



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-FP-2020

Version 1.0
11 February 2020

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates provided in the Funding & Tenders Portal Electronic Submission System might differ from this example. Proposals (and annexes and supporting documents) must be prepared and submitted directly inside the Portal.





ERASMUS+
PROPOSAL (PART B)

**Erasmus: Key action 1: Erasmus
Charter for Higher Education**

EACEA-03-2020 ECHE-FP-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 **25** 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.**

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	4
COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES	6
1. ERASMUS POLICY STATEMENT (EPS)	9
1.1 Erasmus activities included in your EPS	9
1.2 Erasmus Policy statement (EPS): your strategy	9
2. STATISTICS	14
2.1 General Profile of the Institution	14
2.2 Students (academic Year 2019- 2020)	14
2.3 Academic Staff (academic Year 2019- 2020)	15
2.4 Cooperation	15
3. GENERAL ORganisation of programme activities	16
3.1 General organisation.....	16
3.2 Implementation of the Fundamental Principles	17
3.3 When participating in Mobility Activities - Before mobility	20
3.4 When participating in Mobility Activities - During mobility	21
3.5 When participating in Mobility Activities - After mobility	23
3.6 When participating in European and International Cooperation Projects	23
3.7 For the Purposes of Visibility.....	24

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

Mikel Gotzon Iriarte Antxorena

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 evaluate 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)

Uno de los objetivos estratégicos fundamentales del Plan de Internacionalización recogido dentro del Plan Anual del CIP Elizondo es el de “Potenciar el perfil internacional de estudiantes y profesorado”. Para ello hemos establecidos dos objetivos operativos:

- 1.- Por un lado, “Potenciar la movilidad de estudiantes y profesorado así como la preparación antes de su movilidad”.
- 2.- Por otro lado, “Incrementar practicas internacionales”.

A su vez cada objetivo operativo tiene establecidas diferentes acciones como pueden ser las siguientes:

- “Elaboración de mejoras en la información a los estudiantes y al profesorado sobre los programas de movilidad”,
- **“Gestión de la Carta ERASMUS para poder proporcionar movilidades y proyectos de Grado Superior”**,
- “Capacitación del alumnado en la elaboración de su propio Curriculum Vitae y en la redacción de Cartas de Presentación”,
- “Búsqueda de empresas y centros educativos franceses con los que realizar movilidades en colaboración con el Negociado de Internacionalización del Servicio de Formación Profesional”.

Por último cada acción tiene relacionada sus indicadores. Todo ello recogido en la Web del centro:

<http://cipelizondoiiip.educacion.navarra.es/web/index.php/en/inicio>

En lo referente a la estancia de los estudiantes, éstas tienen como objetivo completar la formación en empresas, convalidando las mismas mediante créditos ECTS (Modulo de Formación en Centros de Trabajo).

Sin embargo la estancia del profesorado puede ir encaminada a una de estas dos opciones:

- Trabajar junto con otros centros de Educación Superior con el objetivo de mejorar en los aspectos metodológicos y pedagógicos que reviertan en el centro de procedencia.
- Realizar prácticas en empresas para profundizar y actualizar la formación del profesorado según su perfil profesional.

Así mismo estamos abiertos a la participación en otros proyectos de movilidad surgidos de la colaboración con otras instituciones de Educación Secundaria, como ya lo estamos haciendo con el Liceo Bernat Etxepare de Baiona.

TRANSLATION INTO ENGLISH

One of the fundamental strategic objectives of the Internationalization Plan included in the Annual Plan of the Center is "To enhance the international profile of students and teachers".

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

In order to achieve this goal, we have established two operational objectives:

1.- On the one hand "To enhance the mobility of students and teachers as well as the preparation before their mobility"

2.- on the other hand "Increase international practices".

Thus, each operational objective has different actions established, such as

- "Preparation for improving information to students and teachers about mobility programs",*
- "ERASMUS Charter Management to be able to provide Mobility in HEI projects" ,*
- "Training of students in the preparation of their own Curriculum Vitae and in drafting of Presentation Letters",*
- "Search for French companies and educational centres to carry out mobility in collaboration with the Internationalisation Unit of the Vocational Training Division".*

Finally, some indicators have been defined for each action.

All these principles have been collected on the Centre Website:

<http://cipelizondoip.educacion.navarra.es/web/index.php/en/inicio>

Regarding students' placements, most of them would like to complete their practical training in companies, being validating by ECTS credit system (Training Module in Work Centers).

However, teachers' placements can be connected to one of these two options:

- Work together with other centers of Higher Education with the aim of improving the methodological and pedagogical aspects, which may be fruitful for the staff of the center of origin.*
- Carry out placements in companies to deepen and update teacher training according to their professional profile.*

We are also open to participation in other mobility projects arising from collaboration with other Secondary Education institutions, as we are already doing with the Bernat Etxepare High School in Baiona.

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)

Para lograr los objetivos recogidos en el Plan de Internacionalización del centro, es fundamental realizar las siguientes acciones:

- Organizar las estancias de estudiantes en el extranjero para que realicen sus prácticas, convalidando las FCT (Modulo de Formación en Centros de Trabajo) y certificando estas estancias mediante créditos ECTS.
- Certificar las prácticas mediante Europass Mobility.
- Organizar las estancias de estudiantes en el extranjero para que realicen prácticas complementarias a su formación, certificándolas mediante Europass Mobility.
- Organizar las estancias del profesorado tanto en empresas como en centros de educación

superior, con el fin de que amplíen sus conocimientos sobre lo que se está haciendo en otros países en su sector.

TRANSLATION INTO ENGLISH

In order to achieve the objectives defined in the Internationalization Plan of the School, it is essential to carry out the following actions:

- *Organize student' placements abroad to carry out their practices, validating the FCT (Training Module in Work Centres) and certifying the experience within the ECTS credit system.*
- *Certify the practices through Europass Mobility.*
- *Organize student' placements abroad to carry out complementary practices to their training, certifying them through Europass Mobility.*
- *Organize teacher placements both in companies and in higher education centers, in order to expand their knowledge of what is being done in other countries in their sector.*

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)

C.I.P. Elizondo Lanbide Eskola I.I.P. está convencido en la necesidad de ser el centro de referencia de la parte norte de Navarra. El Centro está ubicado en una zona estratégica como es la frontera con Francia y delimitando con la Comunidad Autónoma Vasca. Así, está en el centro de la Euroregión Aquitania-Euskadi-Navarra. Es por ello que el Plan de Internacionalización está adquiriendo cada vez mayor importancia y dentro de este plan es pieza fundamental la movilidad y cooperación transnacional. Para ello es vital que la población de la zona teja mayores lazos y sinergias con su alrededor y refuercen sus conocimientos de los tres idiomas, reforzando sobre todo el Francés.

Para ello nos marcamos varias metas como son:

- Realización de las prácticas en el extranjero de al menos dos estudiantes por curso.
- Desempeñar al menos una experiencia conjunta con un centro escolar de Aquitania.
- Materializar al menos un trabajo transfronterizo coordinado entre profesores.
- Atender las peticiones de otros centros para ejecutar estancias formativas en nuestro entorno.

TRANSLATION INTO ENGLISH

C.I.P. Elizondo Lanbide Eskola I.I.P. is convinced of the need to be the reference centre for the northern part of the Navarra region. It is located in a strategic area such as the border with France and delimiting with the Basque Autonomous Community. Thus, it is in the center of the Aquitaine-Euskadi-Navarra Euroregion. That is why the Internationalization Plan is becoming increasingly important and transnational mobility and cooperation is a fundamental part of this plan. It is vital for us that the population of the area weaves greater ties and

synergies with their surroundings and reinforces their knowledge of the three languages, especially reinforcing French.

