



# ERASMUS+

Erasmus Charter for Higher Education 2020-2026

## Application Form Call: 2020

Administrative Forms (Part A)

Project Technical Description (Part B)

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

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**ERASMUS+**  
**PROPOSAL (PART B)**

**Erasmus: Key action 1: Erasmus Charter  
for Higher Education**

**EACEA-03-2020 ECHE-LP-2020**

### **IMPORTANT NOTICE**


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

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

**Character and page limits:**

- page limit **20** pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 8 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

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

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

<b>HISTORY OF CHANGES</b>		
<b>VERSION</b>	<b>PUBLICATION DATE</b>	<b>CHANGE</b>
1.0	11.02.2020	Initial version
1.1	04.03.2020	Changes in page 10, 1st box after the Erasmus Policy Declaration

## **COVER PAGE**

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

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

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## COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES

### Declaration

I, undersigned, declare that if my institution is awarded with an Erasmus Charter for Higher Education, my institution will undertake to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Programme:
  - 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



In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the [ECHE Guidelines](#) for support in completing this application.

Please note that your Erasmus+ National Agency will monitor your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

## 1. ERASMUS POLICY STATEMENT (EPS)

### 1.1 Erasmus activities included in your EPS

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

#### Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff

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

Partnerships for Cooperation and exchanges of practices

Partnerships for Excellence – European Universities

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees

Partnerships for Innovation

#### Erasmus Key Action 3 (KA3):

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

### 1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the

goal of building a European Education Area<sup>1</sup> 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)

The IES Pilar Lorengar is a public establishment under the Department of Education, Culture and Sports of the Government of Aragon. It offers courses in secondary schools and Graphic Arts school. Specifically Middle Grade in Printing, Middle Grade in Graphic Arts Prepress and Higher Grade in Design and Production Publisher. This center collaborates and participates with other centers in European countries regarding the exchange of student over a range of programs.

- Project Socrates-Comenius Language Exchange 1: "Graphic arts, image and multimedia" in Richard-Riemerschmid-Berufskolleg of Cologne (Germany) in 2001
- Project "Development of Learning, Education Support and Evaluation in Vocational Schools" (Development of learning, educational support and evaluation of vocational training centers) in the framework of the EU program Socrates, Chapter Comenius Action 1.3: School Development Projects, Koln, Zaragoza, Helsinki 2003-2004 and 2004-05
- Following institutes Helsinki them, "Helsingin Tekniikan Alan Oppilaitos. Käpylä koulutusyksiköksi" (Helsinki City College of Technology) and Cologne "Richard-Riemerschmid-Berufskolleg" have obtained the Leonardo program and work placement students perform coordinated Zaragoza by our institute.
- France (Toulouse, to be bilingual in French)
- Portugal (Lisbon)
- Italy (Florence, Cosenza)
- Project training placements in European Union countries. Promoted by the Department of Education, Culture and Sports of the Government of Aragon.
- Leonardo for middle grade students in Lisbon (Portugal). Promoted by DGA

These exchanges are very important to our center, in fact, in the Educational Project puts up with priority and objective to place students in the companies in Europe.

The Spanish education system obligates practices in companies. The professionalism and competitiveness are the two important demands from employees. This professionalism is not acquired only in training centers but also is a continuous learning process throughout working life which is necessary especially in the environment of our region and its relationship with the rest of Spain, and in European countries, with the application of "information technology".

It is therefore very important for our students to study organizational structures, technological and productive from partners of Toulouse, Cologne and Helsinki for comparing with those graphics companies of Aragon and, if necessary, to expand their experience in order to improve. For these reasons we request the Erasmus University Charter in this mode.

We promise to publish this Letter of Mobility among our teachers, students, school board, city council, businesses, unions, magazines, brochures, seminars, courses and other interested organizations.

