



ECHE Selection 2019

Erasmus Charter for Higher Education

Application eForm

Call for proposals EACEA 03/2018

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	2019
Deadline for Submission (dd-mm-yyyy)	22/03/2018 midday Brussels time (Central Europe Time - CET).
Application language	EN
Correspondence Language	EN

** Official Journal of the European Union L347/50 of 20th December 2013.*

272735-EPP-1-2019-1-ES-EPPKA1-ECHE

Erasmus Policy Statement (Overall Strategy) section B 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 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).

Applicant Organisation

A.1. Applicant Organisation

PIC	943746563
Full legal name (official name in latin characters)	IES ÁLVAR NÚÑEZ
Full legal name (English name)	IES ÁLVAR NÚÑEZ
Acronym	IES ÁLVAR NÚÑEZ
Erasmus code (e.g. F PARIS33) - if available	NEW 2019
Address (Nº, street, avenue, etc.)	C/ ÁLVAR NÚÑEZ CABEZA DE VACA S/N
Country	Spain
Region	ANDALUCIA
Post code	11407
City	JEREZ DE LA FRONTERA
Website	

A.2. Legal Representative

Title	MRS
Gender	Female
First Name	MERCEDES
Family Name	MUÑOZ ALCÁNTARA
Position	DIRECTORA
E-mail	11003217.EDU@JUNTADEANDALUCIA.ES
Telephone (including country / area codes)	+34856811926
Address (nº, street, avenue, etc)	C/ ÁLVAR NÚÑEZ CABEZA DE VACA S/N
Country	ES, Spain
Region	ANDALUCIA
Post code	11407
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A.3. Coordinator

Title	MRS
Gender	Female

First Name	RAQUEL
Family Name	BERNAL LÓPEZ
Department	TURISMO
Position	JEFA DEL DEPARTAMENTO DE TURISMO
E-mail	11003217.EDU@JUNTADEANDALUCIA.ES
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Address (nº, street, avenue, etc)	C/ ÁLVAR NÚÑEZ CABEZA DE VACA S/N
Country	ES, Spain
Region	ANDALUCIA
Post code	11407
City	JEREZ DE LA FRONTERA

B.1. Erasmus+ activities included in your EPS

In order to facilitate the evaluation of your current application form, please tick those Erasmus+ activities that are part of your current Erasmus Policy Statement

Erasmus + Key Action 1 (KA1):

Study between Programme Countries:

Programme Countries - Student incoming mobility

☒

Programme Countries - Staff Incoming mobility

☒

Programme Countries - Student outbound mobility

☒

Programme Countries - Staff outbound mobility

☒

Partner countries - Study between Partner Countries:

Partner countries - Student incoming mobility

☒

Partner countries - Staff Incoming mobility

☒

Partner countries - Student outbound mobility

☒

Partner countries - Staff outbound mobility

☒

Traineeships:

Traineeships - Student incoming mobility

☒

Traineeships - Staff Incoming mobility

☒

Traineeships - Student outbound mobility

☒

Traineeships - Staff outbound mobility

☒

Erasmus Mundus Joint Master Degrees

☐
Erasmus + Key Action 2 (KA2):

Strategic Partnerships

☐

Knowledge Alliances

☐

Capacity Building Projects

☐
Erasmus + Key Action 3 (KA3):

KA3 Projects

☐
Jean Monnet Activities

Jean Monnet projects

☐
B.2. Erasmus Policy Statement: your strategy

Please be aware that your Erasmus Policy Statement should reflect your intended involvement in Erasmus+. Should you wish to add additional activities in the future you will have to amend your Erasmus Policy Statement and inform your respective National Agency accordingly.

The Institution agrees to publish this overall strategy (all three parts of the Part B) on its website within one month after reception of the Erasmus Charter for Higher Education from the EACEA.



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:

Original language [EN]

HS Álvar Núñez offers one short cycles of vocational training in tourism in a traditional learning way: Tourist guide, information and tourist services. In the curriculum of these studies, there is a compulsory traineeship phase where students develop a professional activity in an actual enterprise before getting their degrees. Through regional programs of the Government of Andalusia, our students have been able to develop these traineeships in different countries of the European Union, particularly in England and France.

On the other hand, our High School has a long experience in projects, relationships and international programs, having participated in an Erasmus + Key Action 2 (KA2) "Strategic Partnership", named "apprehender le Patrimoine Culturel Immatériel Attaché Aux Différentes Utilisations Du Cheval, le Sauvegarder, le Respecter et Sensibiliser Aux Niveaux Local, National et Européen" last year.

So getting the Erasmus Charter for Higher Education is a fundamental piece to offer complete training to our students.

We believe that the students' mobility means both professional, personal and vital enrichment. Our main objective is to be able to send our Tourism students to do their training period in companies all over Europe. Among the requirements for the companies, our institution helps students in locating good, stable firms which can supply them with the most suitable training practice. These firms should be able to offer students the opportunity to develop their capabilities, skills, tools and techniques in business through these employment opportunities.

As for the area, we prefer Western Europe, although we do not feel reluctant to participate in programmes with Eastern Europe, providing they offer guaranteed practices.

We are also open to receive other European students assisting them in locating temporary posts where they can do their training period.

We are interested in offering our Professional Studies teachers the possibility to travel abroad and counsel their students in their training period. Or also we are willing to receive incoming foreign teachers who want to know our educational system so that we can exchange ideas and experiences.

The search for partners is done taking into account the following factors:

Professional demand: establishing alliances with countries that demand professionals in our sector.

Referring in training: trying to locate those institutions and enterprises recognized for the best practices in training.

The objectives to be achieved by obtaining the Erasmus Charter are:

Student mobility: to offer our students the opportunity to develop their traineeship period in a different country, letting them improve their technological, social and communicative skills. This action also includes the possibility to offer our partners a chance for their students to develop their traineeship at our local enterprises.

Staff mobility: continuous professional training throughout a student life is a key factor to increase the quality of education. This action is intended to identify the training needs that are likely to be brought to the classroom.

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 [EN]

The strategy of our institution to establish cooperative projects with other institutions or companies pursues:

1. The improvement of educational practices.
2. Increasing employment opportunities for our students.
3. The update on the use of programming technologies (software, APIs, etc.), Internet tools and development methodologies.

Our institution considers the three objectives described above a cornerstone for its development and modernisation. The aim is to reach agreements with institutions or companies that can add value in any of these objectives.

Through regional programs of the Government of Andalusia, our students have been able to develop these traineeships in different countries of the European Union, particularly in England and France. Our institution has been able to realize the mobility of Vocational Training students through the educational institutions of the Junta de Andalucía with the aim of increasing the work opportunities of the students. Therefore, IES Alvar Núñez has experience to send and receive vocational students

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

Please refer to each of the priorities of the renewed EU Agenda for higher education as well as the goals towards a European Education Area* and explain the policy objectives you intend to pursue:

Original language [EN]

Being granted the Erasmus Charter for Higher Education our institution expects to:

1. To increase the educational level of our students, improving their language and communication skills, personal autonomy and organizational capacity. We expect our students to acquire skills for innovation and entrepreneurship and to be able to create and design products or services of better quality.
2. To improve the quality of higher education designing new teaching processes and new organisational strategies and to improve technological training of students and teachers. Also, it will increase the presence of our institution and will be recognised as a quality institution by the relevant companies in the sector and local governments. This improvement will result in better opportunities for our students and greater employability.
3. Thanks to mobility the institution can experience different teaching strategies, organising tasks and educational technologies used by our partners, incorporating those that are easily adaptable.
4. One aim of our institution is to obtain partnerships with relevant industrial companies to align the curriculum of students with technological reality and act as intermediaries between companies and students to find a first job. At the local level, that is being developed in recent years through various working groups. Obtaining the Erasmus Charter provides an impulse to this strategic action as it expands possibilities for improvement and leads to the excellence of the institution.
5. Obtaining the Erasmus Charter is a symbol of quality and excellence in education. Its achievement will permit the search for partners who can fund strategic actions present in our Erasmus policy.