We have defined several goals, such as:

- Carrying out placements abroad for at least two students per course.*
- Carry out at least one joint experience with a school in Aquitaine.*
- Materialize at least one coordinated cross-border work between teachers.*
- Respond to requests from other centers to carry out training placements in our environment.*

2. STATISTICS

The purpose of this section is to understand the profile of your institution. Please provide the figures for the academic year 2019-2020:

2.1 General Profile of the Institution

Total number of students enrolled in all Higher Education degree programmes offered by your institution (data from official HEI register)	
Short cycle:	
1 st Cycle (e.g. Bachelor):	<input type="text" value="23"/>
2 nd Cycle (e.g. Master):	<input type="text" value="0"/>
3 rd Cycle (e.g. PhD):	<input type="text" value="0"/>
Number of staff (Equivalent full-time) involved in Higher Education	
Teaching:	<input type="text" value="9"/>
Administrative:	<input type="text" value="1"/>
Number of degree courses (study programmes in Higher Education) on offer	
Short cycle:	
1 st Cycle (e.g. Bachelor):	<input type="text" value="1"/>
2 nd Cycle (e.g. Master):	<input type="text" value="0"/>
3 rd Cycle (e.g. PhD):	<input type="text" value="0"/>

2.2 Students (academic Year 2019- 2020)

Please provide data according to your participation in the Erasmus+ Programme or any other existing exchange programme/funding scheme you are participating in.

1. Credit Mobility (any mobility programme between 2 and 12 months)	
Number of outbound students for study mobility (Erasmus+ and/or other programmes) to Programme countries:	<input type="text" value="0"/>
Number of outbound students for study mobility (Erasmus+ and/or other programmes) to Partner countries:	<input type="text" value="0"/>
Number of outbound students for traineeships (work placement – Erasmus+ and/or other programmes) to Programme countries:	<input type="text" value="0"/>
Number of outbound students for traineeships (work placement - other programmes) to Partner countries:	<input type="text" value="12"/>
Number of incoming students for study mobility (Erasmus+ and/or other programmes) from Programme countries:	<input type="text" value="0"/>

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Number of incoming students for study mobility (Erasmus+ and/or other programmes) from Partner countries:

0

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

Number of foreign degree students from Programme countries:

0

Number of foreign degree students from Partner countries:

0

3. 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

Number of international students enrolled in double/multiple/joint degrees:

0

2.3 Academic Staff (academic Year 2019- 2020)

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

Number of outbound staff to Programme Countries:

0

Number of outbound staff to Partner Countries:

0

Number of incoming staff from Programme Countries:

0

Number of incoming staff from Partner Countries:

0

2.4 Cooperation

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2019-2020: European and International HEI Agreements / Consortia / Networks:

Number of Erasmus+ inter-institutional agreements:

0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from Programme Countries (including membership in Higher Education mobility consortia, if any):

0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from Partner Countries:

0

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

0

Total number of consortium agreements for double/multiple/joint degrees involving Partner Countries:	0
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European and International Education and Training Projects with contracts running in 2019-2020 (Erasmus+ and others)

Number of projects as coordinator:	0
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Number of projects as partner:	1
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Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2019-2020)

Number of staff at the central level:	0
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Number of staff at the Faculty/School/Department Level:	0
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3. GENERAL ORGANISATION OF PROGRAMME ACTIVITIES

3.1 General organisation

Please describe the administrative and academic structure in place at your institution for organising and implementing the Programme activities.

Please provide a detailed description of how tasks and responsibilities are divided among staff, with regard to both administrative and academic decision-making processes.

Describe the operational and communication methods you use, including how you plan to disseminate your activities to promote Erasmus+ Please provide the web link with contact details of the international office (or equivalent) in your institution dealing with implementing and organising the Programme activities.

C.I.P. Elizondo Lanbide Eskola I.I.P. es un centro integrado politécnico de formación profesional perteneciente al Departamento de Educación del Gobierno de Navarra y como tal tiene la siguiente estructura administrativa y académica.

