EPLUS2020

Call: EACEA-03-2020

(Erasmus Charter for Higher Education 2021-2027)

Topic: ECHE-LP-2020

Type of action: EPLUS2020-ACR

Proposal number: 101013193

Proposal acronym: PedroMercedes

Deadline Id: EACEA-03-2020-1

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How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

1 - General information

Topic	ECHE-LP-2020		Type of Action	EPLUS2020-ACR
Call Identifier	EACEA-03-2020		Deadline Id	EACEA-03-2020-1

Acronym PedroMercedes

Proposal title VET in Europe

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *86*

Fixed keyword 1 Curricular education activities with enterprises

Free keywords *Internships in companies integrated into the top VET curriculum.*

Application language Spanish

Abstract*

Solicitud de acreditación carta ECHE 2021-2027

Remaining characters   1954

| Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under Horizon 2020 or any other EU programme(s)? | ○ Yes ● No |

| Please give the proposal reference or contract number. | |
| *XXXXXX-X* | |

Declarations

1) We/I declare to have the explicit consent of all participants on their participation and on the content of this proposal.	☒
2) We/I confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted.	☒
3) We/I declare: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation (Regulation No 2018/1046) - to have the financial and operational capacity to carry out the proposed project	☒
4) We/acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions .	☒
5) We/I acknowledge and authorize the collection, use and processing of personal data for the purpose of the evaluation of the proposal and the subsequent management of the grant/prize (if any). We/I acknowledge and authorize that the data may also be used for the monitoring and evaluation of the EU funding programme, the design of future programmes and communication purposes.	☒

The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. If the proposal to be retained for EU funding, the coordinator and each beneficiary will be required to present a formal declaration in this respect.

Note:

For **multi-beneficiary applications**, the coordinator vouches for its own organization and that all other participants confirmed their participation and compliance with conditions set out in the call. If the proposal is retained for funding, each participant will be required to submit a formal declaration of honour confirming this.

False statements or incorrect information may lead to administrative sanctions under the Financial Regulation 2018/1046.

Personal data will be collected, used and processed in accordance with Regulation 2018/1725 and the **Funding & Tenders Portal privacy statement**.

Please be however aware that, to protect EU financial interests, your data may be transferred to other EU institutions and bodies and be registered in the EDES database. Data in the EDES database is also subject to Regulation 2018/1725 and the EDES privacy statement.

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1	I.E.S. PEDRO MERCEDES	Spain	

2 - Participants & contacts

2 - Administrative data of participating organisations

PIC
949600707

Legal name
I.E.S. PEDRO MERCEDES

ECHE Reference Code
237717-EPP-1-2014-1-ES-EPPKA3-ECHE

Institution Code
E CUENCA02

Short name: I.E.S. PEDRO MERCEDES

Address

Street   C/ CAÑETE s/n

Town   CUENCA

Postcode   16004

Country   Spain

Webpage   www.iespedromercedes.es

Specific Legal Statuses

Legal person ....yes

Public body ....unknown   Industry (private for profit).................unknown

Non-profit ....unknown

International organisation ....unknown

International organisation of European interest ....unknown

Secondary or Higher education establishment ....unknown

Research organisation ....unknown

Enterprise Data

Based on the below details from the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

SME self-declared status..30/04/2014 - no

SME self-assessment .... unknown

SME validation sme.. unknown

Department(s) carrying out the proposed work

Department 1

Department name   Contacto programas Erasmus+   ☐ not applicable

☒ Same as proposing organisation's address

Street   C/ CAÑETE s/n

Town   CUENCA

Postcode   16004

Country   Spain

Proposal Submission Forms

Person in charge of the proposal

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title Mr.

Sex ⦿ Male ○ Female

First name **MARIANO** Last name **MOYA GUIJARRO**

E-Mail **16001004.ies@edu.jccm.es**

Position in org. Headmaster

Department I.E.S. PEDRO MERCEDES ☒ Same as organisation name

☐ Same as proposing organisation's address

Street Calle Cañete, s/n

Town Cuenca Post code 16004

Country Spain

Website www.iespedromercedes.es

Phone 0034969220830 Phone 2 *+xxx xxxxxxxxx* Fax *+xxx xxxxxxxxx*

Other contact persons

First Name	Last Name	E-mail	Phone
RAMON	FUENTES CANA	p.europeos@gmail.com	*0034969220830*

Proposal Submission Forms

Type of organisation

Higher education institution (tertiary level)   ⦿

School/Institute/Educational centre - General Education (secondary level)   ○

Information related to eligibility criteria

	Yes	No
Applicant is an HEI established in a Programme Country.	⦿	○
The applicant institution is eligible by National Authorities of Programme Countries.	⦿	○
I confirm that I have received a notification from my Erasmus+ National Agency stating that I am allowed to apply for the light procedure.	⦿	○

Warning: You must comply with the content of all the checkboxes.