Selection criteria for participants:

- 1st. - pass the first course and all modules of the second year in order to make it to the last module in the Workplace Training.
- 2nd. - pass an English test conducted by the English Department IES Pilar Lorengar under the supervision of the printing department.
- 3 °. - demonstrate sufficient maturity to adapt to different cultures and working environments.
- 4 °. - No disciplinary proceedings or sanctions of attitude or behavior.

Mode selection of companies:

The host school will propose candidates to companies according to the training content.

There is recognition of this internship as part of the training module of Training at Work (FCT) by decree of the Government of Aragon. Students will be monitored through email and chat by the tutor in the host country and company. It is possible that IES Pilar Lorengar visit and hold interviews with the companies and host school.

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<sup>1</sup> 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](https://ec.europa.eu/education/education-in-the-eu/european-education-area_en)

The completion of the internship abroad is recognized as part of the curriculum, which is a concept by Spain to include in the curriculum, in the final module of the professional degree. Therefore the student will get the title of senior technician after graduation.

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)

Planning:

- General Information of European projects for students.
- Contact the host schools to select the company.
- Language exam once a year.
- Request the students to do their internship abroad at IES Pilar Lorengar.
- Selection of students to do their internship abroad.
- Processing of documents and signatures before mobility.
- Verification of insurance, transportation, accommodation and documentation
- Sending the students overseas
- Monitoring the practice by the Spanish tutor.
- Evaluation of the practice by the Spanish tutor.
- Fetching the returning students at the airport.
- Processing of documents after mobility.
- Request and completion of documentation mobilities and scholarships. Time indicated by Erasmus
- Briefings with regular students.

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)

The objectives of Pilar Lorengar IES will be carry out with the student participation in European programs Erasmus, Leonardo and others.

1. Expanding access routes, reducing dropout and improving employability. Interacting with different work environments and develop relationships.
2. Improve the quality of educational programs and the teaching between students and teachers. Better

preparation to work in a globalized economy.

3. Acquiring digital skills, such as the Internet of Things, digital interconnection of everyday objects with the internet.
4. International cooperation between France, Germany, Finland and Spain to improve the characteristics of students and school in Spain. Greater acceptance of multiculturalism. Access to forms of different technologies and our country.
5. Linkage between education, research, and innovation across countries. Offer students an education and geographic mobility for their professional growth.
6. The students will self-educate themselves financially and take responsibility to live in another country.

Work Program and Project Timing: Activity "FP Student Stays in Companies Abroad".

- November: Informative meeting for parents and students of 1st Middle Grade Course about the Erasmus + Action Program KA102. A presentation is made to interested parents and students detailing: partner countries, accommodation, travel, scholarships, selection process and deadlines (calendar). They are given a pre-registration form in which they must fill in personal data, destination country, studies, language level, for those students interested in participating.

- January: Contact with the partners (Helsinki, Cologne, Lisbon, Cosenza, Florence and Toulouse), it is agreed to participate in the Erasmus + 2018 call and details of the number of mobilities, timing, heads of each organization, etc. They go to work to sign an Inter-Institutional agreement with each host partner organization.

- March: Delivery of the Erasmus + 2020 Application Form KA102, in which the mobility for the activity of student stays in training centers abroad (Internships) is requested. A number of mobilities have been requested in accordance with the number of pre-registrations received from Middle Grade students.

- June: Once the mobilities have been granted, the partners are contacted again to confirm the number of mobilities, the mobility period and to leave the most important details closed before the summer period. Likewise, the number of mobilities that we finally have is communicated to interested students. The Inter-Institutional agreement with each partner organization in which we have worked during the last months is reviewed.

- October: Information is received from the partner institutions on the number of mobilities available, how many participants our organization must host and the period of mobility.