El centro tiene una persona encargada de las labores administrativas y un Equipo Directivo compuesto por el director, la jefa de estudios y una secretaria. Esta dirección está coordinada con los jefes departamentales (Administrativo, Mecanizado, Orientación, Mixto, Relaciones externas e Internacional) que a su vez se coordinan con todos los profesores y por supuesto con los tutores de los alumnos.

En este centro el jefe de Relaciones externas es la misma persona responsable de Internacionalización con lo que se asegura la transmisión directa de todo contenido Internacional por diferentes canales. Por un lado, con la dirección del centro, Jefes de Departamento y posteriormente con todos los profesores. Y por otro lado, al ser la misma persona la responsable de las relaciones externas y la internacionalización, en las reuniones con los tutores de las prácticas FCT se tratan también los temas de internacionalización como son los Programas Erasmus.

El responsable de Internacionalización es el encargado de hacer seguimiento del Plan de Internacionalización del centro a la vez que el Equipo Directivo del centro es el responsable de dicho Plan de Internacionalización este recogido en el Plan Anual del Centro. Por lo

que el Plan de Internacionalización es pieza fundamental en las directrices del centro.

La difusión, promoción y seguimiento de los programas europeos son un objetivo recogido en el Plan de Internacionalización y por ende en el Plan Anual del Centro, todo ello disponible en la web del centro (<http://cipelizondoiiip.educacion.navarra.es/web/index.php/es/>)

En lo referente al seguimiento de los estudiantes entorno a los Programas Erasmus, hay que señalar que existe una base de datos con toda la información necesaria de los estudiantes. Esta información es necesaria para establecer la comunicación, evaluación y seguimiento en general.

Hay que destacar también que C.I.P. Elizondo Lanbide Eskola I.I.P. es participante del Consorcio liderado por el Departamento de Educación del Gobierno de Navarra por lo que se dispone de un equipo que solicita los proyectos y coordina con el responsable de Internacionalización del centro las acciones de selección, adjudicación, organización, seguimiento y evaluación.

TRANSLATION INTO ENGLISH

C.I.P. Elizondo Lanbide Eskola I.I.P. is an integrated polytechnic center for professional training belonging to the Department of Education of the Government of Navarra. The HEI School has the following administrative and academic structure:

The centre counts with a person in charge of administrative tasks and a Managing Board made up by the Principal, the Head of Studies and a Secretary. This Board is coordinated with the different departments of the Centre: (Administrative, Machining, Orientation, Mixed, External and International Relationships) who coordinate with all teachers and tutors.

In this center, the head of External Relationships is the same person as the responsible for Internationalization, which ensures the direct transmission of all International content through different channels. On the one hand, with the direction of the School, Heads of Department and all the teachers. On the other hand, as the same person is responsible for external relationships and internationalization, Erasmus Programs are discussed in the meetings with the tutors of the Compulsory Practices (FCT) and internationalization issues..

The person in charge of Internationalization is in charge of monitoring the Centre's Internationalization Plan, while the centre's Managing Board is responsible for ensuring that the Internationalization Plan is included in the Centre's Annual Plan. So the Internationalization Plan is a fundamental part of the centre's guidelines.

The dissemination, promotion and monitoring of European programs are some of the objectives included in the Internationalization Plan and therefore in the Annual Plan of the Center, all available on the centre's website:

<http://cipelizondoiiip.educacion.navarra.es/web/index.php/en>

Regarding the monitoring of students around the Erasmus Programs, the database with all the necessary information about the students must be pointed out. This is a crucial information for communication, evaluation and monitoring in general.

It should also be noted that C.I.P. Elizondo Lanbide Eskola I.I.P. is a participant in the Consortium promoted by the Department of Education of the Government of Navarra, so there is a team that requests the projects and coordinates with the person in charge of International issues in the School for anything related to the selection, certification, organization, monitoring and evaluation actions.