ERASMUS+

Proposal Template

Administrative Forms (Part A)
Project Technical Description (Part B)

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

Version 1.1
4 March 2020

ERASMUS+

PROPOSAL (PART B)

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

IMPORTANT NOTICE

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

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

Character and **page limits**:

- page limit **20** pages

- supporting documents can be provided as an annex and do not count towards the page limit

- minimum font size — Arial 8 points

- page size: A4

- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

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

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

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

HISTORY OF CHANGES

VERSION	PUBLICATION DATE	CHANGE
1.0	11.02.2020	Initial version
1.1	04.03.2020	Changes in page 10, 1st box after the Erasmus Policy Declaration

COVER PAGE

Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the Funding & Tenders Portal Submission System. The template to use is available there.

Note: *Please take due account of the objectives and Charter's principles to be awarded with the Charter under the call (see Call document). Pay particular attention to the award criteria; they explain how the proposal will be evaluated.*

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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:

    o By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.

    o By promoting environmentally friendly practices in all activities related to the Programme.

    o By encouraging the participation of individuals with fewer opportunities in the Programme.

    o 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: D. MARIANO MOYA GUIJARRO DNI 04580398V

Signature of the legal representative

> In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the ECHE Guidelines for support in completing this application.
>
> Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

1. ERASMUS POLICY STATEMENT (EPS)

1.1 Erasmus activities included in your EPS

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

Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff	☒

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

Partnerships for Cooperation and exchanges of practices	☒
Partnerships for Excellence – European Universities	☐
Partnerships for Excellence - Erasmus Mundus Joint Master Degrees	☐
Partnerships for Innovation	☐

Erasmus Key Action 3 (KA3):

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

1.2 Erasmus Policy statement (EPS): your strategy

> Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.
>
> What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the goal of building a European Education Area[1] 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)

El IES Pedro Mercedes persigue con el desarrollo de actividades dentro del programa Erasmus+

- Mejorar las posibilidades de inserción laboral de sus alumnos, especialmente de aquellos con menos posibilidades.

- Favorecer el intercambio de experiencias formativas entre las instituciones participantes.

- Proporcionar a los alumnos y al personal la oportunidad de desarrollar una conciencia europeísta que les permita valorar las posibilidades que la movilidad entre los países de la Unión les aporta en su formación personal.

- Aumentar el interés por el estudio de lenguas extranjeras como medio para valorar la riqueza cultural de la Unión Europea.

By developing activities within the Erasmus+ programme, IES Pedro Mercedes pursues to

- Increase the chances of employability of its students, especially disadvantage students.

- Encourage the exchange of training experiences among participating institutions.

- Provide students and staff with an opportunity to develop feeling of belonging to European citizenship that will allow them to assess the opportunities that mobility between the countries of the Union brings them in their personal training.

- Increase student interest in studying foreign languages as a means of valuing the cultural wealth of the European Union.

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)

Las acciones en las que el IES Pedro Mercedes desea participar son

- La realización de prácticas en países participantes en los proyectos Erasmus+ de los alumnos de Formación Profesional de Grado Superior.

- La participación del profesorado en movilidades para formación, docencia y prácticas en empresas.

The actions in which IES Pedro Mercedes wishes to participate are

- Internships in countries participating in Erasmus+ projects for Higher Degree Vocational Training students.

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[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

- The participation of teachers in mobilities for training, teaching and internships in companies.

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)

Respecto al objetivo de mejora de la empleabilidad:

1. Grado de Inserción Laboral del alumnado participante en el programa a los 6 meses - 12 meses - 18 meses de la titulación

2. Comparativa del grado de Inserción Laboral del alumnado participante frente al que no ha participado en ERASMUS.

Respecto al objetivo de procurar el intercambio de experiencias formativas:

1. Ratio Participantes/Plazas ofertadas en convocatorias dirigidas a profesorado.

2. Valoración cualitativa de las "buenas prácticas" objeto de intercambio en las experiencias formativas.

Respecto al objetivo sobre conciencia europeísta al fomento del sentimiento de pertenencia a la ciudadanía europea:

1. Grado de conocimiento de los programas ERASMUS del centro por el alumnado de Educación Superior.

2. Grado de participación de alumnado ERASMUS en actividades institucionales y asociadas a la UE

- Con respecto al objetivo de interés por el estudio de lenguas:

1. Proporción de alumnos que eligen segundo idioma como optativa en Educación Secundaria Obligatoria y postobligatoria.

2. Comparativa de resultados OLS antes y después de la estancia ERASMUS.

- Regarding the objective of improving employability:

1. Degree of Labour Insertion of students participating in the program at 6 months - 12 months - 18 months of degree

2. Comparison of the degree of Labour Insertion of the participating students against which he has not participated in ERASMUS.

