



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 European Commission on 23 November 2011 (hereafter the Programme)*
Action	Erasmus Charter for Higher Education
Call	2014
Deadline for Submission (dd-mm-yyyy)	16/05/2013 12:00 midday Brussels time.
Application language	EN
Correspondence Language	EN

268978-LA-1-2014-1-ES-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):

XXXXXX-IC-1-200X-1-XX-ERASMUS-EUC-1

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): EN

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): not applicable

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>)

Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	0
Full legal name (official name in latin characters)	INSTITUT PUIG CASTELLAR
Full legal name (English name)	SECONDARY AND VOCATIONAL SCHOOL PUIG CASTELLAR
Acronym	ELPUIG
Erasmus code (e.g. F PARIS33) - if available	NEW 2014
Address (N°, street, avenue, etc.)	AVDA. ANSELM DE RIU 10
Country	España
Region	CATALUNA
Post code	08924
City	SANTA COLOMA DE GRAMENET
Website	http://elpuig.xeill.net

A.2. Legal Representative

Title	MR.
Gender	Male
First Name	CARLES
Family Name	GIL FARRÉ
Position	DIRECTOR (PRINCIPAL)
E-mail	CARLESGIL@IESPUIGCASTELLAR.XEILL.NET
Telephone (including country / area codes)	+34 93 391 61 11
Address (n°, street, avenue, etc)	AVDA. ANSELM DE RIU 10
Country	ES, España
Post code	08924
City	SANTA COLOMA DE GRAMENET

A.3. Coordinator

Title	MR.
Gender	Male
First Name	JOAN ANTON

Family Name	PÉREZ BRAÑA
Department	IT (INFORMÀTICA)
Position	COORDINATOR
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Country	ES, España
Post code	08924
City	SANTA COLOMA DE GRAMENET

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:	103.0
1st Cycle:	0.0
2nd Cycle:	0.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	10.0
Administrative:	0.5

Number of degree courses on offer

Short cycle:	3.0
1st Cycle:	0.0
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	0.0
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-participating 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
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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:

0.0

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:

0.0

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:

0.0

Number of staff at the Faculty/School/Department Level:

0.0

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:

Our structure to achieve a good implementation of the Erasmus mobility consists in five areas:

- The "Administration and communication" area.
- The "Foreign contacts and agreements" area.
- The "Incoming mobile participants preparation" area.
- The "Outgoing students preparation" area.
- The "Traineeship contacts and agreements" area.

The different tasks and the manager for each area can be found on the website and it is always up to date.

There is an Erasmus coordinator who is in charge of coordinating the different areas and checks that everything works. This teacher convene the necessary meetings and maintains a periodical contact with the different areas.

Currently, since we are launching the project, only 2 staff members are working on it:

One staff member is in charge of "Foreign contacts and agreements" area, and the Erasmus Coordinator is in charge of the rest.

More details:

<http://elpuig.xeill.net/el-centre/erasmus/general-organisation>

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:

The equivalence courses taught in our School and the languages used to teach them:

Link:<http://elpuig.xeill.net/el-centre/erasmus/course-catalogue>

As our first step we will work on is the traineeship exchange, we will focus on it:

In our three vocational degrees, traineeship is mandatory. We have agreements with different companies and institutions where students do the training.

These agreements are supported, established and fully recognized by the Department of Education of the Government of Catalonia. There is a webplatform Intranet application called qBID that serves as the official tool for the management for all the agents involved. <https://apps.cambrescat.es:8003/sBid>

DegreesECTSHours

System Administration for the IT and network22317

Development of Cross-Platform Applications22317

Administration and Finance22350

We plan on establishing partnership agreements with institutions that fit each other needs making easier the credit recognition.

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:

The courses taught in our Institute and the languages used to teach them are provided through the following link:
<http://elpuig.xeill.net/el-centre/erasmus/course-catalogue>

The catalogue also contains the different available languages for traineeship.

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)

Because ECVET is in first stages and we are not qualified for credit recognition we are going to focus on the traineeship. We plan on establishing partnership agreements with institutions with similar needs to make easier the credit recognition and the monitoring.

The traineeship must be understood as practical training and formative stays in companies, not labour, which the student performs within Vocational Training Programs.

