To contribute to the development of a group of open, highly qualified young people with international experience as future professionals.
-Choose companies with good practices, to motivate the students and teachers interested in learning about good projects.
-Promote the use of ICT for a more fluid exchange of information on innovation projects, teaching resources, labor resources.
-Set up programs to bringing them closer to European programs.
-Make improvements in communications, especially via the internet with companies and educational institutions with good projects, to exchange information, as well as making visits to these companies and institutions to learn first
-Give relevance to lifelong learning using constantly renewed resources (software etc.). Internet access fluidly further enabling this training.
-Integrate into classroom work and practice ICT, both in content learning or theoretical and practical work.
The target groups of the student mobility activities are short cycle higher technical professional family in Developement of Web Applications are doing their training for three months in Companies of Germany and Finland.

Currently our institution only performs the mobility of students for practice (SMP) but we'd also make staff mobility for training (STT) and student mobility for studies (SMS)

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Original language [EN]

We are currently enrolled in several European Project:

LIFELONG LEARNING PROGRAMME:
Leonardo da Vinci Multilateral projects for transfer of innovation

ITBSE: International Transfer Building Service Engineering
Leonardo da Vinci – Transfer of Innovation
http://itbse.akbk-horrem.de/
Agreement Number. DE/12/LLP-LdV/TOI/147547/ 2012-1-DE2-LEO05-11233
From October 2012-September 2014

DBTEch for VET : Database Teaching for Vocational Educational and Training
Leonardo da Vinci – Transfer of Innovation
https://sites.google.com/site/dbtechvet/
Agreement Number: 2012-1-FI1-LEO05-09365
From October 2012-September 2014

SOS Project
Associations Leonardo Project
Strenghtening the Orientation from School to Job
http://www.sosproject.eu
Agreement Number: 2010-1-TR1-LEO04-15995-9
From October 2010-September 2012

These projects are part of our strategy to unify teachers and students with international institutions.

In the International field, this year we have colaborated with a NGO in Cambodia (Asia)
http://www.volunteerincambodia.org/
Conversations With Foreigners
Our Erasmus Students, in order to improve their English Speaking have done some skype sessions with English students from Phnom Penh.
These videos are an example of this activity.
http://www.youtube.com/watch?v=5J7ivUn8FvA
http://www.youtube.com/watch?v=CcNrSiX0AHg

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [EN]

1-Increasing attainment levels to provide the graduates and researchers Europe needs : our institution in this. Develop clear days progression from vocational education to other types of higher education, collaborates with the Department of guidance by promoting access for students belonging to underrepresented groups and non-traditional students (adults) providing information on the opportunities and educational outcomes and on the study options to reduce dropouts, Securing financial aid potential students from lower income groups. At our institution is held every year the process of evaluation and accreditation of professional competence is through work experience activity in the competency units associated with family practitioners modules senior technical professional Higher Technician in Development in Web Applications.

2. Improving the quality and relevance of higher education. Our high quality institution of vocational training to improve the quality and competence of teachers who each year receive training and refresher courses. We offer flexible pathways between all levels of education, giving the public better understand the potential of this type of education, to promote the diversification of this study modes such as preparatory courses for higher level vocational training Higher Technician in Development Web Application education and took advantage of the possibilities of ICT by increasing the use of learning virtual platforms. Our institution organizes open days every year that our superior technical cycle in Higher Technician in Development Web Application education to give students meet compulsory education career options and career possibilities, our teachers attending sessions organized by other training institutions.

3. Strengthening quality through mobility and cross-border co-operation: our institution ensures efficient recognition of credits earned abroad, improving access, working conditions and the possibility of progression of students and encourage the institutions its mobility more systematically integrate learning confines curricula and remove unnecessary obstacles.

4. Making the knowledge triangle work: Linking higher education, research and business for excellence and regional development: therefore promote the development of entrepreneurial, creative and innovation and promote innovation in education upper encourage association or comparison with business as a core activity of our institution and orient regional support to cooperation between higher education and business.

5. Improving governance and funding: the funding mechanisms are the need and establish incentives to support various strategic options as a center of excellence

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

| E | **Endorsement of the application** |

I, the undersigned, legal representative of the applicant institution,

certify that the information contained in this application is complete and correct to the best of my knowledge. All Programme activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;

agree to the content of the Erasmus Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: Malaga, SPAIN   Name: Juan M. Sanchez   Date (dd/mm/yyyy): 14/05/2013
                           Fernadez

☑ 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*