3.2 Implementation of the Fundamental 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.

C.I.P. Elizondo Lanbide Eskola I.I.P. es consciente de la importancia que tienen los principios de la Carta Erasmus y en este sentido se hace cargo de ellos. Además, como institución pública mantiene un serio compromiso con tres pilares fundamentales

- La transparencia, para ofrecer igualdad de oportunidades
- La no discriminación, dado que la igualdad es uno de los valores primordiales del centro.
- La inclusión, ofreciendo a estudiantes y profesorado la posibilidad de participar en algunas medidas dentro de la estrategia de Internacionalización del Centro.

Así mismo el centro está comprometido a que todos los estudiantes tengan las mismas oportunidades de forma que las condiciones económicas o personales no sean un obstáculo para la movilidad transnacional. Para lograr esta meta, el centro ayuda en la búsqueda de financiación adicional de los programas.

TRANSLATION INTO ENGLISH

C.I.P. Elizondo Lanbide Eskola I.I.P. is aware of the importance of the principles of the Erasmus Charter taking special measures to protect the essential goals. Furthermore, as a public institution, it maintains a serious commitment on three fundamental principles:

- Transparency to offer equal opportunities.*
- Non-discrimination, because equality is one of the main values of the School.*
- Inclusion, offering students and teachers the possibility of participating in some measures within the Centre's Internationalization strategy.*

Likewise, the centre is committed to ensuring that all students have the same opportunities so that economic or personal conditions are not an obstacle to transnational mobility. In order to reach this goal, the School provides some support to find additional financing of the programs.

Please explain your institution's methodology for allocating ECTS credits to different courses. In case you are not yet using the ECTS credit system, please explain why this is the case.²

El reconocimiento de los Créditos ECTS se hace mediante la convalidación de las prácticas en empresas, siendo 22 ECTS tal y como marcan los Curriculum de los Ciclos de Grado Superior pertenecientes a la Formación Profesional.

Con el profesorado lo que se certifican son las horas de innovación y lo hace la autoridad regional.

The recognition of the ECTS Credits is done through the validation of the placements in companies, being 22 ECTS credits as defined in the Curriculum of Vocational Training Advanced Level Modules

For teachers, The Regional Government of Navarra certifies the number of hours as innovation activities, following the regulations defined by Regional Authorities.

² For more information on this point, please refer to the [ECTS Users' Guide](#).

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 website³.

El centro aplicará la implantación y el uso de la Tarjeta Europea del Estudiante (European Student Card) en los plazos que vaya facilitando la Agencia Nacional SEPIE y teniendo en cuenta la necesidad de que los estudiantes tengan acceso inmediato a las aplicaciones electrónicas que se van a implantar con el nuevo programa.

El centro intentará adaptarse al calendario de actuaciones previsto

Año 2021 - Gestionar acuerdos interinstitucionales y acuerdos de aprendizaje en línea

Año 2022 - Enviar y recibir comunicaciones telemáticas de los estudiantes

Año 2023 - Intercambiar transcripciones de registros relacionados con la movilidad de los estudiantes

Dado que el este centro participa en un consorcio de Grado Superior con Carta de Calidad promovido por el Gobierno de Navarra, seguiremos las instrucciones que se marquen desde el coordinador del Consorcio y procuraremos una rápida adaptación a estos sistemas telemáticos que facilitarán la gestión de la documentación y la comunicación con los estudiantes que participen en actividades de movilidad transnacional.

TRANSLATION INTO ENGLISH

The center will apply the implementation and use of the European Student Card within the periods provided by the National SEPIE Agency and taking into account the need for students to have immediate access to the electronic applications that are going to implement with the new program.

