



ECHE Selection 2017
Erasmus Charter for Higher Education
Application eForm
Call for proposals EACEA/08/2016

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

Program	The EU programme Erasmus + adopted by the European Parliament and the Council on 11 December 2013* (hereafter the Programme)
Action	Erasmus Charter for Higher Education
Call	2017
Deadline for Submission (dd-mm-yyyy)	31/03/2016 midday Brussels time (Central Europe Time - CET).
Application language	EN
Correspondence Language	EN

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

271526-EPP-1-2017-1-ES-EPPKA3-ECHE

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): -

Acknowledgement of receipt

After the submission of this application form, you should be receiving an Acknowledgement of receipt, proving that the submission has been successful. If this is not the case, please contact the Education, Audiovisual & Culture Executive Agency (EACEA) immediately (e-mail: EACEA-ECHE@ec.europa.eu).

Further to this, and shortly after the deadline for submission, EACEA will publish the list of applications successfully received on its website. If within 15 days after the deadline for submission the application has not been listed on the website, the applicant should contact the EACEA immediately (e-mail: EACEA-ECHE@ec.europa.eu).

Applicant Organisation

A.1. Applicant Organisation

PIC	931444344
Full legal name (official name in latin characters)	IES JUANELO TURRIANO
Full legal name (English name)	IES JUANELO TURRIANO
Acronym	IES JUANELO TURRIANO
Erasmus code (e.g. F PARIS33) - if available	NEW 2016
Address (N°, street, avenue, etc.)	Calle Valdemarias, 19
Country	España
Region	CASTILLA-LA MANCHA
Post code	45007
City	Toledo
Website	www.ies-juaneloturriano.centros.castillalamancha.es

A.2. Legal Representative

Title	MRS
Gender	Female
First Name	ESTHER
Family Name	VARGAS
Position	HEADMASTER
E-mail	45004909.IES@EDU.JCCM.ES
Telephone (including country / area codes)	34925230707
Address (n°, street, avenue, etc)	CALLE VALDEMARIAS, 19
Country	ES, España
Region	CASTILLA-LA MANCHA
Post code	45007
City	TOLEDO

A.3. Coordinator

Title	MRS
Gender	Female

First Name	LUZ
Family Name	LAPUERTA
Department	SANITARIA
Position	DOCENTE
E-mail	JUANELOERASMUS@GMAIL.COM
Website	WWW.IESJUANELOTURRIANO.ES
Telephone (including country / area codes)	925230707
Address (n°, street, avenue, etc)	Calle Valdemarias, 19
Country	ES, España
Region	CASTILLA-LA MANCHA
Post code	45007
City	Toledo

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 2015-2016:

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

Short cycle:	322.0
1st Cycle: (e.g. Bachelor):	0.0
2nd Cycle: (e.g. Master):	0.0
3rd Cycle: (e.g. Doctoral):	0.0

Number of staff (Equivalent full-time) involved in Higher Education

Teaching:	63.0
Administrative:	2.0

Number of degree courses (study programmes in Higher Education) on offer

Short cycle:	8.0
1st Cycle: (e.g. Bachelor):	0.0
2nd Cycle: (e.g. Master):	0.0
3rd Cycle: (e.g. Doctoral):	0.0

STUDENTS (academic year 2015-2016)

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

Number of outbound students for study mobility (Erasmus and/or other programmes): to programme countries:	0.0
Number of outbound students for study mobility (Erasmus and/or other programmes): to partner countries:	0.0
Number of outbound students for traineeships (work placement -Erasmus and/or other programmes): to programme countries:	0.0
Number of outbound students for traineeships (work placement - other programmes): to partner countries:	0.0
Number of incoming students for study mobility (Erasmus and/or other programmes): from programme countries:	0.0
Number of incoming students for study mobility (Erasmus and/or other programmes): from partner countries:	0.0

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

Number of foreign degree students, if applicable: from programme countries:	0.0
Number of foreign degree students, if applicable: from partner countries:	0.0

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

Number of local students enrolled in double/multiple/joint degrees:	0.0
Number of international students enrolled in double/multiple/joint degrees:	0.0

ACADEMIC STAFF (academic year 2015-2016)

All types of higher education staff mobility within the framework of the Erasmus+ Programme (for periods between 2 days and 2 months) for teaching and training purposes

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

COOPERATION

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2015/2016: European and International HEI Agreements / Consortia / Networks

Number of Erasmus inter-institutional agreements:	0.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from programme countries:	0.0
Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from partner countries:	0.0
Total number of consortium agreements for double/multiple/joint degrees:	0.0
Of these, number of the consortia involving partner countries:	0.0

European and International Education and Training Projects with contracts running in 2015-2016 (e.g.: Erasmus+, 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 (2015-2016)

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

C1. General Organisation

Please describe the administrative and academic structure put in place at your institution for the organisation and implementation of European and international mobility.