* COM (2017) 247 (<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52017DC0247&from=ES>)

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 2017-2018:

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

Short cycle:	48.0
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:	6.0
Administrative:	2.0

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 2017-2018)

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 previous foreign 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 2017-2018)

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

COOPERATION

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2017/2018: 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 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 2017-2018 (e.g.: Erasmus+, Erasmus Mundus, Knowledge Alliances, Capacity Building, etc)

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 (2017-2018)

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

D1. 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 both the administrative and academic decision-making processes.

Describe also the operational and communication methods.

El Área de Administración es la encargada de la tramitación de la documentación administrativa con las universidades o con instituciones de la Administración Educativa, tanto para estudios, becas y las prácticas en las empresas del alumnado de Formación Profesional.

Los profesores del Departamento de Turismo son quienes realizan las propuestas de estancia en las empresas, una vez que el alumnado ha superado los módulos profesionales de segundo curso. El Vicedirector del centro se ocupa de las relaciones institucionales con las empresas que van a colaborar en la fase de Formación en Centros de Trabajo. Las propuestas recibidas de parte de los profesores y profesoras del equipo educativo de Formación Profesional se tramitan a través del sistema informático Séneca. Asimismo, la asignación de empresas y el seguimiento de la Formación en Centros de Trabajo es realizada por parte de los profesores y profesoras del Departamento de Turismo. Al alumnado se le asignará un tutor de la empresa y un tutor del centro educativo, que será un profesor o profesora del equipo educativo.

Los departamentos que colaboran en el proceso de asignación y desarrollo de la fase de Formación en Centros de Trabajo son los siguientes:

- El equipo directivo del centro: Dirección, Vicedirección y Jefatura de Estudios.
- El Departamento de Inglés.
- El Departamento de Francés.
- El Departamento de Formación y Orientación Laboral (FOL).
- El Departamento de Orientación Educativa.
- El Departamento de Formación, Evaluación e Innovación (FEI).

Por otra parte, el personal administrativo recepciona y tramita la documentación referida a las ayudas por desplazamiento en la fase de Formación en Centros de Trabajo que el alumnado puede solicitar.

La solicitud de esta Carta Erasmus de Educación Superior (ECHE) va destinada al alumnado de Formación Profesional Inicial de Grado Superior de "Guía, Información y Asistencias Turísticas" para promov

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

En este enlace del Ministerio se explica con detalle las acciones que nuestra institución debe realizar:

<http://www.todofp.es/sobre-fp/formacion-en-centros-de-trabajo/fct-en-europa/como-realizar-la-fct-en-el-extranjero.html>

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

Please fill in this section only if you are applying for an HEI which does not have its own legal entity. For example, if your HEI is part of a foundation or another similar umbrella organisation which is the legal entity:

This includes the COMUE in France, which are composed of several institutions or bodies. Please specify the exact role of the umbrella organisation with regard to the other education institutions that are part of the consortium.

Please give information of the composition of your umbrella organisation and explain in particular if there are other education institutions attached to the same legal entity. If yes, please indicate if those institutions already hold the Erasmus Charter:

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D2. Fundamental Principles

While we are conscious that your institution might not get involved in all the different types of Erasmus+ activities from the beginning, we ask you to comply with all the principles and to tick them accordingly as the Erasmus Charter for Higher Education offers you the entire portfolio from the very start.

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

Respect in full the principles of non-discrimination set out in the Erasmus+ 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.

En España, el sistema de Formación Profesional se desarrolla en 2 años académicos. Un ciclo formativo de Formación Profesional Inicial está estructurado en dos cursos, hasta completar un total de 2000 horas de formación. Durante el último curso el alumnado de segundo año debe hacer 380 horas de formación práctica en una empresa del sector profesional, correspondiente al módulo denominado Formación en Centros de Trabajo.

La Formación Profesional comprende el conjunto de acciones formativas que capacitan para el desempeño cualificado de las diversas profesiones, el acceso al empleo y la participación activa en la vida social, cultural y económica. Incluye las enseñanzas propias de la formación inicial, las acciones de inserción y reinserción laboral así como las orientadas a la formación continua en las empresas, que permitan la adquisición y actualización permanente de las competencias profesionales.

