Erasmus Charter for Higher Education 2014-2020 Application Form Call: 2014

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

Program	**The 2014-2020 EU programme for education, training, youth and sport proposed by the Euroepan Commission on 23 November 2011 (hereafter the Programme)***
Action	**Erasmus Charter for Higher Education**
Call	**2014**
Deadline for Submission (dd-mm-yyyy)	**15/05/2013 12:00 midday Brussels time.**
Application language	**EN**
Correspondence Language	**EN**

238609-LA-1-2014-1-ES-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):	238609-IC-1-2007-1-ES-ERASMUS-EUC-1

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 submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If by the second week after the deadline, the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

* COM(2011) 788 (http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF)

A Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	950584578
Full legal name (official name in latin characters)	IES MONTERROSO
Full legal name (English name)	IES MONTERROSO
Acronym	MONTERROSO
Erasmus code (e.g. F PARIS33) - if available	E MALAGA15
Address (N°, street, avenue, etc.)	AVDA. SANTO TOMAS DE AQUINO S/N
Country	España
Region	ANDALUCIA
Post code	29680
City	ESTEPONA
Website	http://www.iesmonterroso.org

A.2. Legal Representative

Title	MR.
Gender	Male
First Name	Francisco Javier
Family Name	MÁRQUEZ GARCÍA
Position	Director
E-mail	director@iesmonterroso.org
Telephone (including country / area codes)	0034 952 790 959
Address (n°, street, avenue, etc)	AVDA. SANTO TOMAS DE AQUINO S/N
Country	ES, España
Post code	29680
City	ESTEPONA

A.3. Coordinator

Title	MR.
Gender	Male
First Name	Francisco Ramón

Family Name	PÉREZ GOMAR
Department	PRINCIPAL ASSISTANT
Position	Coordinator
E-mail	fperez@iesmonterroso.org
Telephone (including country / area codes)	0034 697 952 050
Address (n°, street, avenue, etc)	AVDA. SANTO TOMAS DE AQUINO S/N
Country	ES, España
Post code	29680
City	ESTEPONA

| **B** | **Statistics** |

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.
For the academic year 2012-2013:

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

Short cycle:	40.0
1st Cycle:	300.0
2nd Cycle:	0.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	90.0
Administrative:	2.0

Number of degree courses on offer

Short cycle:	2.0
1st Cycle:	2.0
2nd Cycle:	0.0
3rd Cycle:	0.0

STUDENTS (academic year 2011-2012)

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

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	0.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	4.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of study mobility students (Erasmus and/or others): from participating countries	0.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	0.0

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

Number of foreign students, if applicable: from Participating countries	0.0
Number of foreign students, if applicable: non-partcipating countries	0.0

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

Number of Local students, involved in Double/multiple/joint degrees	0.0

Number of international students, involved in double/multiple/joint degrees	0.0

ACADEMIC STAFF (academic year 2011-2012)

All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes

Number of outgoing academic staff to participating countries	0.0
Number of incoming academic staff from participating countries	0.0

COOPERATION (academic year 2012-2013)

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:	1.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries	0.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries	0.0
Total number of consortium agreements for double/multiple/joint degrees:	0.0
Of these, percentage of the consortium involving non-participating countries	0.0

European and International Education and Training Projects with contracts running in 2012-2013 (e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)

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

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

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

C	# General Organisation of Programme activities

C1. General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

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

The High school IES Monterroso offers an Advanced vocational training (ISCED 5B) "Guide, Tourist Information and Assistance" with ESO and Bachellor and has been long taking part in projects promoted by the Educational Council in the Andalusian Region in Spain Government as a sending partner of students to do work placements in companies throughout the European Union.

Our school has a person dedicated to mobility programs called the "Erasmus tutor". In addition, this position is occupied by the deputy director of the center, a single judge under the rules Andalusian also holds educational competencies for international relations.

The Regional Educational Deparment Programme has also a moodle platform available for our Erasmus students to communicate.