Please provide a detailed description of the division of tasks and responsibilities among the staff in charge, with regards to respectively the administrative and academic decision-making process.

Describe also the operational and communication methods.

We are a Vocational Education and Secondary School which also gives a post-secondary level studies according to Spanish laws. The mobility activities we project to do are in relation with High Level Vocational Training Cycles, which would last a maximum of three months training in foreign companies. At the same time our School could receive European students for training in Spanish companies. For the next year we have requested a KA102.

Division of tasks: Tutor: select students in agreement with the evaluation committee, adapt the programme to the companies, students and tutor in foreign educational centre. Erasmus coordinator: establish agreements with foreign educational centre and coordination of programme. English department: help and support the communication.

Headmistress: supervise the correct implementation of the programme.

The communication between home and foreign tutor will be by using new technologies, i.e. videoconferences, emails, phone calls. We will arrange visits of foreign companies before training period.

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.

Web link: www.iesjuaneloturriano.es

e-mail: juaneloerasmus@gmail.com
45004909.ies@edu.jccm.es

These e-mails are always available

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

Please fill in this section only if you are applying for a HEI which does not have its own legal entity. For example, if it is part of a foundation or other similar umbrella organisation composed of several institutions or bodies.

Please give information of the composition of this umbrella organisation and explain in particular if there are other education institutions and if those are already holding the Erasmus Charter:

a

C2. Fundamental Principles

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

start.

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

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

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

Please explain the academic credit system (e.g.: average number of credits per semester provided by your degree programmes) and the methodology used at your institution to allocate credits to the different course units.

Our legislation gives ECTS credits to our students for the training they have done in a foreign country and recognizes this training as if it had been done in Spain. Those foreign students in Spain receive a certificate for their stay and training so that they can be recognized in their country of procedence. This can be done through the Erasmus scholarship contract or through the documents issued by the educational authorities in their own countries. Every training or practice made by the Spanish students and foreign students could be included in their EuroPass.
The ECTS credits system for Spain is contained in the Ministry of Education Laws for Vocational Education.
We are willing to receive students from other countries as soon as Spanish Laws allow us to do so.

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

<http://www.educa.jccm.es/es/fpclm/normativa-formacion-profesional>

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.

Please explain if all courses taught at your institution are described in your public course catalogue and in which languages they are taught.

The studies given in this institution are described in the Official Catalogue of Vocational Training Education of Spain.

Their contents and credits are ruled by the Spanish legislation.

All studies are in SPANISH language.

There are 2 web site:

The Official Catalogue of Vocational Training Education of Castilla La Mancha of Spain (see below).

The Official Catalogue of Vocational Training Education of Ministry of Education of Spain:

<http://todofp.es/todofp/que-como-y-donde-estudiar/que-estudiar/ciclos/grado-superior.html>

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

<http://www.educa.jccm.es/es/fpclm/estudios-formacion-profesional/estudios-ofertados/catalogo-titulos-formacion-profesional>

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

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility.

In addition, explain how and by whom the learning agreements for the mobile students will be managed:

Our school will select the students according to their academic record and also their mastering in the language of the foreign country. If that language is not included in our curriculum, we will assess their level of English as well as we will arrange to provide the elementary knowledge of the language to facilitate their daily life. The tutor and Erasmus coordinator will have an interview with the preselected students to verify their interest and engagement with the program. The monitoring of the program will be done by the tutor, the Erasmus coordinator and the headmaster. We usually contact educational institutions similar to this, where our students can do their traineeship in enterprises at the influenced zones of the schools abroad. If necessary, we previously prepare mobilities for teachers to agree the student's mobilities.

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.

In our institution, we teach English and French. In the case of agreements with institutions in countries where these languages are not widely used, specially in a working context, we will provide our students with the basic knowledge of the foreign language, and the country's culture. If necessary, we will contact their embassy in Spain to facilitate the first contact of the students there. We will also coordinate ourselves with the destination institution in order for them to help our students in this respect.

