



ECHE Selection 2016
Erasmus Charter for Higher Education
Application eForm
Call for proposals EACEA/10/2015

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

Program	The EU programme Erasmus + adopted by the European Parliament and the Council on 11 December 2013* (hereafter the Programme)
Action	Erasmus Charter for Higher Education
Call	2016
Deadline for Submission (dd-mm-yyyy)	30/04/2015 midday Brussels time.
Application language	EN
Correspondence Language	EN

270768-EPP-1-2016-1-ES-EPPKA3-ECHE

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

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

Erasmus Policy Statement translation language (if applicable): EN

Acknowledgement of receipt

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

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

** Official Journal of the European Union L347/50*



Applicant Organisation

A.1. Applicant Organisation

PIC	938297588
Full legal name (official name in latin characters)	IES Rafael Alberti
Full legal name (English name)	I.E.S. Rafael Alberti
Acronym	
Erasmus code (e.g. F PARIS33) - if available	NEW 2016
Address (N°, street, avenue, etc.)	Amiel S/N 11002
Country	España
Region	ANDALUCIA
Post code	11002
City	Cádiz
Website	iesrafaelalberti.es

A.2. Legal Representative

Title	SR
Gender	Male
First Name	MANUEL
Family Name	CASTILLO MÁRQUEZ
Position	DIRECTOR
E-mail	11001828.EDU@JUNTADEANDALUCIA.ES
Telephone (including country / area codes)	+34956243317
Address (n°, street, avenue, etc)	Amiel S/N
Country	ES, España
Region	ANDALUCIA
Post code	11002
City	Cádiz

A.3. Coordinator

Title	SRA
Gender	Female

First Name	MERCEDES
Family Name	NAVARRO GUZMÁN
Department	ENGLISH
Position	COORDINADORA PROYECTO BILINGÜE
E-mail	MMNAVA2@YAHOO.COM
Website	IESRAFAELALBERTI.ES
Telephone (including country / area codes)	+34956243317
Address (n°, street, avenue, etc)	Amiel S/N
Country	ES, España
Region	ANDALUCIA
Post code	11002
City	Cádiz

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 2014-2015:

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

Short cycle:	50.0
1st Cycle: (e.g. Bachelor)	0.0
2nd Cycle: (e.g. Master)	0.0
3rd Cycle: (e.g. Doctoral)	0.0

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

Teaching:	8.0
Administrative:	5.0

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

Short cycle:	1.0
1st Cycle: (e.g. Bachelor)	0.0
2nd Cycle: (e.g. Master)	0.0
3rd Cycle: (e.g. Doctoral)	0.0

STUDENTS (academic year 2014-2015)

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

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

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

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

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

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

ACADEMIC STAFF (academic year 2014-2015)

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

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

COOPERATION

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2014/2015: European and International HEI Agreements / Consortia / Networks

Number of Erasmus inter-institutional agreements:	1.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from programme countries	0.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from partner countries	0.0
Total number of consortium agreements for double/multiple/joint degrees:	0.0
Of these, number of the consortia involving partner countries	0.0

European and International Education and Training Projects with contracts running in 2014-2015 (e.g.: Erasmus+, Erasmus Mundus or Tempus)

Number of projects as coordinator:	0.0
Number of projects as partner:	1.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2014-2015)

Number of staff at the central level:	1.0
Number of staff at the Faculty/School/Department Level:	1.0

General Organisation of Programme activities

C1. General Organisation

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

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

Describe also the operational and communication methods.

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:

La Enseñanza Superior en nuestra oferta se circunscribe a:

C. FORMATIVO DE GRADO SUPERIOR DE ADMINISTRACIÓN Y FINANZAS (Cursos 1º y 2º), 2000 horas.

Los alumnos de 2º curso realizan formación en centros de trabajo en los últimos meses de su formación.

En cuanto a la estructura y división de tareas, contamos con un director, un vicedirector y una jefa de estudios que se encargan de la planificación general. Así mismo, en el ámbito profesional, el responsable de la coordinación y funcionamiento de los C.F.G.S. es el Jefe de Depto. de Administración, que es el que se encarga de las prácticas en empresas de los alumnos de los Ciclos y que será el encargado de coordinar las movilidades europeas que pudieran llevarse a cabo en virtud de los distintos programas solicitados para esta Enseñanza Superior.

La agencia Internacional que nos corresponde sería la siguiente:

<http://www.sepie.es/dctm/weboapee/comunicacion/nota-informativa-sepie.pdf?documentId=0901e72b81cb750f>

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

Please fill in this section only if you are applying for a HEI which does not have its own legal entity. For example, if it is part of a foundation or other similar umbrella organisation composed of several institutions or bodies.

Please give information of the composition of this umbrella organisation and explain in particular if there are other education institutions and if those are already holding the Erasmus Charter:

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 (e.g.: average number of credits per semester provided by your degree programmes) and the methodology used at your institution to allocate credits to the different course units.