- November: Pre-registered students deliver their Europass Curriculum, Motivation Letter, Europass Language Passport and Personal Portfolio of Works. At the end of the month, the language test is carried out internally by the organization, which will certify if the student has a B1 level of English. Those students who pass the test will become scaled according to the grade certificate, English test level and personal portfolio (as established by the official scale published by the IES Pilar Lorengar Training Cycles department in the call) - December 2019 : After applying the scale, the students of our organization are informed that they have been selected to be participants in the mobility of the project. Those responsible for the host partner organizations are notified, and the CVs and portfolios of the participants are sent to them to select the most suitable destination companies according to the profile of each participant.

- January: Once the destination company for each participant has been confirmed by the host partner organization. The participant is offered the possibility of accessing the reference accommodation we have with partner organizations. You will also be assisted in purchasing civil liability insurance during your stay and will be informed about the FCT insurance that you will have for your internships. It helps to manage the mode of travel and tickets.

- February: The OLS language test is carried out before the mobility and it is determined if the participant requires access to an online mobility language course.

- April: The student will leave for the destination organization to carry out the internships in a company for 5 weeks. Contact will be maintained via email throughout the mobility with the tutor responsible for the partner organization of destination and with the company. If necessary, conversations will be held via video conference by Skype. Throughout the mobility, the destination tutor will travel to the company on the day of the student's incorporation, after 15 days and at the end of the internship and mobility period, to check that the entire process is being carried out correctly. The student will ensure that their company notebook and annexes are properly signed and sealed periodically by their tutor at the destination company.

- May-June: Return to the organization of origin of the participating students. Processing of documents after mobility. Sending and receiving internal assessment surveys with the partner organization to assess the entire mobility process and the project in general, as well as the EU Survey.

## 2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

### 2.1 Implementation of the new principles

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

Profile and needs of the participant for the activity: "FP student stays in training centers abroad (internships)":

1 .- They must pass the first course and all the modules of the second course of the Middle Degree in Digital Prepress or a medium degree in Graphic Printing to be able to carry out the last module of Training in Work Centers.

2 °.- They have to pass an English level B1 exam that is carried out by the IES Pilar Lorengar under the supervision of the graphic arts department.

3 °.- They must demonstrate sufficient maturity to adapt to different cultures and work environments.

4 °.- They must not have initiated any disciplinary file, nor penalties for attitude or behavior.

The sectors of activity related to mobility are: Graphic Arts Companies (Printing, Graphic Design Studios, Communication or Advertising Cabinets, etc.)

Selection of the participants: All the calls, scales, processes and documents generated for the selection of the participants are published both on the official notice board of the department, and on the website of the center in the section "FP Cycles Department".

1º An informative meeting is held during the academic year prior to mobility to inform parents and students of the Erasmus + Program for FP. At this meeting, a pre-registration form is distributed to collect the number of students interested in the program and their country of destination.

2º The academic course of mobility is carried out during the first trimester a test of Language (English B1) to all the student applicants. After the test, they must deliver a motivation letter, a Europass CV, a Europass Language passport and a portfolio compiling their work.

3º Then the following scale will be applied to order the student applicants with a maximum score of 20 points: -Note Certificate (12 points max.) -English Test (3 points max.) -Portfolio (5 points max.)

4º A list with the applicants selected according to the applied scale is published. Once the participating students have been selected, we proceed with the process prior to mobility.

Profile and needs of the participant for the activity "Mobility for training personnel" The staff must prove a level of Language (English / French) necessary to participate in mobility. You must have a specialty related to the graphic arts family of our partners and an area in which to apply the knowledge and skills acquired during the stay. You must justify in writing the reason for your mobility and establish clear and coherent objectives that coincide with the mobility project of the center (transfer the knowledge and skills acquired during mobility to our center).

Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website<sup>2</sup>.

The European Student Card initiative will allow all students to easily and securely identify and enroll electronically in EU higher education institutions when traveling abroad for study, without having to complete enrollment procedures or paperwork.

The initiative is therefore a step forward in the transition towards a digital European society and a true European Education Area, where it is normal to spend a season studying abroad and excellence in education is a reality for everyone.