The direct link to contact the International Office in our institution that deals with the execution and organization of the European and international mobility is:
Francisco Ramón Pérez Gomar
+34 697 952 050
fperez@iesmonterroso.org

C2. Fundamental Principles

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

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds. ☑

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent). ☑

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)
In addition, please provide the direct web link where the methodology is explained:

Our High School applies an academic credit transfer system. The Advanced Vocational Training Course "Guide, Tourist Information and Assistance" has 97 ECTS (2000 hours) of which 22 ECTS (380 hours) correspond to practical training period in companies prior to be granted with their degrees. In order to enhance the need of our students they have been currently making work placements abroad as part of their education.
At the end of the training period abroad our Erasmus students get a CERTIFICATE OF ATTENDANCE (similar to a DIPLOMA SUPLEMENT) that includes a record of mobility under the Programme.
In our Institution's website is displaying the Course Programme where the credit system appears: www.iesmonterroso.org

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

C3. When Participating in Mobility Activities - Before mobility

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow. ☑

Provide guidance to incoming mobile participants in finding accommodation. ☑

Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

Our institution produces a course catalogue, available on www.iesmonterroso.org, which is updated on an annual basis, containing information on the institution, information on programmes and general information for students.

Our Advanced Vocational Training Course "Guide, Tourist Information and Assistance" is taught in English and Spanish and is the only one open to international students. They need a minimum language level to apply. This minimum is B1 on the Common European Framework of Reference for Languages.

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

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

Our institution performs a selection among students applying mobility consisting of:
- Perform an interview in the Guidance Department, which issues a Suitability Report.
- Perform an interview in English.
- Formulate the Europass Curriculum in English.

To start Erasmus mobility activities is the prior signing of inter-institutional agreement between institutions which are holders of the ECHE. The agreement is signed by our Legal Representative.
This inter-institutional agreement is the GRANT AGREEMENT STUDENT MOBILITY FOR PRACTICE that includes:
- TRAINING AGREEMENT, QUALITY COMMITMENT and GENERAL CONDITIONS.
- Student Report Form.
- Certificate of stay.
There is also another agreement, THE COMMITMENT LETTER, signed between our institution and the host enterprises.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency. ☑

Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

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

Staff and students prepare for their mobility periods with lectures on intercultural communication, meetings and focuss discussion groups with former mobile staff and students, an on-line archive with feedback from former mobility participants and social networking.

The language training is given during the course. Students have four hours English Class and five hours conversation with U.S. Assistant.

Students and staff need a minimum language level for the mobility. This minimum is B1 on the Common European Framework of Reference for Languages.

Our HEI also offers students the opportunity to examine the levels B1 and B2 of English through Trinity College.

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

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

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

C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants. ☑

Integrate incoming mobile participants into the Institution's everyday life. ☑

Have in place appropriate mentoring and support arrangements for mobile participants. ☑

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

a) Student mobility for studies
Mentoring and support arrangements and information of the host country will be on the website of the host institution, with contact details. Students will have a welcome/orientation week provide with practical information on arrangements and allow them to meet local and other mobile students.
b) Student mobility for traineeships
A mentor will nominate to support the mobile student while in the enterprise to the trainee. The contact details will specified in the training agreement.
c) Both
Mobile participants will be made aware of whom they can contact in case of problems. Institutions and enterprises will designate staff members to deal with social and psychological questions the mobile students might have.

Provide appropriate linguistic support to incoming mobile participants. ☑

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)
If possible, please provide the direct web link for your language policy:

When the language of instruction is not the language of the host country, the receiving institution shall take into account the needs of international students and, when deemed necessary, provide adequate language assistance as intensive course during orientation week ("survival" level) that assign credits in the common European Framework of reference for Languages.

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students. ☑

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period. ☑

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

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

After the period Training abroad, students get the CERTIFICATE OF ATTENDANCE/EUROPASS MOBILITY CERTIFICATE, that contents a transparent recognition of the study period abroad, providing details of the title of the course module, with the respective course code, duration of the course unit, local grade and ECTS credits; and is signed, stamped and dated in a legally valid document.
This certificate appears in SENECA (education platform Junta de Andalucía).
Students also have to fill the Erasmus Self-Assessment.
Approving the Training Period may obtain title and recognition of ECTS to other higher education.

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

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

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

In our institution, international staff mobility is an integral part of human resources development schemes. IES Monterroso actively supports staff mobility identifying the professional development needs of the staff at the institution and the necessary preparation.
Staff mobility is acknowledged as part of the regular workload, staff working schedules are adapted to meet requirements and, whenever possible, temporary replacements will be found during the mobility period, additional cultural / language preparation are available to mobile staff and teaching and training mobility activities will be recognized as a component in any evaluation /assessment of the staff.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners. ☑

Provide relevant support to staff and students participating in these activities. ☑

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

The participation in the Programme is part of its own strategy for modernisation and internationalisation.
Once committed to this project, our Institution undertakes to support fully any student and staff participating in it, both as coordinator and partner. Support measures will be foreseen at both institutional and departmental levels allowing participating staff / students adequate time to carry out our project work, allocating additional resources to support the project, providing administrative back-up (e.g. with financial management, study programme accreditation procedures, etc.)
.
The ECHE will be fully spread throughout the whole Educational community. Dissemination of its results will be available on our website.

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 (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission. ☑

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [ES]

Nuestro centro educativo cuenta con un amplio historial en movilidades internacionales. Desde que España puede participar en programas de movilidad europea, el IES Monterroso ha sido adjudicatario de varios proyectos europeos: Comenius, Leonardo Da Vinci, Erasmus. Fuera del ámbito europeo, un profesor del centro formó parte del programa de colaboración con el Departamento de Educación de California en EE.UU. dentro del proyecto de Profesores Visitantes en EE.UU. y Canadá.

La ubicación del centro educativo en la Costa del Sol, un área turística de primer nivel europeo y mundial, justifica de sobra que la implicación en proyectos educativos internacionales. Nuestro alumnado, muy heterogéneo y de muchas nacionalidades, es una razón más para que esa línea pedagógica de nuestro instituto sea una prioridad.

Bajo este programa, nuestro IES obtiene movilidad de los estudiantes de crédito en ciclo corto entre los países participantes, y hacia y desde los países no participantes, para los períodos de prácticas (prácticas en empresas) en empresas.

Los criterios para determinar objeto de movilidad, al ser alumnado que aspira a trabajar en el sector turístico los destinos más solicitados son los relacionados con los idiomas más utilizados en ese sector, empezando por los países de habla inglesa (Reino Unido, Irlanda y Malta), seguidos de los francófonos (Francia, Bélgica o Luxemburgo) y luego los de lengua alemana (Alemania o Austria).
Para seleccionar los socios colaboradores y las áreas geográficas se usa la plataforma EREIVET.

Los objetivos de nuestras actividades de movilidad son los de realizar unas prácticas laborales que son parte del curso para obtener el diploma de técnico superior. Con la movilidad se pretende que ese aprendizaje se lleve a cabo en un entorno internacional y, a la vez, transmitir la importancia de la Unión Europea en conceptos tan esenciales como ciudadano europe or libre movimiento de personas.

Translation language [EN]

Our school has a long history in international mobility. Since Spain can participate in European mobility programs, IES Monterroso has been awarded a number of European projects: Comenius, Leonardo Da Vinci, Erasmus. Outside Europe, a professor from the center was part of the program of collaboration with the California Department of Education in the U.S. within the proposed U.S. Visiting Professors and Canada.

The location of the school on the Costa del Sol, a prime tourist area in Europe and worldwide, more than justifies the involvement in international educational projects. Our students, highly heterogeneous and of many nationalities, is one more reason that online teaching of our institute is a priority.

Under this Programme, our HEI gets student credit mobility at short cycle between participating countries, and to and from non-participating countries, for traineeships (work placements) in enterprises.

The criteria for determining the subject of mobility, being students who aspire to work in the tourism sector the most popular destinations are related to the languages used in the sector, starting with English-speaking countries (United Kingdom, Ireland and Malta) followed by Francophones (France, Belgium and Luxembourg) and then the German language (Germany and Austria).
To select partners and geographical areas used EREIVET platform.

The objectives of our mobility activities are performing labor practices that are part of the course for higher technical diploma. With mobility is intended that learning takes place in an international environment and, in turn, convey the importance of the European Union such essential concepts as European citizens or free movement of people.

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Translation language [EN]

Under the Programme, our HEI can cooperate in projects:
- Knowledge alliances between higher education institutions and enterprises promoting creativity, innovation and entrepreneurship by offering relevant learning opportunities.
– International cooperation and capacity building projects between HEIs in the participating countries and the Partner countries with the objective to support the modernisation and internationalization of Higher Education in the Partner countries.

Original language [ES]

En el marco del Programa, nuestra HEI puede cooperar en proyectos:
- Conocimiento alianzas entre instituciones de educación superior y las empresas que promueven la creatividad, la innovación y el espíritu empresarial, ofreciendo oportunidades de aprendizaje pertinentes.
- La cooperación internacional y proyectos de creación de capacidades entre las instituciones de educación superior de los países participantes y de los países socios con el objetivo de apoyar la modernización y internacionalización de la educación superior en los países socios.

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [ES]

Nuestra institución tiene la intención de alcanzar estos Objetivos:

1. El aumento de los niveles de rendimiento y el fortalecimiento de la dimensión social de la educación superior:
- Desarrollar rutas clara progresión de la formación profesional en una mayor educación a través de marcos nacionales de cualificaciones vinculados al Marco Europeo de Cualificaciones y basado en los resultados del aprendizaje, ya través de procedimientos claros para el reconocimiento del aprendizaje y la experiencia adquirida fuera de la educación formal y la formación.
- Fomentar alcance a estudiantes de la escuela de los grupos subrepresentados y para los alumnos no tradicionales ", como los adultos, proporcionar información más transparente oportunidades y resultados de aprendizaje y orientación a medida para informar opciones de estudio y reducir la deserción.
- Garantizar que la ayuda financiera llega a potenciales estudiantes de ingresos más bajos a través de una mejor focalización de los recursos.

2. La mejora de la calidad y pertinencia de la educación superior:
Mejorar la capacidad del mercado laboral para que coincida con las habilidades y el empleo. Promover la inserción laboral y mejorar la orientación profesional.

3. Fortalecimiento de la calidad a través de la movilidad y la cooperación transfronteriza:
- Movilidad en la formación ayuda a las personas aumentar su capacidad profesional, social e intercultural y empleabilidad.
- Aumentar la proporción de estudiantes que terminan un período de formación en el extranjero en un 20%.

4. Hacer el triángulo del conocimiento: Relaciones entre la educación superior, la investigación y negocio de la excelencia y el desarrollo regional:
- Estimular el desarrollo de habilidades empresariales, creativas y la innovación en todas las disciplinas y en nuestro ciclo corto, y promover la innovación en la educación superior a través de entornos de aprendizaje más interactivos e infraestructuras de transferencia de conocimientos fortalecido.
- Fortalecer la infraestructura de transferencia de conocimiento de las instituciones de educación superior y mejorar su capacidad para participar en la creación de empresas.
- Fomentar la asociación y la cooperación con las empresas.

5. Mejora de la financiación:
Fomentar una mejor identificación de los costos reales de la educación superior.

Translation language [EN]

Our institution intends to achieve these objetives:

1. Increasing attainment levels and strengthening the social dimension of higher education:
- Develop clear progression routes from vocational education into higher
Education through national qualification frameworks linked to the European Qualifications Framework and based on learning outcomes, and through clear procedures for recognising learning and experience gained outside formal education and training.
- Encourage outreach to school students from underrepresented groups and to 'nontraditional' learners, including adults; provide more transparent information oneducational opportunities and outcomes, and tailored guidance to inform study choices and reduce drop-out.
- Ensure that financial support reaches potential students from lower income backgrounds through a better targeting of resources.

2. Improving the quality and relevance of higher education:
Enhance the capacity of labour market to match skills and jobs. Promote graduate employment and enhance career guidance.

3. Strengthening quality through mobility and cross-border co-operation:
- Learning mobility helps individuals increase their professional, social and intercultural skills and employability.
- Increase the proportion of students completing a training period abroad to 20 %.

4. Making the knowledge triangle work: Linking higher education, research and business for excellence and regional development:
- Stimulate the development of entrepreneurial, creative and innovation skills in all disciplines and in our short cycle, and promote innovation in higher education through more interactive learning environments and strengthened knowledge-transfer infrastructure.
- Strengthen the knowledge-transfer infrastructure of higher education institutions and enhance their capacity to engage in start-ups and spin-offs.
- Encourage partnership and cooperation with business.

5. Improving funding:
Encourage a better identification of the real costs of higher education.

The EPS will be published on our HEI's web site within one month after
the ECHE is awarded by the European Commission.

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: ESTEPONA (MALAGA)   Name: FRANCISCO JAVIER MARQUEZ   Date (dd/mm/yyyy): 10/05/2013

☑ *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*