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

Normativa:

http://formacionprofesional.ced.junta-andalucia.es/data/documentos/fpd/ORDEN_TS_ADFI.pdf

Estructura del CFGS DE GESTIÓN Y ADMINISTRACIÓN DE EMPRESAS.

0647. Gestión de la documentación jurídica y empresarial. ECTS 6 (96 h.)

0648. Recursos humanos y responsabilidad social corporativa. ECTS 6 (96 h.)

0649. Ofimática y proceso de la información. ECTS 12 (192 h.)

0650. Proceso integral de la actividad comercial. ECTS 11 (192 h.)

0651. Comunicación y atención al cliente. ECTS 12 (160 h.)

0652. Gestión de recursos humanos. ECTS 6 (84 h.)

0653. Gestión financiera. ECTS 7 (126 h.)

0654. Contabilidad y fiscalidad. ECTS 7 (126 h.)

0179. Inglés. ECTS 7 (128 h.)

0655. Gestión logística y comercial. ECTS 6 (105 h.)

0656. Simulación empresarial. ECTS 8 (126 h.)

0657. Proyecto de administración y finanzas. ECTS 5 (50 h.)

0658. Formación y orientación laboral. ECTS 5 (92 h.)

0660. Formación en centros de trabajo. ECTS 22 (360 h.)

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.

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

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

1- Nuestra oferta educativa es pública, están descritos en nuestra programación anual y se corresponden con la normativa vigente para estas enseñanzas.

Se centra en el CF GS DE ADMINISTRACIÓN Y FINANZAS, cuya estructura ya se ha indicado en el punto anterior.

Estos cursos son impartidos en lengua española. Existe un módulo en Inglés de 128h (7ECTS) de Inglés específico para el área de Gestión Financiera.

http://formacionprofesional.ced.junta-andalucia.es/data/documentos/fpd/ORDEN_TS_ADFI.pdf

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

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility.

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

Con respecto a los proyectos relacionados con la Formación Profesional de Grado Superior, los acuerdos de movilidad se gestionarán para su aprobación y supervisión a través del Equipo Directivo y del Jefe de Departamento de Administración y finanzas, con la asesoría de la coordinación de bilingüismo del centro si la movilidad implica el conocimiento o la práctica de la lengua inglesa.

Estableceremos unos criterios objetivos de selección basados en el expediente académico, la experiencia previa en actividades de movilidad y el nivel de competencia en la lengua extranjera del país de destino (y en, su defecto, Inglés). El nivel mínimo que los alumnos deben tener es B1 (Marco Europeo).

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.

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

La formación en idiomas de los alumnos que participen en las movilizaciones se llevará a cabo, tanto en la propia dinámica normal de las clases en la asignatura Lengua extranjera (Inglés) de segundo curso, como, si fuera necesario, en la Academia de Inglés que funciona en el instituto en horario de tarde. De esta manera nos aseguraremos de que los candidatos tengan un nivel adecuado de competencia en lengua extranjera antes de realizar la movilidad, pues deben tener un nivel de inglés que le permita desarrollar las prácticas y adaptarse al país de acogida.

Se llevará a cabo también formación sobre la cultura del país de llegada.

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

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

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

Provide guidance to incoming mobile participants in finding accommodation.

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

Se establecerán acuerdos con los centros y/o organizaciones de destino para conseguir que previamente haya una coordinación en el apoyo de los participantes en la búsqueda de alojamiento, seguro médico y todo el asesoramiento que se pueda necesitar a nivel de transportes, infraestructuras y apoyo organizativo durante la estancia para el normal desarrollo y el provecho máximo de la actividad de movilidad.

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.

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

Para los alumnos o el personal que pudiera llegar al centro existiría la posibilidad de realizar cursos de español en alguna academia de la ciudad o, en su caso, de incorporarse a clases de lengua española en el propio Instituto en función del nivel de dominio de esa lengua.

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.

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

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

Nuestro instituto está sujeto a la normativa de la Junta de Andalucía, que es la que expide los correspondientes certificados de participación en las distintas actividades de movilidad, en función de la naturaleza de las mismas, el número de horas y la labor desarrollada.

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.



Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.



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

A modo interno, la secretaría expedirá también los correspondientes certificados a los participantes de las actividades en los que se incluirá el número de horas, el trabajo desarrollado y las fechas de inicio y finalización de las mismas, para posteriores reconocimientos donde proceda.

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:

Las medidas institucionales para apoyar la participación de alumnos y personal por parte de nuestro centro se basan en facilitar la organización de dichas actividades, colaborando en la labor de búsqueda y contacto con las instituciones receptoras. Así mismo, se ayudará a los participantes en la organización del viaje, la búsqueda del alojamiento, la formación lingüística y toda la información que necesite sobre el sistema educativo, la formación profesional y el mercado laboral, así como la legislación y documentación necesaria para llevar a cabo la movilidad al país en cuestión.