The center will try to adapt to the planned schedule of performances

Year 2021 - To manage inter-institutional agreements and online learning agreements

Year 2022 - To send and receive student nominations and acceptances

Year 2023 - To exchange transcripts of records related to student mobility

Provided that this Center participates in a Higher Education Consortium with a Quality Charter promoted by the Government of Navarra, we will follow the instructions set by the Consortium coordinator and we will try to quickly adapt to these telematic systems that will facilitate documentation management and communication with students who participate in transnational mobility activities.

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

Tanto C.I.P. Elizondo Lanbide Eskola I.I.P. como el Departamento de Educación del Gobierno de Navarra darán prioridad a que los estudiantes realicen sus prácticas en aquellas empresas comprometidas con el medio ambiente. Así se priorizaran las empresas que:

³ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

- Usen y promuevan energías limpias, a la vez que tengan por objetivo el reciclaje.
- Cumplan la ISO14001 Medioambiental.
- Fomenten la economía circular.

TRANSLATION INTO ENGLISH

Both C.I.P. Elizondo Lanbide Eskola I.I.P. as the Department of Education of the Government of Navarra will give priority to students doing their placements in those companies committed to the environment. Thus, we will give priority to companies that:

- *Use and promote clean energy, while aiming at recycling.*
- *Comply with ISO14001 Environmental.*
- *Promote the circular economy.*

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

El centro fomentará la participación en aquellos programas formativos que tengan en cuenta aspectos sociales y culturales, haciendo especial hincapié en el intercambio cultural.

Animaremos tanto a estudiantes como a el profesorado para que se relacione e intercambie experiencias con personas de otros países y no solo se relacionen entre los del mismo territorio.

Impulsaremos la organización de actividades conjuntas con otros países para promover el conocimiento entre personas con diferentes culturas y lenguas. Pues este tipo de actividades hacen que se tenga un mayor sentimiento de pertenencia a unos valores humanos universales.

En el caso de que estudiantes extranjeros acudan a nuestro centro, organizaremos y fomentaremos encuentros, actividades y visitas para mejorar la integración entre los estudiantes y/o profesorado.

3.3 When participating in Mobility Activities - Before mobility

How will you ensure that, according to the Council Recommendation on Automatic Mutual Recognition⁴, all courses taught at your institution are described in your publicly available course catalogue, including which languages they are taught in.

En el caso de los Centros de Formación Profesional de España, no se realizan acuerdos interinstitucionales para el reconocimiento de los estudios ya que las actividades que realizan se desarrollan en empresas, por lo que no procede este tipo de acuerdos institucionales sobre el reconocimiento mutuo de los cursos impartidos.

⁴ 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))

Please describe your institution's procedure for approving and monitoring inter-institutional agreements for study and teaching mobility.

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

C.I.P. Elizondo Lanbide Eskola I.I.P. no realizara acuerdos interinstitucionales con otras centros educativos por lo expuesto en el apartado anterior.

En cuanto a los Acuerdos de Formación para los estudiantes, el centro elaborara los documentos que recojan las características de las estancias y las tareas a realizar en las empresas. Dichos documentos se cumplimentaran en cooperación con el Consorcio del Departamento de Educación del Gobierno de Navarra al que pertenece y previa coordinación con las empresas de acogida para coordinar los perfiles y tareas.

En el caso del profesorado, los acuerdos de formación se elaboraran teniendo en cuenta la labor que el profesor interesado desee realizar, tanto en el caso de asistir a un Centro de Formación como al asistir a una empresa. De igual manera se tendrá en cuenta que dichas actividades deberán aportar nuevas habilidades o conocimientos para que revierta en el centro de procedencia.

Please describe your institution's language policy for preparing participants for mobility, e.g. course providers within or outside the HEI.

C.I.P Elizondo Lanbide Eskola I.I.P. impulsa diferentes medidas para que los estudiantes integren las lenguas extranjeras en su tarea así como fomenta el aprendizaje de nuevas.

En el caso del inglés se adaptan los contenidos y habilidades para que los estudiantes tengan un mayor conocimiento de los términos de su perfil profesional.