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

<http://www.educa.jccm.es/es/sistema-educativo/idiomas-programas-europeos/plan-plurilinguismo-castilla-mancha>

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

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

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

Provide guidance to incoming mobile participants in finding accommodation.

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 (e.g. peer mentoring, social integration of mobile participants within the institution and its local students and staff, information on accommodation, insurance, etc.) for incoming mobile participants and outgoing students for study and traineeships:

The foreign students have a tutor specialized in their specific studies. This tutor supervises their activities in the same way as he supervises our Spanish students abroad. For any other aspects such as accommodation, cultural life, free time activities and any other non-educational matters, the direction of our school provides personal resources and information for students to adapt easily.

Before the arrival of the students, we will collect information from the foreign school and we will give information about different types of accommodation. One of the possibilities is the accommodation with Spanish students of the same course. They can also choose to stay in a students residence/hall nearby the working location, which we could previously book.

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.

For those incoming students and staff with a low level of Spanish, our institution will organise for them to spend 1 week in our centre or local institutions attending a special Spanish course and the following week they will get a specific work-oriented Spanish course. We will also organise visits to their new workplace before the training. The tutor will have a leading role during this phase of the stay.

If the foreign students ask for it, they are given Spanish lessons after the normal lessons timetable.

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

www.iesjuaneloturriano.es

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.

Please describe the internal administrative steps and procedures established to recognise the mobility achievements.

The school awards certificates stating the activity and the length of time. This information also includes the number of ECTS credits for such an activity. This information comes from the Erasmus scholarship contract which is signed with the company and supervised by the local teacher-tutor of the activity. These documents are the same that we issue to the local students who do their training in these companies.

Students will only have to ask in the secretary's office to start the procedures for this recognition, including the information about the company and the duration of their training, in accordance to the ECTS credits for the activity.

All these activities will be included in their Europass or "Suplemento al Título".

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

<http://europass.cedefop.europa.eu/es/documents/european-skills-passport>

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

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

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

Our school policy is to encourage and promote these mobile activities and any others which may lead us to a better knowledge of the different European educational systems, both at teachers and students level. We collect any experiences and we consider them a priority in our school general educational policy.

For the directive team, the information about the mobility programme will be promoted. Nowadays, our centre is related to the Cambridge Certificate, so that all teachers can improve their language level. At the same time, we have applied two projects with Secondary Education Staff. The directive team promotes mobility because they consider it as a priority. Staff will obtain a certification from our institution in which the period of time and activities developed will appear.

This priority can be seen in the fact, that the school has requested the KA102 this year.

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:

The general policy of our institution values highly and develops all the activities conducting to international integration and specially integration with European countries. The students selected for the international grants are specially mentioned in the school events.

In different trips that our school does to foreign countries (in April we will go to Germany) we will contact other schools and enterprises.

Linguistic support measures.

Those measures which favour the knowledge of work and academic laws in the wellcoming countries. Inform about all the economic support and funding from other institutions (banks,...)

Participants will get recognition in the local newspapers, local radio, tv, together with official certifications from the school and workplace.

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.

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

www.iesjuaneloturriano.es

D**Erasmus Policy Statement (Overall Strategy)*****D. Erasmus Policy Statement (Overall Strategy)***

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

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

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

Original language [EN]

Regarding to the international expansion, our school deals not only with the Erasmus Chart but it also signs agreements either directly with the school or company or with the help of the Spanish Educational Administration. We intend to open as many foreign contacts as possible to enrich our teaching process and to improve our students' social and labour integration in Europe.

We have requested a multilateral KA2 with Greece as coordinator, another KA102 with France and, out of Comenius, a meeting in Germany in April 2016.

Since we are a Vocational Education school we prefer to establish relationships with similar institutions which have previous relationships with their surrounding business circle. This way we take advantage of the knowledge about how the local companies work in each region or country. We do this without undermining the direct relationships with companies which we are already working with outside Spain.

They perfectly know the legal framework of the Erasmus mobilities and their legal and managing consequences. The applied mobilities are addressed to our senior students from any of the different fields taught in our school.

We try these institutions to be as widely spread as possible. We always depend on the available partners in each country.

The more cultures and working approaches we meet, the better. Up to this moment we have been working with schools in France, Italy, Belgium, United Kingdom and Germany. We are open to establish relationships with any other European country where English and French can be used as lingua franca, apart from learning the official country's language.

