



ERASMUS+

Proposal Template

**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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Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates provided in the Funding & Tenders Portal Electronic Submission System might differ from this example. Proposals (and annexes and supporting documents) must be prepared and submitted directly inside the Portal.





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.

 **Please do NOT delete any instructions in the document. The overall page-limit has been raised to ensure equal treatment of all applicants.**

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 José Antonio García González

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

1. ERASMUS POLICY STATEMENT (EPS)

1.1 Erasmus activities included in your EPS

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

Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff

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

Partnerships for Cooperation and exchanges of practices

Partnerships for Excellence – European Universities

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees

Partnerships for Innovation

Erasmus Key Action 3 (KA3):

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

1.2 Erasmus Policy statement (EPS): your strategy

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

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

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the goal of building a European Education Area¹ and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

El Centro Integrado Politécnico Donapea (C.I.P. Donapea) es un centro de Formación Profesional con una trayectoria de más 40 años que lo avalan como uno de los centros de mayor prestigio de la Comunidad Foral de Navarra.

El CIP Donapea imparte Formación Profesional de Grado Superior en cinco ámbitos de actividad: Automoción, Imagen y Sonido, Electricidad y Electrónica, Química y Administración. Cuenta con 100 profesores y cerca de 800 estudiantes, lo que le convierte en el centro de formación profesional más grande de Pamplona.

Es necesario destacar que se trata de un centro que ha establecido como área estratégica de desarrollo y mejora la internacionalización, área con la que mantiene un claro compromiso, ya que la considera un punto clave en su proceso constante de modernización.

Como prueba de este compromiso, el centro diseña cada año un Plan de Internacionalización que publica en su página Web:

<https://docs.google.com/spreadsheets/d/15bwc91u6qVzxRTLemPtMEVtEzXuW-dLdG199LRFIO/edit?usp=sharing>

En este Plan de Internacionalización, se establecen como objetivos primordiales, entre otros:

- 1.- Potenciar la movilidad de los estudiantes y del profesorado en empresas y/o centros de Educación Superior que les permitan conocer entornos productivos internacionales en sus ámbitos de trabajo. Para un mejor aprovechamiento de la movilidad y romper barreras de idiomas, se les ofrece formación en idiomas antes de la movilidad.
- 2.- Mejorar la atención al profesorado y al alumnado que quiera participar en programas europeos mediante una atención personalizada por parte de la coordinadora de internacionalización.
- 3.- Mejorar la acogida de profesorado y estudiantes extranjeros.

Estos objetivos serían imposibles de alcanzar sin la participación en el Programa Erasmus+, que permite llevar a cabo movilidades tanto para el profesorado, como para el alumnado.

En cuanto a las estancias de los estudiantes, éstas irán encaminadas a completar su formación práctica en empresas y en la mayoría de los casos, tendrán el reconocimiento de créditos ECTS que corresponde al módulo obligatorio de prácticas formativas en empresas (FCT).

Las estancias para profesores podrán tener dos variantes:

- 1.- La cooperación con otras instituciones de Educación Superior para abordar aspectos educativos que puedan enriquecer las metodologías y las buenas prácticas en su centro de procedencia.
- 2.- La realización de prácticas en empresas que estén directamente ligadas con los ámbitos profesionales del formador.

Por último, la participación en otro tipo de proyectos KA2 también queda abierta en función de las posibilidades que pueda ofrecer la colaboración con otras instituciones de Educación Superior y los sectores en los que puedan trabajar.

TRANSLATION INTO ENGLISH:

Donapea Polytechnic Integrated Center (C.I.P. Donapea) is a Vocational Training center which has been developing and promoting Intermediate and Advanced Vocational Training for over 40 years as one of the most prestigious centers in the Spanish region of Navarra.

C.I.P. Donapea provides Higher Education in Vocational Training in five professional sectors: Automotive, Image and Sound, Electricity and Electronics, Chemistry and Administration. It counts with more than 100 teachers and about 800 students, which configures the largest vocational training center in Pamplona.