La Formación Profesional en el sistema educativo, tiene por finalidad preparar a los alumnos y las alumnas para la actividad en un campo profesional y facilitar su adaptación a las modificaciones laborales que puedan producirse a lo largo de su vida, así como contribuir a su desarrollo personal y al ejercicio de una ciudadanía democrática. Comprende un conjunto de enseñanzas con una organización modular, de duración variable y contenidos teórico-prácticos adecuados a los diversos campos profesionales. Una vez que se han superado todos los módulos profesionales del Ciclo Formativo se obtiene la titulación de Técnico Superior de Formación Profesional en la especialidad correspondiente.

Con el fin de facilitar el reconocimiento de créditos entre los títulos de técnico superior y las enseñanzas conducentes a títulos universitarios y viceversa, en los ciclos formativos de grado superior se establecerá la equivalencia de cada módulo profesional con créditos europeos, ECTS. Todos los módulos profesionales tiene su equ

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

La metodología se encuentra desarrollada en el Real Decreto 1255/2009, de 24 de julio, por el que se establece el título de Técnico Superior en Guía, Información y Asistencias Turísticas y se fijan sus enseñanzas mínimas, y la Orden de 13 de octubre de 2010, por la que se desarrolla el currículo correspondiente al Técnico Superior en Guía, Información y Asistencias Turísticas.

Se puede consultar en los siguientes enlaces:

•<http://www.todofp.es/dam/jcr:16f55d4f-8124-4f76-be>

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



D3. 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.

El IES Álvarez Núñez es un centro bilingüe desde el curso 2010/2011 en el idioma inglés. Solamente es bilingüe la Enseñanza Secundaria Obligatoria (ESO). La Formación Profesional Inicial de Grado Superior en "Guía, Información y Asistencias Turísticas" se imparte solamente en español. Está en proyecto hacer bilingüe la Formación Profesional.

La web del centro dispone de una pestaña que describe la distribución horaria y por asignatura de los cursos bilingües. Además, citamos la web del Ministerio donde se describen cada uno de los módulos en inglés.

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

•http://www.juntadeandalucia.es/averroes/centros-tic/11003217/helvia/sitio/index.cgi?wid_seccion=41

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:

Antes de que se realice la movilidad de los estudiantes, la coordinación del programa se pondrá en contacto con las instituciones socias para recopilar y verificar información sobre las condiciones, los procedimientos, las empresas disponibles, solución de incidencias, etc. Esta fase previa permitirá que los representantes del centro educativo puedan tomar decisiones previas a la firma del acuerdo de aprendizaje, incluyendo el programa individualizado de prácticas a realizar por el estudiante en la empresa de destino. Este documento se firma entre la institución de origen y la empresa, siendo un requisito obligatorio para el desarrollo del módulo profesional "Formación en Centros de Trabajo" (Advanced Vocational Training Student).

Una persona de la institución será nombrado tutor o responsable de realizar las tareas de seguimiento y cumplimiento del acuerdo de colaboración de prácticas. Además, deberá completar las hojas de evaluación de las prácticas y la documentación de movilidad.

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.

Previamente a la firma de los acuerdos de colaboración entre instituciones y empresas colaboradoras, la institución ofrece a los estudiantes toda la información específica relativa a cursos de idiomas que pueden hacer. Debe ser un requisito indispensable el hecho de que el estudiante tenga el nivel B1 para poder optar a la movilidad.

Asimismo, se realizará una prueba de nivel al alumnado participante con el objeto de conocer el grado de conocimiento del idioma. El alumnado se deberá comprometer a realizar cursos de idiomas para estudiantes ERASMUS.