We have agreements of collaboration between our teaching institution and companies to do this training. The traineeship are establish and fully recognized by the Department of Education of the Government of Catalonia

There are a teacher-tutor as a practices mentor in the school and a responsible mentoring in the company that keep in touch periodically. The responsible mentoring in the company assure the achievement of all tasks through the already mentioned qBID web-platform.

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:

The "Outgoing students preparation" area is in charge of this goal.

This area contacts the foreign partner institutions and requests for the language acquaintance. Each participant is accompanied in order to meet the needed requirements.

At the same time to improve the foreign languages skills in our institution, we have:

- The PILE program: Some subjects are taught in English to make our students improve their English level.
- English classes in the midday break for high vocational students with the same goal.
- Conversation classes with a native English language assistant.
- Agreements with Official Language Schools
- Language tutorship for individual preparation.

<http://elpuig.xeill.net/el-centre/erasmus/language-policy>

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)

As our school is Vocational and ECVET is in first stages, we are focusing on traineeship, without renounce to student mobility in the near future.

Plan on Incoming participants:

The "Incoming mobile participants preparation" area is in charge of these functions:

That area establish always a teacher-tutor that accompanies the participant in his integration progress. In case of traineeships, this role is made by traineeship-tutor.

When is possible the teacher-tutor will designates a closer student which will help the participant.

The teachear-tutor would contact the participants institution when needed.

Outgoing participants:

The "Outgoing students preparation" area prepares the students before the departure and keeps track of them abroad

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:

The "Incoming mobile participants preparation" area is in charge of these functions:

- Giving proper language support to the participants for the used languages (catalan,spanish and English)
- Keep a close communication with foreign partner institutions, helping them so the participants achieve the proper acquaintance with the required language level in order to assure successful traineeship so they can prepare them in advance.

<http://elpuig.xeill.net/el-centre/erasmus/language-policy>

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:

Our centre forms part of E+E (qBID) program. This program arises as a collaboration project signed between Education Department (Catalonia Government), General Council Catalonia Chambers. It has as purpose to facilitate the relation between the educational world and the productive world.

The qBID is the intranet webplatform that serves as the official tool for the management for all the agents involved in the E+E program. <https://apps.cambrescat.es:8003/sBid>

It allows us to follow the student training (different tasks with their timings) and to certificate the traineeship.

<http://elpuig.xeill.net/el-centre/erasmus/course-catalogue>

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)

The "foreign contacts and agreements" area is in charge of looking for staff mobility offered and to pass them to the "administration and communication" area.
This last mentioned area is in charge on making visible through the website all the opportunities of staff mobility, whether incoming or outgoing. To make sure that this information arrives to everybody the institution mailing list is also used for the outgoing offers.
The principal and his team supports mobile staff by giving all facilities and solving all the problems that may occur. But also being a bridge to the higher levels of the hierarchy: the Educational Department of the Government of Catalonia, which has higher competencies upon recognition and promotion 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)

Our centre does not have the necessary competences to carry out this type of projects (direct way).
We can take part (indirect way) sharing ideas, or taking part in a project across Education Department.
We consider that the Erasmus Charter for Higher Education is long-term (2014-2020) and in this time we might study the possibility of proposing a project about this area in the future.

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 [EN]

Context

In our local context, in recent years, many young people have left their studies to take unskilled but well paid jobs. As a result, we have a low level of education within the young population as well as a high unemployment rate. This implies a low socioeconomic status which can even get worse due to the effects of the economic crisis. This situation hinders future expectations for those who search a job or aim to implement new business projects in a changing and demanding labour market. Therefore, economic and social development of the region is decreasing.

From INS Puig Castellar we are determined to improve the education and training of professionals, to enable them to meet the changing needs of the labour market. To adapt to these changes, we need to fit content, infrastructure, and methods used in Vocational Training to provide adult and young learners real prospects for personal development and attractive and stimulating careers.

After the analysis of this situation, we believe that our actions must respond to all these needs to achieve an European education and training environment, including transparent rating systems to enable the transmission and the accumulation of learning outcomes, the recognition of qualifications and skills and the extension of transnational mobility.