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 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:

Translation language [EN]

I.E.S. Rafael Alberti is currently participating in two European programs associated with secondary education. The first is a Comenius multilateral partnership (La Piazza: Europe as a meeting place for European countries ref. 2013-1FR1-COM06.49358) and includes seven schools from six other European countries.

The second is a KA1 staff mobility project, involving 10 teachers training mobilities. The main aim is to improve our school through language level development, methodology, and school observation for good practice in four different European countries.

The choices of our partner schools have been previously done by the bilingual program coordinator, in which our school had carried it out, directly or through e-learning platforms as twinning.

The geographical areas in which we are most interested are spread throughout Europe. We maintain contacts with schools from UK, France, Czech Republic, Italy, Poland and Turkey. We will attend teachers training in the UK, France, Malta and Sweden. We keep working to maintain and expand our bows since we consider it to be essential for innovation.

The most important objective, in terms of staff, is to improve language skills, to teach practice through innovative strategies and knowledge of other European education systems. As well as to embrace our daily teaching and help our students to have equal future opportunities.

As for the students, the main objective is to improve language skills along with the rest of the European competences and, in the case of higher education, to gain experience in vocational training in a foreign country. This is essential in a labour market in which mobility is a constant among EU countries.

Original language [ES]

El centro está participando en dos programas europeos actualmente relacionados con la enseñanza secundaria: Una asociación COMENIUS multilateral (La Piazza...) con centros de otros seis países europeos.

Y un proyecto KA1 de movilidad de personal, que implica a varios profesores para formación lingüística, metodológica y observación de buenas prácticas en distintos países de Europa.

La elección de nuestros socios se ha realizado gracias a contactos previos que, fundamentalmente, la coordinadora de bilingüismo de nuestro centro ha llevado a cabo de manera directa o a través de plataformas educativas como e-twinning.

Las áreas geográficas en las que estamos más interesados se extienden por toda Europa: tenemos asociados de Reino Unido, Francia, República Checa, Italia, Polonia y Turquía. Y realizaremos estancias profesionales y/o de formación en Reino Unido, Francia, Malta y Suecia.

Los objetivos más importantes, en cuanto al personal, son la mejora de la competencia lingüística, la práctica docente mediante estrategias innovadoras y el conocimiento de otros sistemas educativos europeos.

En cuanto a los alumnos, el principal objetivo es la mejora de la competencia lingüística y, en el caso de la enseñanza superior, la adquisición de experiencia en la formación profesional en un país extranjero, algo fundamental en una época como ésta, en la que la movilidad laboral es una constante entre los países de la UE.

Please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects within the framework of the Erasmus+ Programme.

If not applicable, please explain:

Original language [ES]

Nuestra estrategia consiste en realizar un diagnóstico de las necesidades educativas y de formación de nuestro Centro. A partir de éstas, seleccionamos los proyectos europeos que queremos desarrollar. Preparamos un proyecto que marque claramente los objetivos que vamos a fomentar y qué personas serán las encargadas de su coordinación, a partir de ahí, llevamos a cabo la solicitud y, de sernos concedida, la implementación del plan. Hasta ahora hemos funcionado en planes de educación secundaria y formación del profesorado en el extranjero, pero ahora queremos abarcar también la formación profesional superior, pues lo consideramos una prioridad actualmente en nuestra sociedad.

Translation language [EN]

Our strategy is launched with a first diagnosis of educational and training needs to innovate our school, then the selected European projects we want to develop. Later, we will develop a project that clearly marks the objectives to promote and choose individuals who will be responsible for coordination. We will process the application and after approval, implement the plan. We have worked on plans for secondary education students and teacher training abroad, but now we would also like to cover HE vocational training, because we consider it a priority in our society today.

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

Please refer to each of the 5 priorities of the Modernisation Agenda and explain the policy objectives you intend to pursue:

Original language [ES]

La implantación de los programas institucionales en el centro ha contribuido a la modernización de nuestro centro en muchos aspectos:

La mejora de la competencia lingüística general tanto del personal como de los estudiantes.

La proyección internacional y las fructíferas relaciones profesionales establecidas entre las organizaciones participantes en los diferentes proyectos.

El conocimiento de otras realidades educativas, sociales y económicas por parte del personal y los estudiantes participantes.

La experiencia adquirida en la organización y desarrollo de actividades de carácter internacional en el ámbito de la educación y la formación.

Translation language [EN]

The implementation of international programs at our school has contributed to a modernization in many ways:

Improving the overall language proficiency in both staff and students. Internationalization of our school and a successful professional relationship has been established between participating organizations in different projects.

Knowledge of other educational, social and economic realities by staff and the students involved.

Experience in the organization and development of international activities in the field of education and training.

* 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: Cádiz

*Name: Manuel Castillo
Márquez*

Date (dd/mm/yyyy): 17/04/2015

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