¹ For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website: https://ec.europa.eu/education/education-in-the-eu/european-education-area_en

It should be highlighted that this center has defined Internationalization as one of the strategic areas for development and improvement. An area with which maintains a clear commitment since it is considered as a key point in its constant modernization process.

As a proof of this commitment, the HEI center designs an Internationalization Plan each year, which is published on its website:

<https://docs.google.com/spreadsheets/d/15bwc91u6qVzxRTLemPtMEVvtEzXuW-dLdG199LRFIO0/edit?usp=sharing>

In this Internationalization Plan, the following objectives are established as main goals to reach. Some of the most important are:

1. - To promote the mobility of students and teachers in companies and / or centers of Higher Education that allows them to be able to know international production environments in their working areas. For a better use of mobility and to break language barriers, participants of the mobility are offered language training before they travel abroad for developing their placements.
2. – To improve attention to teachers and students who want to participate in European programs through personalized attention from the internationalization coordinator.
3. – To improve the reception of foreign teachers and students.

These objectives would be impossible to achieve without participating in the Erasmus+ Programme, which allows mobility to be carried out for both teachers and students.

With regards to the student mobility, the main goal is completing their practical training in companies with the recognition of ECTS credits, in correspondence to the compulsory module of “On the Job Training”.

The mobility for teachers may have two variants:

1. - Cooperation with other Higher Education institutions to address educational aspects that may enrich the methodologies and good practices in their center of origin.
2. - Carrying out internships in companies that are directly linked to the professional fields of the trainer.

Finally, participation in other types of KA2 projects is also open, depending on the possibilities that collaboration with other Higher Education institutions can offer and the sectors they work with.

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)

Como ya se ha señalado en el apartado anterior, el CIP Donapea diseña cada año un Plan de Internacionalización, cuyos objetivos serían imposibles de alcanzar sin la participación en el Programa Erasmus.

Entre estos objetivos, destacan las movibilidades de estudiantes y profesores españoles, así como la acogida de estudiantes y profesorado de otros países.

En concreto, el Programa Erasmus nos permitirá llevar a cabo las siguientes actividades:

- 1.- Estancias de estudiantes en empresas para la realización de prácticas formativas complementarias a sus estudios de Formación Profesional Superior. Estos estudiantes reciben la Certificación Europass.
- 2.- Estancias de estudiantes en empresas para la realización de prácticas obligatorias con las que convalidan su Formación en Centros de Trabajo (FCT) y que puedan certificarse con los correspondientes créditos ECTS. Además, estas prácticas formativas serán certificadas a través de Europass Mobility.
- 3.- Estancias de formadores en empresas o Centros de Educación Superior para conocer métodos y sistemas de trabajo a nivel didáctico y/o técnico que se desarrollan en otros países.

TRANSLATION INTO ENGLISH:

As mentioned in the previous section, CIP Donapea designs an Internationalization Plan every year. The objectives defined in this Plan would be impossible to achieve without participating in the Erasmus Program.

Among these objectives, the mobility of Spanish students and teachers are the main references, as well as the reception of students and teachers from other countries.

Specifically, the Erasmus Program will allow us to carry out the following activities:

1. – Students' placements in companies to carry out complementary training internships corresponding to their Higher

Vocational Training studies. These students would receive the Europass Certification

2. – Students' placements in companies to carry out compulsory internships with which they validate their "On the Job Training" module (FCT) and can be certified with the corresponding ECTS credits. Furthermore, these internships will be certified through Europass Mobility.

3. – Placements for trainers in companies or Centers providing Higher Education in order to know methods and work systems at didactic and / or technical level that are developed in other countries.

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)

En cuanto al impacto previsto de la participación del CIP Donapea en el Programa Erasmus, este aspecto se mide cada año a la hora de elaborar el Plan de Internacionalización: sus objetivos, sus metas, sus acciones y sus recursos.