The centre will advertise access to this European student card, as well as facilitate the use of the Erasmus + mobile application in order to achieve:

- Simplified online management of the entire mobility process, from the selection of students to the

<sup>2</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en)

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recognition of ECTS credits.

- Online identification of students and simplified and secure exchange of their data - including academic records - between higher education institutions.
- Reduction of the administrative burden associated with student mobility.

Our organization will try to follow the timeline indicated on the European Student Card Initiative website:

- 2021 - to manage inter-institutional agreements and online learning agreements
- 2022 - to send and receive student nominations and acceptances
- 2023 - to exchange transcripts of records related to student mobility

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

The Erasmus program at our center will support the testing of innovative practices to prepare students, staff and young workers to become real drivers of change, for example, saving resources, reducing energy use and waste, offset carbon footprint emissions, for sustainable food and mobility options, etc. Priority will also be given to projects that, through education, training, youth and sports activities, allow behavioral changes regarding individual preferences, consumption habits and lifestyles."

The Erasmus+ program is an inclusive program from its origins: it brings together people of different nationalities and social status with the aim of strengthening the concept of European citizenship.

Regarding the environment:

- An attempt will be made to work with digital documents, avoiding paper and postal mail.
- Communications will be through video conference to avoid displacement. Using free apps.
- Public transport will take precedence and attempts will be made to avoid the plane if there are bus trips.
- They will be encouraged to share accommodation to share expenses, example light.
- You will be informed of pages where you can buy bicycles or rent them ...or pages where they sell second-hand appliances ...

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

The internships in foreign companies developed by the students through the "Erasmus" program are part of the compulsory module of training in workplaces, since they complement those carried out in Spain. It is essential to pass these practices to obtain the title of the training cycle.

The tutor receives the letters of beginning and end of the practices, signed by the tutor responsible for them in the foreign company. In addition, the tutor of the center satisfactorily certifies the tasks agreed in the training agreement, validating the total number of hours of FCT, training notebook and proceeds to validate the practices, with which the module of the FCT is approved.

The higher cycle degree is currently within the LOGSE framework without credit equivalency. Credit equivalencies will be determined in the future.

## 2.2 When participating in Mobility Activities - After mobility

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

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

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



Participating students must improve and acquire the following knowledge, attitudes, skills and behaviors:

- Improve your language ability in a foreign language (English / French / German).
- Use of new technologies / ICT.
- Better acceptance of multiculturalism.
- Relate in different work environments and develop relationships.
- Study the organizational, technological and productive structures of the host partners.
- Maintain personal, professional and cooperative contact between companies, promoter training centers and reception centers.
- Adapt to other productive environments, derived from cultural and linguistic peculiarities, and facilitate their insertion in these social environments, promoting civic values and personal development.

Participating staff will improve the following professional and personal skills:

- Improve your linguistic ability in a foreign language (English / French / German and Portuguese).
- Study the organizational, technological and productive structures of the host partners.
- Adapting to other production environments, derived from cultural and linguistic peculiarities and facilitating their insertion in these social environments, promoting civic values and personal development.

The participating students will be evaluated by means of the follow-up notebook that they must complete throughout their mobility:

- Every 15 days the tutor of the company will evaluate the evolution and integration in the development of the production process in the student's company. At the end of the mobility the company tutor will make an assessment of the skills acquired by the student.
- The evolution of language learning will be evaluated through the OLS platform, at the beginning, during and at the end of the mobility.
- The experience and learning in the company will be evaluated through the EU Survey.

The staff who carry out mobility will be evaluated through the EU Survey and the development of the training activities program that is planned with the host partner prior to mobility.

At the regional level, we are asked for a document that evaluates the skills and competences acquired by the student during mobility. This document is signed and sealed by the company's tutor.

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).