Por otro lado se promocionan las plataformas libres de aprendizaje de diferentes lenguas, especialmente el Francés por la cercanía a la frontera y teniendo en cuenta que no se imparte esta lengua.

Por último mencionar que con tres meses de antelación al comienzo de la movilidad se obliga a usar la plataforma OLS de la Comisión Europea.

3.4 When participating in Mobility Activities - During mobility

Please describe mentoring and support arrangements (e.g. peer mentoring; socially integrating mobile participants within the institution and with its local students and staff; information on accommodation insurance, visa, etc.) for incoming mobile participants and outgoing students for study and traineeships:

Primeramente, antes de que los estudiantes hagan la movilidad se establecen una serie de reuniones, trasvase de información y acompañamiento en la cumplimentación de documentación:

- Reuniones con los estudiantes para informarles de las características del programa así como de sus derechos y deberes, todos ellos recogidos en la Carta Erasmus.
- Reuniones individuales con cada estudiante para recoger los documentos previos a la movilidad, así como explicaciones de cómo solicitar la Tarjeta Sanitaria, Certificados de Penales, etc... y toda la documentación necesaria para evitar problemas en el extranjero.

Por otro lado, para hacer el seguimiento a los estudiantes mientras están en el extranjero con movilidad Erasmus utilizamos diferentes procesos y documentos, todos ellos revisados tanto

por el tutor del alumno como por el responsable de Internacionalización:

- Semanalmente los estudiantes cumplimentan un informe detallando las actividades llevadas a cabo en la empresa. Una vez validados estos documentos por el tutor de la empresa, el estudiante entrega estos informes en su centro de procedencia mediante correo electrónico.
- Cada tres semanas rellenan un formulario on-line resumiendo las actividades realizadas para así hacer un seguimiento mientras están en el extranjero. Este formulario es revisado por el responsable de Internacionalización.
- Al finalizar las prácticas, el tutor de la empresa realiza la evaluación del estudiante, valorando si es apto o no para conseguir el título de la Especialidad Profesional que haya cursado.

En el caso de los estudiantes acogidos en el centro, el proceso es:

- Organización de la llegada y explicaciones sobre la organización de la estancia, presentación de personas, información necesaria como transporte, mapa de la ciudad,...
- Primera reunión donde se revisan sus documentos y posteriormente se le presenta en la empresa.
- Visitas periódicas para hacer el seguimiento de sus labores en las empresas. En algunos casos este seguimiento se hace telefónicamente.
- Comunicación constante mediante correo electrónico, teléfono o presencialmente para ver su estado e invitarle a participar en las diferentes actividades organizadas.

Please describe your institution's language support for incoming students:

Para organizar la estancia del estudiante que viene del extranjero lo primero será tener en cuenta de su nivel de español para poderle adjudicar la empresa mas idónea. Así, en el caso de que el estudiante no conozca el español se le propondrá una empresa donde el tutor se desenvuelva con facilidad con el inglés y las tareas a realizar no se vean dificultadas por el conocimiento de la lengua.

Además de proporcionar información sobre cómo y dónde puede mejorar su nivel de español también se animará a participar en diferentes eventos, reuniones y actividades sociales donde poder practicar y mejorar el idioma así como integrarse en la vida autóctona.

3.5 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 Recognition⁵.

El alumnado participa en dos tipos diferentes de movilidad:

- Hay alumnos que realizan el Modulo de Formación en Centro de Trabajo (FCT) en el extranjero mediante la movilidad Erasmus. En este caso, se les reconocen los 22 créditos ECTS necesarios para obtener el Título de Técnico Superior y también obtienen el certificado Europass, emitido por el centro y validado por las Autoridades Regionales y la Agencia Nacional.
- Otros alumnos realizan la movilidad una vez titulados, ampliando así su experiencia profesional y conociendo otro tipo de forma de trabajar en otras culturas empresariales. En estos casos los alumnos obtienen el certificado Europass y otro certificado de la empresa donde se le reconocen las actividades llevadas a cabo.