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

http://redcentros.ced.junta-andalucia.es/centros-tic/11003217/helvia/sitio/index.cgi?wid_seccion=41

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. ☒

D4. 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:

El centro tiene pensado desarrollar un proyecto singular de fomento y promoción de la movilidad internacional. En este plan se dará especial importancia a los estudiantes incoming como a los estudiantes outgoing. Entre otras actividades podemos destacar las siguientes:

- Organizar un curso de español para los estudiantes incoming.
- Reuniones de Bienvenida.
- Asignación de un tutor individual para estudiantes incoming y outgoing.
- Actividades culturales: visitas, talleres, convivencia, etc.
- Apoyo educativo en la institución para los estudiantes incoming.
- Actividades de convivencia con el alumnado del centro.
- Gestión de la estancia: alojamiento, transporte...
- Sesiones informativas sobre los procedimientos, condiciones, métodos de selección, empresas disponibles, solución de incidencias, etc. para el alumnado outgoing.
- Seguimiento de las prácticas en las empresas

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.

Como se ha comentado en el apartado anterior, la institución desarrollará un proyecto singular de fomento y promoción de la movilidad internacional, en el que uno de los puntos clave es la realización de un curso de español como herramienta de integración de los estudiantes incoming.

Esta actividad se complementará con otras de convivencia en el centro. En este sentido, los departamentos de Inglés y Francés del centro colaborarán en el proyecto

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

http://redcentros.ced.junta-andalucia.es/centros-tic/11003217/helvia/sitio/index.cgi?wid_seccion=41

D5. 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.

Durante el periodo de movilidad el alumnado debe cumplimentar semanalmente una hoja de descripción de tareas realizadas que será supervisado por el tutor de la empresa y el tutor del centro educativo, verificando que las tareas se han realizado correctamente según lo dispuesto en el programa formativo específico. Una vez termine la movilidad el alumnado deberá entregar a su tutor el informe completo de las actividades realizadas. Si el alumnado supera el módulo profesional de Formación en Centros de Trabajo y serán reconocidos 22 créditos ECTS.

Para el reconocimiento se darán dos certificados que indiquen que se ha completado todos los requisitos estipulados y que garantiza el reconocimiento académico del periodo de intercambio.

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

<http://www.todofp.es/sobre-fp/formacion-en-centros-de-trabajo.html>

<http://www.todofp.es/dam/jcr:16f55d4f-8124-4f76-be61-afa28d9915d7/tsguiainformacionaaturisticasen-pdf.pdf>

<http://portals.ced.junta-andalucia.es/educacion/portals/web/formacion-profesional-andaluza/fp-grado-superior/detalle-titulo?idTitulo=38>

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:

La institución apoya la movilidad del personal mediante la autorización de uno o varios profesionales a participar en acciones de movilidad. En este sentido, la institución proporcionará información adecuada sobre las movilidades europeas en la página web, así como en reuniones periódicas a lo largo del curso dirigida a todo el personal. Se facilitará el horario laboral cuando se participe en proyectos europeos.

Estas actividades son reconocidas por la Dirección General de Formación Profesional de la Junta de Andalucía mediante un certificado de reconocimiento académico de los tutores y coordinadores que participan en el programa Erasmus. La movilidad internacional está prevista en la promoción profesional del profesorado

D6. 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 Erasmus+ Programme:

A través del Programa Erasmus se fomenta la participación del personal y de los estudiantes, haciéndose público a todos los integrantes de la institución. La información se presentará en los espacios comunes del centro (pasillos, tablón de anuncios, Administración, sala del profesorado, etc) y en la página web de la institución.

Los resultados del proyecto se difundirán en la página web de la institución con el fin de fomentar la participación y proporcionar más información sobre los programas de movilidad.

Por otra parte, el centro facilitará la tramitación de permisos que puedan ser necesarios para las diferentes actividades del programa Erasmus +.

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.



D7. For the Purposes of Visibility

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



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



In addition, please provide the web link where you will host the Erasmus Policy statement in the future:

<http://redcentros.ced.junta-andalucia.es/centros-tic/11003217/helvia/sitio/>

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: JEREZ DE LA
FRONTERA*

*Name: MERCEDES MUÑOZ Date (dd/mm/yyyy): 21/03/2018
ALCÁNTARA*

☒ *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 (if applicable)