As our High School is a public institution, we comply with the Official laws that rule education in Spain. In particular, the Spanish Organic Law of Education (LOE), partially modified by LOMCE, and different Decrees and Orders; they develop the curricula and methodology of the studies we have; Regarding the higher education, we offer: Higher Technician in Pre- school Education; Higher Technician in Social Integration; Higher Technician in Socio Cultural and Tourist Animation. However, all of them share a common structure: Total duration: 2000 hours Level of the title: National: Vocational qualifications - Non-university Higher Education International: Level 5b of International Standard Classification of Education (ISCED5) On the job training module: 22 ECTS credits.

Further, a teacher and a professional tutor are designed to coordinate and evaluate the learning process. A credit transfer system will be recognised from our Educational Regional Government for this training process according to the National Course Catalogue, justified by the signed agreement and the records issued by the High School together with the hosting Institution indicating the grades and credits passed.

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

The Erasmus+ coordinator and the Guidance counsellor will inform the Higher education staff and students about the possibility of doing the Erasmus+ exchanges and the traineeships in European enterprises. They will be informed of the requisites, possible countries and cities where the mobility can be done. All this information will be published at the official webpage. Brochure with all the information will be designed and distributed among students.

Teacher at the beginning of the year will propose and create working teams to elaborate the mobility projects, so they are involved since the very beginning. In case we need, we will ask our Teacher advisory centre to give us a formative course about this issue. Official meetings will be used to communicate to all the staff about the steps taken at this respect.

As main strategies, teachers making a mobility will leave all materials and programming ready to be implemented by

teachers on call so their students can easily continue their learning process at a normal pace.

Teachers undergoing these opportunities will receive two certificates: one of participation issued by our School containing amount of hours employed so it can be registered as professional training; and another one issued by the hosting company under the Europass mobility sample.

The teaching staff will be selected and must accredit a language level (English / French / Italian) necessary to participate in mobility. They must have a specialty related to the graphic arts family of our partners and a field in which to apply knowledge and skills acquired during the stay. A program for your mobility will be developed, you will be monitored and a certificate will be issued.

We also have two recognitions: that of the host country (company or institute) and the DGA (County Government) recognition.

### 2.3 For the Purposes of Visibility

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

The IES Pilar Lorengar agrees to publish this overall strategy (all the parts) on its website [www.iespilarlorenzar.com](http://www.iespilarlorenzar.com) within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Different means of dissemination will be used for the Erasmus + project:

- We will be held an informative meeting at the beginning of the course with the entire faculty. All students are informed at the beginning of the course about the Erasmus + program.
- The subject is treated as a special point in all department meetings and in pedagogical commissions.
- The students and teachers who carry out a mobility tell their experience around the entire educational community.
- Regular meetings will held with parents and all center staff according to the events calendary.
- The news alluding to the program will be spread on our social networks.
- Students will be informed through leaflets, brochures and other publications of the center.
- Dissemination and information articles will be published in local newspapers.
- Also used as information platforms will be educational institutions and business associations in our sector.

Please describe how you will ensure that the principles of this Charter will be well communicated and applied by staff at all levels of the institution.

Work Program and Project Timing:

Activity "Mobility of Personnel for Training" It will follow a calendar similar to that of the mobility activity of FP students in Companies which is summarized in the following point in more detail.

Distinguishing itself only in the following sections regarding the mobility of students:

- September 2019: Information to candidates
- December 2019: Selection of candidates.
- April 2019: Mobility to the host country.

The teacher will plan a program of activities prior to their mobility in agreement with the host organization, including the main training sessions in the graphic arts area (design, edition and multimedia publication, printing, ...) which will attend:

- Welcome at the destination center and visit the facilities.

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- Meeting with the management team and study of the training plan.
- Analysis of the educational system to see the points of confluence between both institutions.
- Attendance at classes taught by colleagues, previously arranged with the planned program.
- Visit to companies in the sector to learn about and deepen their production system. This knowledge will be applied to future teaching practice.