Our objectives are related to widen the personal and work opportunities:

- Improve their linguistic and working qualification, because we are convinced that staying abroad and living in other places will stimulate their interest not only for learning other languages, but also other countries with its respective cultures, its usages, and to integrate students in the working world at a professional level.
- To improve the social and economic conditions for our students because their individual progress is a very important aim, in so much as the most of them comes from an area hardly hit by the crisis zone.
- The European programs give us the possibility for our students to know other educational, cultural and professional environments. At the same time the school will introduce a plural educational and European dynamic, with an important professional, personal and social profit. For us, to know Europe and other laboral systems is an essential requirement for training competent professionals and responsible citizens.
- To increase the opportunities for the students from less affluent families.
- To ensure that all students will be treated equally, regardless of their economic situation, facilitating the integration from people of different nationalities and ethnicities.
- To improve the social and economic conditions of our students, family and environment thanks to their individual progress.

Please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects within the framework of the Erasmus+ Programme.

If not applicable, please explain:

Original language [EN]

For our School the Erasmus Programme is very important. That is the reason why we have formed a team (two teachers, the foreign languages teachers and the management team) who works to carry out this program.

Our school has taken part in different projects which involve the mobility of students within the Comenius programme with countries "Multilateral Partnership" (2008-1-NL-COM06-00395) such as Turkey, the Netherlands, Greece and Italy. Previously, we had a Leonardo program "De vivir entre molinos a conocer empresas en Europa" (DVEMACEE) (ES/07/LLP-LdV/IVT/150157), with different Vocational families, which took training in Prague. Furthermore, we had an Erasmus program with the same city.

At the moment, we have applied for two Comenius programs for the next academic year.

Due to the rise in the demand of this type of activities by our students, we are open to all possible offers from other institutions, in the working field, and coordinate ourselves with other European schools to agree on contents and methodology in the learning process.

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

Please refer to each of the 5 priorities of the Modernisation Agenda and explain the policy objectives you intend to pursue:

Original language [EN]

We will develop activities along this project which will inform about the work carried out in order to get the widest impact in all levels: personal, laboral, social, economic and institutional. These activities are : inform about the project to the teachers assembly, inform the different authorities which backed up our proposal, create an institutional web page to inform about the activities of the project, send a press release to the different local means of communication (radio, tv, newspapers, social networks), availability of participants in the project once their stay is finished, promote the participation of the organizers of the project in courses and seminars about European projects in the area.

The impact of this project on the students is related to the improvement of their linguistic and personal competences: tolerance, coexistence and adaptation.

The impact for our institution is to open borders also in the working world.

For our neighbourhood, its horizon widens since they will receive students and information about other places, and their culture.

At a national level, our project contributes giving prestige to the participant students, our institution, the neighbourhood, our community, that is, our country.

Our priorities of the Modernisation Agenda are in relation with the next aims:

For institutional leaders and managers:

- Strategies for enhancing the quality of teaching and incorporate these into my institution's profile.
- Support from the institution for teaching staff in their efforts to cater for diversifying student needs, by offering flexible learning paths and speeds.
- Support to students offer transparent information on learning opportunities to students.
- Monitoring students success.
- To engage to students actively and make them understand that successful teaching and learning requires strong personal commitment.

* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)

In order to facilitate the evaluation of your current application form, may we ask you to tick those Erasmus+ activities that are part of your current Erasmus Policy Statement:

Erasmus + Key Action 1 (KA1):

Study between Programme Countries:

Programme Countries - Student incoming mobility

Programme Countries - Staff Incoming mobility

Programme Countries - Student outbound mobility

Programme Countries - Staff outbound mobility

Partner countries - Study between Partner Countries:

Partner countries - Student incoming mobility

Partner countries - Staff Incoming mobility

Partner countries - Student outbound mobility

Partner countries - Staff outbound mobility

Traineeships:

Traineeships - Student incoming mobility

Traineeships - Staff Incoming mobility

Traineeships - Student outbound mobility

Traineeships - Staff outbound mobility

Erasmus Mundus Joint Master Degrees

Erasmus + Key Action 2 (KA2):

Strategic Partnerships

Knowledge Alliances

Capacity Building Projects

Erasmus + Key Action 3 (KA3):

KA3 Projects

Jean Monnet Activities

Jean Monnet projects

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: Toledo

Name: Esther Vargas Gil

Date (dd/mm/yyyy): 29/03/2016

I have read and accept the Privacy statement

Original signature of the legal representative of the Institution (as identified in section A.2 above)

Original stamp or seal of the Institution (if applicable)