Regarding the objective of ensuring the exchange of training experiences:

1. Ratio Participants/Places offered in calls addressed to teachers.

2. Qualitative assessment of the "good practices" subject to exchange in training experiences.

- Regarding the objective of promoting the feeling of belonging to European citizenship:

1. Degree of knowledge of the CENTER's ERASMUS programs by higher education students.

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2. Degree of participation of ERASMUS students in institutional and eu-associated activities

- Regarding the objective of interest in the study of languages:

1. Proportion of students who choose second language as optional in Compulsory and non-compulsory Secondary Education.

2. Comparison of OLS results before and after the ERASMUS stay.

2. Degree of participation of ERASMUS students in institutional and eu-associated activities

2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

2.1 Implementation of the new principles

Please explain the measures taken in your institution to respect the principles of non-discrimination, transparency and inclusion of students and staff. Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

To ensure transparency and equal opportunities in access to Erasmus+ project activities, the following mechanism is followed:

- Once the project has been approved by the National Agency, it is made public in the Teachers' Cloister and the School Council is informed.

- At the beginning of the academic year, the Pedagogical Coordination Commission approves the selection criteria for the participation in the projects.

- The deadlines and conditions of access for students and staff are published on the high school website.

- Shortly before the application period starts, the Head of Studies meets with the tutors of the Training in Work module to encourage their students to participate in the process, especially students with some social or personal disadvantage.

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 website[2].

- Participating students will be provided with the link to download the Erasmus+ mobile app.

- The Erasmus Dashboard web tool will be used to sign the Learning Agreements.

- The use of the Student Card is not considered necessary of the small number of students and the fact that they go to companies to do internships, so the advantages such as access to universities services are not applicable.

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

- Communication with the applicants will be carried out using electronic media.

- In the case of Forest Management students, the selection of companies or organizations working in environmental restoration will be encouraged.

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

- Volunteering experience will be considered in the selection process.

- Incorporation into the target community will be encouraged, for example through the ESN Erasmus Social project.

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

2.2 When participating in Mobility Activities - After mobility

Please demonstrate your commitment to implement full automatic recognition in your Higher Education Institution.

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition[3].

- Students participating in mobilities provide a certificate of the company in which they have completed the internship. The tutor of the Training in Work module signs the completion of this training module, allowing the student to obtain his or her degree as a Senior Technician.

- The high school Secretariat draws up a supplement to the title, certifying the participation of the student in the Erasmus+ programme.

- The Erasmus+ programme coordinator asks the National Agency for mobility certification through Europass.

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

- Teachers participating in mobilities or those who manage them receive certification credits for innovation and / or training, according to the annual call of the *Consejería de Educación* of the government of Castilla - La Mancha.

2.3 For the Purposes of Visibility

Please provide the web link where you will host the Erasmus Policy statement in the future. Please reflect on how you plan to regularly promote the activities supported by the Programme.

https://www.iespedromercedes.es/erasmus/carta-erasmus/

- Erasmus+ coordinator in the high school will meet with student tutors to present the programme.

- Headmaster and Erasmus+ coordinator will make the presentation of the program to students, with the content of the aid, its object, the deadlines for application and execution of the scholarship, etc.

- When the internship period ends, participating students are asked to share their experience to their peers at the end-of-year event in front of students, parents, and businesses.

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.
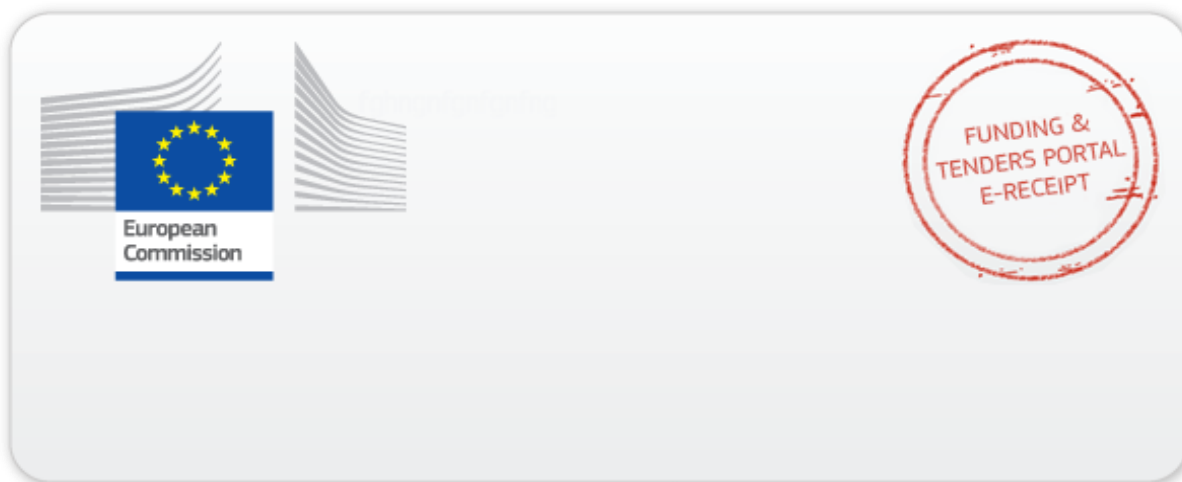
- Erasmus+ coordinator collaborates with the students and their tutors in the search for a company in which they will carry out the internships.

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[3] The text of the Council Recommendation on Automatic Mutual Recognition may be found at: https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210(01)

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(https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq)