

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:
 - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
 - By promoting environmentally friendly practices in all activities related to the Programme.
 - By encouraging the participation of individuals with fewer opportunities in the Programme.
 - 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

Signature of the legal representative

Firmado por 04151317R ENRIQUE RODRIGUEZ (R:
R2800437B) el día 25/05/2020 con un certificado
emitido por AC Representación

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 Area¹ 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)

We know as an educative institution that failing to prepare is preparing to fail, so we want to move forward together with the times we are living, in order to prepare the men and women of the future. With that idea in mind, internationalization and modernization is a must in any institution that wants to be competitive and get the best out of their students.

Participating in the Erasmus+ Programme allows our students to do their traineeship in a foreign country, where they can learn the latest techniques to be applied in their future profession at the same time that they take their English knowledge at its highest level. Both advantages will give them more opportunities in the job market to find a position where their skills will better fit, or even encourage them to raise their own company or business. And going further, living in another culture opens minds and creates a higher sense of belonging to Europe (for sure the European student card will help with that!). That feeling has a social cohesion effect, as you are no longer just a Spanish citizen, but a European one, with all the rights and duties.

Then, those students bring their knowledge and experience back to our Centre, in the way of reports, presentations, speeches for the future Erasmus candidates, masterclasses explaining what they have learned, and not just at the end of the mobility, but during the mobility, with all the conversations and meetings carried out with the tutor in a periodical basis, the student is a motivator and becomes "the teacher" to show his tutor everything that is learning. We think this is the best way to modernize the school: latest international techniques and motivated teachers.

And when all of that is running, the Centre consolidates its relationships with the companies that are hosting our students, and each year we will be increasing the number of companies and students. We become more and more international. In the 19-20 Erasmus Call we signed agreements with six companies in four countries (unfortunately, COVID 19 avoid those mobilities to become a success), but also set conversations with four more companies in another two countries for next year. That allows us to increase the number of mobilities we can request to the European commission, and offer more diversity to our students, becoming more international what will increase our visibility in the European frame and will make possible for us to host students or be partners of other institutions in the future. In 2019-20 the companies selected to do the traineeship where from the Sports sector, but we do have another 2 areas ("Multiplatform Apps Design" and "Automotive") that will benefit in the near future.

Our Institution believes in all the benefits of an interconnected Europe, where students not just can improve their skills and competences at work, but also learning about other cultures, as well as presenting the Spanish culture together with the Escolapios charisma into other willing to cooperate countries.

This Programme provides our students the opportunity to live an incredible experience, break their boundaries in all areas: studies, works, training, languages, meeting people... but also allows our Institution to get a better knowledge of the European trends, get higher visibility and have more to offer to the community.

Therefore, we are fully aligned with the idea of an European Education Area, as we want our students to consider the traineeship abroad as something normal, inherent to their studies; they get recognized for their efforts with credits valid in the European area; we push the idea of increasing the number of languages they are proficiency in, as a key to develop their European identity; and the selection process is based in their studies result, their behavior, their willingness to get better and try new experiences, etc., but not in their social or economic condition.

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

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)

As a Vocational Training Institution, we believe the best way to fulfill the goals of our Strategic Plan is by means of the "Erasmus Key Action 1 (KA1) - Learning mobility", mainly with the KA103 action in the shape of Student Mobility for Traineeship in companies, that enable our students to put into practice everything learned in the classes, and improve/complement it with everything learned in the company, in a different country, in the real world, performing all kind of activities related to different areas of their specialties, and learning from the day to day work of the professionals of their sector.

In order to implement that action in practice in our Institution, we made an important research two years ago to get companies we could cooperate with, in many European countries. We managed to get in touch with different companies and got some really good learning agreements with companies from four countries (Czech Republic, Hungary, Malta and Italy) and although due to the global Pandemic caused by the COVID 19, we have not been able to finish successfully the Erasmus+ experience, we are thrilled to go back this year and continue during the incoming ones, to complete the work done so far, especially now that we have the contacts, the know-how and new students with the same desire of improving their lives with the help of the Erasmus+ Programme.

The process we followed, and intend to follow with the future new companies, has as a first step setting a communication system with the owner/representative of the company. Email, telephone or instant messaging systems have offered good results depending on the desired objective: the first one for the interchange of documentation (using digital signatures over pdf documents) and the two others for communication arrangements, interviewing, introduction of the participants, or virtual visits to the place where the traineeship would be carried out. It's expected that by using new tools like the Erasmus Without Paper Network, the Erasmus+ App or the Erasmus Dashboard (where we are already registered) we will dramatically improve the management of the documentation (in terms of time and effectiveness) and will make easier the communication with our students and the other institutions. In a parallel way, we offer all the information related to the Programme to the Higher Education students, and publish all necessary details in our web page and in the noticeboards all around the Centre. We also conduct a selection process based in objective aspects, and in the more transparent way, so everybody has all the available information. We match the dates of the mobilities with the period of the practices, so our students enjoy a 3 months traineeship on site if they are the selected candidates.

During the first days of the traineeship period the student is required to learn everything about the company, and get familiar with the working procedures, philosophy of the company, etc., getting to know the staff, as well as the clients. After those initial days, the Training Programme will be followed. The last days of the traineeship period will be also used to for evaluation and assessment purposes for both the trainee and the trainer/mentor.

The receiving Organization through responsible mentor for monitoring student traineeships will ensure that the student is in a cozy atmosphere, helping him at all times to get adapted as soon as possible. The first day of training in the working place the student will meet his tutor within the company, and will know the tasks that will be carried out, planning, etc., so it will be reflected in the Training Programme. The Company mentor will introduce the employees with whom the student will be collaborating.

The student is responsible for doing everything possible to make the traineeships in the best way, by making the most of the work Experience, from the language, social and personal points of view. The student will have to prepare the weekly worksheets and submit them to the Sending Organization Tutor by the end of the mobility. They must be signed by the tutor of the receiving organization. The student will comply with the agreed schedule and hygiene standards and good behavior principles.

A person from the Sending Organization (ideally the Traineeship tutor) will visit the Receiving Organization at some point before the traineeship period starts, or at least within the first 1-2 weeks of the traineeship in order to assess the traineeship in the company.

A follow up process to check that everything is as expected, to evaluate the development of the trainee and to know his level of satisfaction will be set with the Receiving Organization representatives and/or tutors, and with the trainee, according to an agreed schedule, and at any time that the trainee/Receiving Organization needs or wants to communicate.

At the end of the Traineeship the student must complete all the necessary documentation stipulated by the European Commission, such as the final report, the final survey, the OLS final assessment test (although it seems not to be necessary any more), etc., so the Traineeship period can be recognized by the Sending Institution.

The Receiving Organization mentor will submit a final evaluation report about the student, and a Traineeship Certificate, what will give us the ok to assign the credits ECTS, as agreed in the Learning Agreement.

During the whole mobility, all remarkable actions will be announced and uploaded to the Institutional web, so everybody can know about it, and after the mobility we will also count with the Erasmus+ students to come and share their experiences with the future candidates.

EU Grants: Proposal template (EACEA Erasmus+ IBA): V1.0 – 11-02-2020

Concerning the Institutional strategy, our Centre (La Inmaculada Padres Escolapios) has recently updated its Strategic Plan as a part of the annual revision process, and some of the points included in that Plan that deserve to be highlighted in this document, are:

- Educational improvement by means of the new technologies, promoting the learning of a second language, and development of an Innovative methodology in order to get better results.
- Strong commitment to develop the raising of environmental awareness into the Educational Community, by including different activities in the Tutorial Action Plan, increasing the number of ecological practices in the Centre, etc.

It's obvious that developing the Erasmus+ Programme, amongst other advantages, is an important asset for Higher Education Students to achieve those items, not just about technologies, languages or methodology, but also as a way to understand and assume some of the advanced thoughts we can find in Europe concerning such important topics as the environmental care.

We can see in the table below some of the goals directly related to the Erasmus+ Programme, that have been completed offering results much better than expected, as a part of the Institution Strategic Plan 2016-2020 :

Code	STRATEGIC INDICATORS	2017 Goal	2018 Goal	2019 Goal	2020 Goal
IOE.01.06	Foreign companies contacted for the Traineeship abroad as a part of the Erasmus+ Programme.	5	15	20	Planned: 25 Current: 237
IOE.01.07	Foreign Companies with a signed agreement to develop the Traineeship	0	1	3	Planned: 5 Current: 6
IOE.01.08	Number of students involved in the Erasmus+ Program, doing their traineeship in another country.	0	1	3	Planned: 5 Current: 9
IOE.01.09	Level of satisfaction of the Erasmus+ students with the traineeship	0	90%	95%	Planned: 95% Current: All mobilities have been cancelled because of the COVID19

For next year we have agreed to go on with the cooperation with those companies that already signed the agreement, and have agreed to sign for the incoming years with 3 more companies so we expect to increase the number of students that can enjoy the advantages of the Erasmus+ Programme.

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)

There are multiple positive impacts on our Institution as a consequence of our participation in the Erasmus+ Programme. We can mention some of them:

- Improve Educational Offer: Strengthen the second language and the bilingualism, as defined in the Improvement of the Quality Program established at the Cente, (which is also participating in the BEDA program - Bilingual English Development & Assessment), by complementing the educational offer in the language field, together with the practical knowledge, as that is an important issue that has a long way to go through in Spain. Those actions will allow the comprehensive development of the young people, especially those with bigger needs, from Getafe in particular, and Madrid in general (as many of our students come from the south of Madrid) thanks to the active participation in multicultural programmes dealing with international students interchange.

- **Modernisation:** Modernisation of the Teaching-Learning methods, trying to leave aside the old beliefs concerning the religious institutions, which say that they are not up to date with the educational scientific-technologic breakthroughs. Participating in the Erasmus+ Programme show that we are a modern and open Institution, where our students are the most important and we pursue the best for them. Modernisation also of the way or working, being fully involved with the digital technologies by using the Erasmus+ Dashboard and the Erasmus+ App as a part of the EWP (Erasmus Without Paper) project. That will encourage our Institution to dive deeper into the digitalization for all processes, and (sadly) the COVID 19 has helped to take the step, because due to distances restrictions, our Institution is on its way to automatized processes like matriculation, management of the new applications, etc.
- **Internalisation:** Bringing to the table everything that implies the internalisation such as: Exporting our know-how and the Spanish culture to other countries: Exporting to the educational institutions in other countries what students have learned during the Higher Educational Degree in our Institution, so a knowledge and sharing information network will be created among the institutions (and therefore, the students) that are part of the Erasmus+ Programme. But not just knowledge from the Educational Point of view, but also the Spanish Culture, together with the Escolapios charisma are to go beyond our borders, and demonstrate Europe how good we are!
- **Marketing:** Being part of the Erasmus+ Programme marks an important quality difference when comparing to other Institutions. It's known that not all Centres have the capacity and resources (or even the interest!) to properly manage all the work derived from sending their students to other countries with all the guarantees, or to be able to establish stable relationships with companies or institutions in other countries. Participating in the Erasmus+ Programme by itself, says many good things about the Institution, that future students and their families appreciate.
- **Number of students applying for our Institution:** When choosing an Institution for our children education, having the possibility of completing a traineeship in a foreign country can tip the scales in one or another institution's favour. So very likely the Institution with better Erasmus+ services will ensure that its classes will be fully occupied with students looking forward to participating in the Erasmus+ Programme as a plus to all what the Institution offers from the educational point of view.
- **Staff motivation.** The ability to send students to a different country is with no doubt thrilling for the teachers involved, as they also get all the benefits of the international cooperation. When going to visit their students to the Receiving Institution into another country, teachers have the opportunity to learn different ways of doing things, receive and give comments and advices to improve, check the real life day to day work, that is the final goal of the Vocational Training: Prepare students for their professional life... and now, in an international environment. And teachers will later share that new knowledge with all students and teachers, spreading in that way the acquired knowledge. Teachers feel they have to be up to date with the latest technologies, so they feel an extra motivation to keep on learning.
- **Offering a life experience:** Getting exposed to other cultures, meeting new people, living in an international environment, developing everything you have learned, make international forever friends, being self-sufficient... all great learnings in life, that will not be easily forgotten.

As a consequence of all those mentioned areas to be positively impacted by the Erasmus+ Programme development, we expect to yearly increase the number of students and companies involved in the Programme, with more countries to offer. We are currently planning the following Strategic Plan, where we will schedule a 25% increase in the number of students and companies. In the 2019-2020 call we asked 12 mobilities (granted with 10 by the European Commission), and have already requested 15 mobilities in the 2020-2021 call (+25% over previous year). We are currently working with 4 countries, but expect to increase with 2 more (50%) for future calls (Belgium and Portugal, as we have already started conversations with companies there).

Also we have noticed a higher interest from the students, in the way of more candidates for the next course. In 2019 there were 11 students who applied to do their traineeship abroad, but for next year 25 students have already made public their intention to apply, what is more than 125% of interest shown so far.

And it's foreseen that we will increase the quality of our support to participants, because we have the experience of the past year, we will be using the Erasmus+ Dashboard and Erasmus+ App, we know in a better way the areas and the people involved, so we expect this Programme to be sustainable in time, allowing us to get better and better results in the long term, what will also bring higher levels of satisfaction from the students, both the candidates (better processes) and the selected ones who finally will go to other countries (better experiences).