



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 European 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

250319-LA-1-2014-1-ES-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):

250319-IC-1-2008-1-ES-ERASMUS-EUCX-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)	IES LA ALBUERA
Full legal name (English name)	SECONDARY SCHOOL LA ALBUERA
Acronym	
Erasmus code (e.g. F PARIS33) - if available	E SEGOVIA08
Address (Nº, street, avenue, etc.)	AVDA. DON JUAN DE BORBÓN 23
Country	España
Region	CASTILLA Y LEÓN
Post code	40004
City	SEGOVIA
Website	http://ieslaalbuera.centros.educa.jcyl.es

A.2. Legal Representative

Title	DOÑA
Gender	Female
First Name	MARÍA ANGELES
Family Name	RUEDA CAYÓN
Position	DIRECTORA
E-mail	MARIAN.RUEDA@HOTMAIL.COM
Telephone (including country / area codes)	0034921420879
Address (nº, street, avenue, etc)	AVDA. DON JUAN DE BORBÓN 23
Country	ES, España
Post code	40004
City	SEGOVIA

A.3. Coordinator

Title	DON
Gender	Male
First Name	SANTIAGO

Family Name	GARCÍA HERNÁNDEZ
Department	AUTOMOCIÓN
Position	JEFE DE ESTUDIOS
E-mail	SGHVAL@YAHOO.ES
Telephone (including country / area codes)	0034921420879
Address (n°, street, avenue, etc)	AVDA. DON JUAN DE BORBÓN 23
Country	ES, España
Post code	40004
City	SEGOVIA

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:	129.0
1st Cycle:	0.0
2nd Cycle:	0.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	94.0
Administrative:	2.0

Number of degree courses on offer

Short cycle:	8.0
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	2.0
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	2.0
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	0.0
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-participating 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
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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

1.0

Number of incoming academic staff from participating countries

0.0

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:

0.0

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:

0.0

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

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:

Los alumnos del instituto IES la Albuera que quieren participar en un programa Erasmus para realizar la Formación en Centros de Trabajo solicitan esta participación, si este programa es concedido son los tutores los encargados del seguimiento y calificación de estas prácticas, siendo el jefe de estudios el coordinador de todo el proceso.

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:

Al realizar la Formación en centros de Trabajo a través de un programa Erasmus el tutor manda a la empresa de destino el guión de prácticas que debe realizar el alumno en dicha empresa, comprometiéndose esta en el seguimiento y valoración de dichas prácticas. Hecho esto, estas prácticas son equivalentes a realizarlas en España.

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:

En nuestro instituto se imparten las enseñanzas de ESO, bachillerato y ciclos formativos tanto de grado medio como de grado superior. Dentro de la ESO y bachillerato tenemos una línea bilingüe en francés. También se enseña inglés y alemán.

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)

El tutor se mantiene en permanente contacto con el alumno y a su vez el alumno envía periódicamente informes al tutor con las actividades realizadas durante las prácticas.

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:

No existe una política específica para la preparación de los alumno que salen a realizar la Formación en Centros de Trabajo. Si es necesario los departamentos de idiomas se encargan de asesorar a los alumnos en las necesidades lingüísticas.

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)

En nuestro caso, nosotros no recibimos alumnos. En el caso de los alumnos que tenemos cursando la Formación en Centros de Trabajo son los tutores los encargados de tutelar el proceso de realización de las prácticas.

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:

Nuestro centro no recibe alumnos del programa Erasmus.

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:

El reconocimiento de la Formación en Centros de Trabajo es automático una vez acabado el periodo de prácticas ya que antes del comienzo de este periodo se ha tenido que aprobar el programa formativo.

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)

Información puntual de todas ayudas, becas así como el apoyo por parte del instituto a la hora de compatibilizar esa movilidad con la actividad en el instituto.

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)

Información puntual de todas ayudas, becas así como el apoyo por parte del instituto a la hora de compatibilizar esa movilidad con la actividad en el instituto.

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.



Erasmus Policy Statement (Overall Strategy)

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]

IES La Albuera has always taken part in institutional programmes which facilitate the cultural exchange between our students and students from other countries, on the basis that knowledge and learning cannot be promoted ignoring cultural differences or doing without neighbouring countries' achievements. Moreover, we are known to feature, as one of our main priorities, the aim to encourage our students to know new cultures and experience different ways of living, by studying and working.