Por lo que respecta al actual Plan de Internacionalización 2019-2020, estos son los principales objetivos y sus metas:

<https://docs.google.com/spreadsheets/d/15bwc91u6qVzxRTLemPtMEVvtEzXuW-dLdG199LRFIO0/edit?usp=sharing>

1.-Potenciar la movilidad de estudiantes y profesorado, así como su preparación antes de la movilidad.

- Conseguir al menos una movilidad de profesorado e incrementar un 5% el número de movildades de alumnado.
- Conseguir 10 becas de movilidad de alumnado de ciclo superior durante al menos 3 meses.
- Conseguir una movilidad para un grupo de unos 5 alumnos en Alemania (Geldern). Modalidad de estancias cortas de 2 semanas del Programa Erasmus.
- Establecer acuerdo de cooperación con Francia y realizar la movilidad de al menos 8 alumnos.
- Desarrollo de campañas de sensibilización y concienciación acerca de la necesidad de ser ciudadano europeo.
- Creación de una red en el centro con empresas, centros educativos y otras instituciones nacionales y extranjeras que colaboren a la movilidad.

2.- Mejorar la atención al alumnado y profesorado que quiera participar en programas europeos.

- Capacitar al alumnado en la redacción de su propio CV europeo y carta de motivación.
- Difusión de las convocatorias y de los folletos informativos oficiales sobre Erasmus+ y otros programas europeos a profesorado y alumnado.
- Poner a disposición del alumnado y profesorado un teléfono y una cuenta de correo electrónico para que puedan realizar las consultas que estimen en relación con la internacionalización del centro.

3.- Mejorar la información de las familias sobre la actividad internacional del centro.

- Explicar a los padres y tutores la actividad del centro en materia de internacionalización.
- Poner a disposición de las familias un teléfono y un correo electrónico para informar sobre la internacionalización.

4.- Mejorar la acogida de profesorado y alumnado extranjero.

- Diseñar un plan de actividades culturales, visitas a empresas...
- Incrementar el número de alumnos y profesores interesados en visitar nuestro centro.
- Atender las peticiones de otros países para organizar estancias formativas de similar índole.

5.- Visibilizar la actividad internacional del centro.

- Publicar al menos 5 noticias en la Web, 5 noticias en el hot point y un roll-up sobre Erasmus+ y otros programas europeos.
- Incluir al menos una reseña sobre la internacionalización.
- Al menos tres difusiones en la Web.

TRANSLATION INTO ENGLISH:

Expected impact of CIP Donapea participation in the Erasmus Program: this aspect is measured every year when preparing the Internationalization Plan: its objectives, its goals, its actions and its resources.

Regarding the current Internationalization Plan 2019-2020, the following are the main objectives and its goals:

<https://docs.google.com/spreadsheets/d/15bwc91u6qVzxRTLemPtMEVtEzXuW-dLdG199LRFIO0/edit?usp=sharing>

1.-Promote the mobility of students and teachers, as well as their preparation before mobility.

- Achieve at least one teacher mobility and increase the number of student mobility by 5%.
- Get 10 mobility placements for Higher Education students for a minimum of 3-month duration.
- Get mobility for a group of about 5 students in Germany (Geldern) for two week placements in the automotive sector.
- Establish a cooperation agreement with France and carry out the mobility of at least 8 students.
- Development of awareness campaigns about the need to be a European citizen.
- Creation of a network involving companies, educational centers and other national and foreign institutions that collaborate with mobility.

2. - Improve the attention to students and teachers who want to participate in European programs.

- Training students in designing their own European CV and motivation letter.
- Dissemination of Calls and official information brochures on Erasmus + and other European programs to teachers and students.
- Provide students and teachers a contact telephone and e-mail address to facilitate inquiries regarding the internationalization measures of the HEI School.

3. - Improve the information for families on the international activity of the Center.

- Explaining parents and tutors the activity of the Center regarding internationalization.
- Provide a contact telephone and email address for families to be informed about internationalization.

4. - Improve the reception of foreign teachers and students.

- Designing a plan of cultural activities, visits to companies ...
- Increasing the number of students and teachers interested in visiting our HEI center.
- Answering requests coming from other countries to organize training placements of a similar nature in our country.

5. - Make the centre's international activity visible.

- Publish at least 5 news on the Web, 5 news on the Hot point and a roll-up on Erasmus + and other European programs.
- Include, at least, one review of internationalization.
- Broadcasting a minimum of three pieces of news on the Centre's Website.

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.

El Centro Integrado Politécnico Donapea (CIP Donapea) es un centro público de enseñanza superior que tiene un serio compromiso con la internacionalización y con los principios de la Carta Erasmus desde hace años.

Como institución de carácter público, salvaguarda una serie de aspectos que van en sintonía con los principios de la Carta Erasmus. Entre estos aspectos hay que destacar:

1.- Transparencia: Con el objetivo de que todos los miembros del centro tengan acceso en igual de condiciones a todas las convocatorias de los programas Erasmus, éstas son comunicadas al profesorado y alumnado del centro a través de varias vías:

- El centro envía un correo electrónico con la convocatoria a los posibles candidatos.
- Se publica la convocatoria en la Web del centro en el apartado dedicado a la internacionalización.
- Se convocan diferentes reuniones informativas donde se explica el contenido de la convocatoria.

2.- Inclusión: Se ofrecen posibilidades de participación a todos los estudiantes y profesores del centro.

Para lograr este objetivo, la persona encargada de la internacionalización organiza charlas y talleres para facilitar que aquellas personas interesadas puedan rellenar la solicitud y la documentación requerida por el Programa Erasmus+. Se presta especial atención a los estudiantes con problemas para cumplimentar los documentos en inglés o sin medios técnicos para realizarlo en casa.

Así mismo, el CIP Donapea tiene un especial compromiso con los estudiantes con dificultades económicas, facilitando la búsqueda de financiación adicional de los programas, forma que las condiciones económicas no representen un obstáculo para la realización de actividades transnacionales.

3.- No discriminación: Este principio se encuentra en la base de la filosofía del centro, el cual fomenta la igualdad en todos sus ámbitos. Es necesario señalar que el centro cuenta con un alto porcentaje de estudiantes inmigrantes y de diferentes creencias religiosas.

TRANSLATION INTO ENGLISH:

Donapea Polytechnic Integrated Center (C.I.P. Donapea) is a public Higher Education School that has been seriously committed to internationalization and to the principles of the Erasmus Charter for many years.

As a public institution, we try to guarantee a series of aspects in connection with the principles of the Erasmus Charter. Among these aspects we could highlight:

1.- Transparency: In order to secure equal access to all Erasmus Programme Calls, both students and teachers are immediately informed about them through different channels:

- A personal email with the contents of every Call is sent to students and teachers.
- The Call is published on the website of the center, in the section dedicated to internationalization.
- Different divulgative meetings are scheduled to inform about the content of the Call.

2. - Inclusion: Participation possibilities are offered to all the students and teachers of the center.

In order to achieve this objective, the person in charge of internationalization organizes talks and workshops to help those people interested in completing the application and the documentation required by the Erasmus Program. Special attention is given to students with problems completing the documents in English or without technical means to do it at home.

Likewise, CIP Donapea has a special commitment to students with economic difficulties, facilitating the search for additional financing for the programs, so that the economic conditions do not represent an obstacle to carrying out transnational activities.

3. - Non-discrimination: This principle is one of the basis of the Centre's philosophy, which promotes equal opportunities in all areas. It should be noted that the Center has a high percentage of immigrant students with different religious beliefs.

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 website².

El centro de Formación Profesional CIP Donapea llevará a cabo la implementación del uso de la Tarjeta del Estudiante Europeo en los plazos que la Agencia Nacional Española (SEPIE) establezca. Así mismo, promoverá el uso de la App móvil del Programa Erasmus+ para los estudiantes, teniendo en cuenta la necesidad de que los estudiantes tengan acceso inmediato a las aplicaciones electrónicas. En este sentido, se colocarán en los lugares de acceso al centro, posters en los que se anima a utilizar la App Erasmus+. También se llevará a cabo la formación necesaria para que los estudiantes puedan utilizar la aplicación de manera eficiente.