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

La movilidad del profesorado es de gran importancia en la estrategia de Internacionalización del centro por lo que, además de mantener en todo momento informado a este estamento de las posibilidades de movilidad, también se les anima continuamente.

Después del regreso del profesorado, una vez de haber participado en una movilidad, el centro se enriquece de dicha experiencia y de lo aprendido mientras tanto.

Para reconocer los días de trabajo realizados durante la movilidad, el centro solicita al Gobierno de Navarra la emisión de un certificado en créditos de innovación basado en la normativa que el propio Departamento de Educación ha establecido para el reconocimiento de actividades relacionadas con Programas Europeos.

Por otro lado, los profesores que participen en proyectos de cooperación (Acción KA2), también obtendrán un reconocimiento anual en créditos de innovación por el tiempo empleado en el desarrollo del proyecto y siguiendo las pautas de la normativa antes mencionada.

3.6 When participating in European and International Cooperation Projects

Please describe how your institution will promote the opportunities offered by the cooperation projects (under the KA2 action):

La posibilidad de participar en un proyecto de cooperación puede venir de:

- En caso de que el Gobierno de Navarra cuente con el centro para realizar algún proyecto debido a que el centro imparte especialidades formativas relacionadas con el proyecto donde el Gobierno de Navarra es socio o coordinador.
- En otros casos el que invita al centro a participar en un proyecto puede ser otro centro o

⁵ 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))

institución extranjera..

En ambos casos, los profesores que se involucren lo harán de forma voluntaria y en coordinación con la dirección del centro para poder integrar sus esfuerzos en las directrices del Plan de Internacionalización.

Please describe how your institution will support and recognise its staff and students' engagement in European and international cooperation projects (under the KA2 action) throughout the application and implementation phase:

Cuando el centro entre a formar parte de un proyecto de cooperación tipo KA2, se seguirá el siguiente proceso con sus acciones:

- Establecimiento de un calendario de acciones para que toda persona afectada pueda hacer un seguimiento.
- Organización y reparto de tareas entre el profesorado voluntario implicado, facilitando espacios y medios para poder desarrollarlas.
- Organizar las actividades lectivas del profesorado que pudiera faltar a clase por tener reuniones transnacionales.
- Compensar y reconocer a los estudiantes que hayan podido participar en el desarrollo de la propuesta KA2.
- Certificación por parte del Gobierno de Navarra a los profesores participantes.
- En caso de que la participación haya sido mediante movilidad, el centro también les emitirá el certificado Europass.

3.7 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.

El vínculo por el que se accede a la política de Erasmus del centro es el siguiente:

<http://cipelizondoijp.educacion.navarra.es/web/index.php/es/2014-10-03-08-26-12/erasmus>

En este sentido remarcar que el centro tiene el serio compromiso de cumplir con su Plan de Internacionalización y por lo tanto también las acciones relacionadas con los Programas Erasmus, dando en todo momento visibilidad a dichas acciones y también a las diferentes actividades que lleven a cabo aquellas personas en movilidad. Entre otros, dicha visibilización se hará mediante la página Web del centro.

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.

La difusión de las actividades realizadas es una parte importantísima dentro de la estrategia de Internacionalización. Entre estas actividades se encuentran:

- Difusión del programa Erasmus mediante la pagina Web del centro así como la organización de encuentros entre antiguos y futuros participantes para animar a los nuevos solicitantes.
- Divulgación mediante la pagina Web del centro, de las actividades llevadas a cabo por los participantes (tanto estudiantes como profesorado).
- La difusión de los contenidos técnicos de actividades llevadas a cabo por el profesorado,

prestando especial atención a las posibilidades que tienen los profesores de difundir su experiencia en el seno de su Departamento Didáctico y en la comisión de Coordinación Pedagógica.

- La vinculación de profesores con otras instituciones de Formación superior que puedan fomentar la participación en proyectos de colaboración o de buenas prácticas.