As well as participating in several European projects in the framework of SOCRATES programmes (COMENIUS and LINGUA), as a secondary school, we have a French- Spanish bilingual programme for secondary students, who study part of their curriculum and take their university entry exam in both languages, which has proved to be a very successful and profitable experience.

We are also due to start up a new extension programme in English next year, which may expand the objectives of the average secondary curriculum concerning this language within the Spanish educational system .

Furthermore, the opportunity of studying German in addition to French and English as a part of our secondary students' syllabus singles us out for our involvement in teaching European languages.

As far as our higher level students are concerned, we are aware that their learning of foreign languages is essential and the ability to move around in a European context is known to be absolutely necessary nowadays for the vocational studies we offer (including Physical and Sport training, Industrial Manufacture Maintenance and Automotive studies). Consequently, we are bound to provide them with the strategies which may improve their command of other European languages.

Our short cycle students are to fulfill their training following compulsory placement and work-programmes as a part of their curricula in vocational studies. This represents 20% of their cycle and a requirement to prove the necessary competence to achieve the expected recognition as technical experts. They increasingly choose other European countries for their training placement. Thus, they are generally encouraged to select the geographical areas where they will be able to practise English, French or German, which are the foreign languages taught at our school. Likewise, we choose our partners in cooperation projects on the same basis.

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]

Students from other European secondary schools also have the possibility of following their placement here. We already have experience in placing foreign students in different academic levels. Consequently, our staff are aware of the special support required by students from abroad. A clear placement description will be provided by the department placing the student, and a place to train in the same conditions as the rest of our students is guaranteed.

Our placement agreements are subject to the following conditions:

- All the activities are implemented according to prior planning.
- Training consists of the performance of productive activities suitable for a specific professional outline.
- It is carried out in a real productive context: the enterprise.
- There are two people in charge of monitoring, evaluating and advising students in their learning process: a teaching tutor who is a member of the school staff and an enterprise consultant who oversees their work at placements.
- Training does never imply a labour situation and the enterprise is not allowed to fill a vacancy with a training student.
- Necessary liability insurance coverage, as required by Spanish law, will be provided.

The agreement contract is signed by the school principal and the involved enterprise in the framework of the Cooperation Agreements between the Spanish Ministry of Education and Culture and the Superior Council of the Spanish Chamber of Commerce and Industry.

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]

All in all, our objectives for Erasmus activities are:

- We intend to develop multilateral staff exchange.
- We are willing to organise students' exchanges in the frame of bilateral agreements.
- We plan to participate in multilateral projects aiming at facilitating the cooperation with enterprises as well as projects connected to e-learning.
- We would like to promote mobility as part of a wider employability strategy.
- We share the following priorities stated by the European Commission in its 2011 Modernisation Agenda:
 - * The necessity to attract a broader cross-section of society into higher education by making it more practical and attractive.
 - * The necessity to improve the quality and relevance of higher education.
 - * The aim of strengthening quality through mobility and cross-border cooperation.
 - * The objective of linking higher education, research and business for excellence and regional development.

The Erasmus University Charter, our Erasmus Policy Statement together with student experiences will be widely publicised both in prospectuses, student handbooks and on the web.

We are committed to a policy of equal opportunities for all the members of our staff and students. All of them are protected from all forms of offensive behaviour, and we guarantee a working and learning environment free from inequality, abuse or aggression in any form.

On the other hand, our institution facilitates and acknowledges our staff mobility providing them with the necessary education and training in European languages.

As a bilingual school with a successful French and Spanish programme, members of our staff are chosen preferentially to participate in intensive courses and other multicultural projects aiming at improving their management in language teaching skills.

Our school teachers are encouraged to take part in refresher language courses organized by the Provincial Teacher Training Centre; some of them have also been granted to participate abroad in summer courses organized by our Regional Government.

Finally, our higher education students are also given preference to enrol the State School of Language courses.

All these facilities, together with our recognition for every effort made to help our students achieve a multicultural education, guarantee the best conditions for our student and staff mobility.

* 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: Segovia

*Name: María Angeles Rueda Date (dd/mm/yyyy): 03/05/2013
Cayón*

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