El centro se adaptará al calendario de actuaciones previstas:

Año 2021 - Gestionar acuerdos interinstitucionales y acuerdos de aprendizaje en línea

Año 2022 - Enviar y recibir comunicaciones telemáticas de los estudiantes

Año 2023 - Intercambiar transcripciones de registros relacionados con la movilidad de los estudiantes

Dado que Donapea VET Centre participa en un Consorcio de Grado Superior con Carta de Calidad promovido por el Gobierno de Navarra, seguiremos las instrucciones que se marquen desde el Coordinador del Consorcio y procuraremos una rápida adaptación a estos sistemas telemáticos que facilitarán la gestión de la documentación y la comunicación con los estudiantes que participen en actividades de movilidad transnacional.

CIP Donapea es también promotor y beneficiario de un proyecto propio, por lo que se atenderá con prioridad a las indicaciones del SEPIE respecto a la implementación de las herramientas digitales ya mencionadas.

Dadas estas características y modelos de participación, el coordinador de proyectos internacionales en el Centro asistirá a las reuniones organizadas por SEPIE para tener información directa e implementar estos sistemas desde el primer año de su puesta en marcha.

TRANSLATION INTO ENGLISH:

CIP Donapea VET Center will carry out the implementation of the use of the European Student Card within the terms established by the Spanish National Agency (SEPIE). Likewise, we will promote the use of the mobile App of the Erasmus + Program for students, taking into account the need for students to have immediate access to electronic applications. In this sense, posters that encourage the use of the Erasmus + App will be placed at the most visible places of the School. We will also carry out basic training so that the students can use the application efficiently.

The center will assume the official schedule of European planned actions:

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.

As far as Donapea VET Center participates in a Higher Degree Consortium with a Quality Charter promoted by the Government of Navarra, we will follow the instructions set by the Consortium Coordinator and we will try to quickly adapt to these telematic systems that will facilitate the management of documentation and communication with students who participate in transnational mobility activities.

CIP Donapea also runs a KA103 project as Beneficiary and Coordinator of mobilities. Thus, we will follow the indications of SEPIE (Spanish National Agency) regarding the implementation of the aforementioned digital tools.

Furthermore, the project coordinator will attend the meetings organized by SEPIE to have direct information and carry out these systems from the first year of their implementation.

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

El CIP Donapea es un centro implicado en la implementación y en la promoción de prácticas amigables con el medioambiente. Por ello, y siguiendo las directrices del Gobierno de Navarra priorizará como empresas

² https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

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colaboradoras a aquellas que cumplan los siguientes requisitos:

- Empresas que cumplen con la IOS 14001 Medioambiental.
- Empresas implicadas en el reciclaje de residuos y la conservación del medioambiente.
- Empresas que fomenten la economía circular y los procesos de promoción del uso de energías limpias.

TRANSLATION INTO ENGLISH:

CIP Donapea is a VET and HEI Center involved in the implementation and promotion of environmentally friendly practices. For this reason, and following the guidelines of the Government of Navarre, we will prioritize as collaborating companies those that meet the following requirements:

- Companies that comply with IOS 14001 Environmental.
- Companies involved in waste recycling and environmental conservation.
- Companies that promote the circular economy and the processes of promoting the use of clean energy.

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

Con el objeto de promover el compromiso cívico y la ciudadanía activa, el CIP Donapea desarrollará programas de formación para alumnos y profesores en los que se prioricen aspectos sociales y culturales y en los que se promueva el conocimiento de otras personas y otras culturas.

Para resumir, el CIP Donapea pretende que los estudiantes y profesores no actúen de forma individual, sino que compartan sus experiencias con otros estudiantes y profesores de diferentes países.