Objectives

- Offering a more attractive Vocational Training with a more opened structure in order to arouse people's interest to achieve higher levels of education.
- Increasing the percentage of graduates in Higher Vocational Training, the levels of performance and the relevance of the training provided. Europe Strategy 2020
- Increasing mobility opportunities in such a socio-economic disadvantaged sector.
- Encouraging to use foreign languages as a part of learning and as a communication tool for both academia and business purposes.
- Making the partner companies, where students perform their practice, and local economic agents more sensitive about the value-added participation in these experiences.
- Advising recent graduates in the process of employment and entrepreneurship in business activities.

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)

Original language [EN]

We aim to achieve these goals through a proactive timely during the period 2014-2020 as follows:

First step 2014-16

- Increasing mobility of our staff, both in terms of participation meetings to exchange experiences and training programs in order to analyze and subsequently implement those improvements in our centre .
- Promoting the use of English in our centre by increasing training units taught in that language as well as those activities devoted to strengthen those students with a low initial level.
- Initiating and promoting other foreign language learning activities, (French and German) cooperating with other institutions.
- Using a system of evaluation and satisfaction objectives for each course in order to improve academic performance and procedural aspects.

Promoting cooperation in online projects with institutions in other countries to stimulate creativity, innovation and entrepreneurship. The efforts will be focused on selecting the reference countries where English is a foreign language and part of the academic and business process.

Promoting short term exchange activities of small groups .

Second step 2016-18

Equipping our centre with the necessary infrastructure to carry out the integration of students into programs and practices. Identifying and promoting the events and characteristics of our centre to make it attractive to host students from other countries.

Promoting the mobility of our students so that they can perform practices in other countries ,after checking the corresponding compatibility methodology and content.

Informing partner companies where our students perform their work experience in order to reach agreement on the integration of students from other countries.

Third step 2018-20

Promoting the mobility so that they can carry out complementary studies of other countries after determining the corresponding compatibility methodology and content.

Implementing the settlement process of students both in studies as in traineeship.

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 [EN]

Increasing levels of performance to provide graduates and researchers as Europe needs

- Make a transfer of knowledge to the market, and in this context provide continuity of innovation and technology and procedural application. From evaluation surveys of partners, companies and participants to review and monitor the content to adapt programs and make a regular analysis of satisfaction.

Improving the quality and relevance of higher education

- Encouraging the implementation of a system able to ensure the achieving of quality through independent evaluation.
- Establishing procedures for recognition of learning and experience acquired previously outside the formal education and training. Link Assessment and Recognition FP

<http://elpuig.xeill.net/el-centre/assessorament-fp>

- Simplifying the recognition of qualifications and periods of study.
- Encouraging a wider public sector of population to receive a higher education. Conducting seminars and updating and disseminate the project on the website

Review and compare the trend in enrollment, as well as the time of incorporation of graduates in the labor market.

Strengthening quality through mobility and cross-border cooperation

- Developing effective strategies to ensure access and exchange of students who belong to a group of people usually disadvantaged and under-represented in such programs of cooperation. Defining new roles and tasks to perform in order to ensure quality.

Promoting synergies with different communication centres and exchanging experiences.

Linking higher education, research and business in order to achieve excellence and regional development

- Promoting cooperation between different schools, administrative and research institutions and companies, to strength the knowledge triangle as the basis for a more innovative and creative economy.

Prepare people to respond to the needs of the knowledge economy.

- Encouraging entrepreneurship and promoting cooperativism as a way to increase employment levels.

Improving the governance and funding

- Facilitate financial aid to prospective students from lower income groups.
- Evaluating continuously the effectiveness and efficiency of the organization and the processes used in the centre management.

* 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

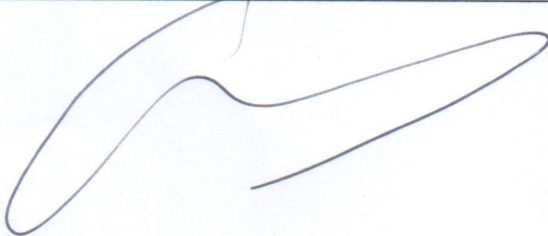
Place: Santa Coloma de Gramenet

Name: Carles Gil Farré

Date (dd/mm/yyyy): 14/05/2013

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