Para alcanzar este objeto, el centro propondrá en las movilidades en las que participe:

- La realización de actividades conjuntas con personas de otros países, como medio para fomentar el intercambio del conocimiento de culturas, lenguas, hábitos y costumbres. Esto, sin duda, proporcionará un mayor conocimiento de los diferentes países, un mayor sentimiento de pertenencia al grupo y, en definitiva, una mayor cohesión entre los ciudadanos de los países miembros.
- La organización de visitas culturales, actividades lúdicas, encuentros, etc... que permitan una mejor integración de los estudiantes y profesores que participen en estancias formativas en nuestro centro de Formación Superior.

TRANSLATION INTO ENGLISH:

In order to promote civic engagement and active citizenship, CIP Donapea will develop training programs for students and teachers in which social and cultural aspects are prioritized and in which knowledge of other people and other cultures is promoted.

To summarize, CIP Donapea intends that students and teachers do not act individually, but rather share their experiences with other students and teachers from different countries.

In order to achieve this objective, the center will foster the following aspects when developing mobilities:

- Carrying out joint activities with people from other countries, as a means of promoting the exchange of knowledge of cultures, languages, habits and customs. This will undoubtedly provide a better understanding of the different countries, a greater feeling of belonging to the group and, finally, greater cohesion among the citizens of the European countries.
- The organization of cultural visits, leisure activities, meetings, etc ... that allow a better integration of the students and teachers who participate in training placements in our Higher Education center.

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 Recognition³.

Nuestro centro organiza dos tipos de movilidades para el alumnado:

1.- Movilidades que tienen por objeto la realización del módulo "Formación en Centros de Trabajo" en una empresa de otro país. **En este caso, los estudiantes reciben el reconocimiento de 22 créditos ECTS.** Este módulo, obligatorio en España, les permite obtener el título de Técnico Superior en un sector de actividad.

Además, los estudiantes obtendrán la Certificación Europass, que será emitida por el CIP Donapea y que será validada por la Autoridad Educativa de la Región (Navarra) y por la Agencia Nacional (SEPIE).

2.- Movilidades para estudiantes que ya han obtenido el Diploma de Formación Superior pero que buscan fomentar el conocimiento empresarial y la experiencia en otros países a través de prácticas profesionales en empresas de su sector formativo. En este caso, los estudiantes conseguirán una certificación de la empresa y la emisión del Certificado Europass Mobility, donde se registrarán las actividades realizadas en la empresa durante el periodo de formación.

TRANSLATION INTO ENGLISH:

CIP Donapea organizes two types of mobility for students:

1. - Mobility that aims to carry out the compulsory module "On the Job Training" in a company from another European country. In this case, students receive the recognition of 22 ECTS credits. This module, compulsory in Spain, allows them to obtain the Diploma of Higher Technician in the correspondent sector.

In addition, students will obtain the Europass Certification, which will be issued by CIP Donapea and will be validated by the Educational Authority of the Region (Navarra) and by the National Agency (SEPIE).

2. – Mobility for students who have already obtained the Higher Technician Diploma but seek to promote business knowledge and experience in other countries through professional internships in companies related to their training sector. In this case, the students will obtain a certification from the company as well as the Europass Mobility Certificate, which records the main activities carried out in the company during the training period.

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

El CIP Donapea cuenta con más de 100 profesores y alrededor de 800 alumnos. Es un centro muy comprometido con la internacionalización, no solo de los estudiantes, sino también y, especialmente, del profesorado. Nuestro centro considera que la movilidad del profesorado para la realización de prácticas o la observación de ámbitos productivos supone un enriquecimiento profesional y humano que los formadores pueden compartir con sus compañeros en sus respectivos Departamentos Didácticos.

Por esta razón, el CIP Donapea promueve medidas para apoyar y promover la movilidad de los profesores, tales como:

- La organización de cursos de inglés en el centro financiados total o parcialmente por el Gobierno de Navarra.
- La publicación y difusión a través de la Web institucional de las convocatorias de becas para la movilidad. <https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/profesorado/>
- El envío de correos electrónicos al profesorado para informar sobre la publicación de la convocatoria de becas de movilidad.
- La ayuda personalizada para cumplimentar la documentación de la solicitud de beca por parte de la Coordinadora de Internacionalización.

En cuanto al reconocimiento de las movilidades, nuestro centro solicitará a la autoridad regional (Gobierno de Navarra) que emita un Certificado de Movilidad para el profesorado donde consten los Créditos de Innovación por las horas trabajadas durante el periodo correspondiente.

Además, los profesores que participen en un proyecto de cooperación (Acción KA2), obtendrán un reconocimiento anual en créditos de innovación por el tiempo empleado en el proyecto.

³ 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))

TRANSLATION INTO ENGLISH:

CIP Donapea has more than 100 teachers and around 800 students. It is a VET and HEI Center strongly committed to internationalization, not only for students, but also and especially for teachers. Our Center considers that teachers' mobility to carry out internships or observe productive areas implies a professional and human enrichment that trainers can share with their colleagues in their respective Didactic Departments.

For this reason, CIP Donapea fosters measures to support and promote the mobility of teachers, such as:

- The organization of English courses in the Center financed totally or partially by the Government of Navarra.
- The publication and dissemination of Calls for mobility grants through the institutional website.
<https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/profesorado/>
- Sending emails to inform teachers about the publication of the Call for mobility grants.
- Personalized help to complete the documentation of the application provided by the Internationalization Coordinator.

As for the recognition of mobility, our center will request the regional authority (Government of Navarra) to issue a Certificate of Mobility for teachers stating the Innovation Credits for the hours dedicated during the corresponding period.

In addition, teachers who participate in a cooperation project (Action KA2), will receive an annual recognition in innovation credits for the time spent on the project.

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.

El vínculo por el que se accede a la política de Erasmus del centro es el siguiente:
<https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/>

El CIP Donapea cuenta con apartado específico en su Website dedicado a la Internacionalización, como se puede ver en el siguiente vínculo:

<https://cipdonapea.educacion.navarra.es/web/#>

Este apartado se divide en varias subdivisiones:

A.- La primera subdivisión contiene el **Plan de Internacionalización**, donde se describen las actuaciones que el centro tiene como objetivos para cada año. Cada tres meses, la Coordinadora de Internacionalización comprueba el estado de las actuaciones realizadas para conseguir las metas marcadas.

<https://docs.google.com/spreadsheets/d/15bwc91u6qVzxRTLemPtMEVvtEzXuW-dLdG199LRFIO0/edit?usp=sharing>

B.-La segunda subdivisión está especialmente dedicada al **Programa Erasmus+**:

<https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/#>

Esta sección se subdivide a su vez en tres apartados:

1.- **ALUMNADO**: <https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/alumnado/>

2.- **PROFESORADO**: <https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/profesorado/>

3.- **MI EXPERIENCIA ERASMUS**: <https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/mi-experiencia-erasmus/>

En este último apartado se pueden conocer las experiencias de otras personas que ya ha realizado una movilidad en nuestro centro.

C.- La tercera subdivisión: La Carta Erasmus:

<https://cipdonapea.educacion.navarra.es/web/internacionalizacion/carta-erasmus/>

TRANSLATION INTO ENGLISH

The following is the link to the Centre Erasmus policy:

<https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/>

CIP Donapea has a specific section on its Website dedicated to Internationalization, as it can be seen in the following

link:

<https://cipdonapea.educacion.navarra.es/web/#>

This section is divided into several subsections:

A.- The first subsection contains the **Internationalization Plan**, which describes the actions that the center has defined as the main objectives for each year. Every three months, the Internationalization Coordinator checks the status of the actions carried out to achieve the set goals.

<https://docs.google.com/spreadsheets/d/15bwc91u6qVzxRTLEmPtMEVtEzXuW-dLdG199LRFIO0/edit?usp=sharing>

B.-The second subsection is specially dedicated to the **Erasmus + Programme**:

<https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/#>

In this subsection you can visit the following:

1.- **STUDENTS:** <https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/alumnado/>

2.- **STAFF:** <https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/profesorado/>

3.- **MY ERASMUS EXPERIENCE:** <https://cipdonapea.educacion.navarra.es/web/internacionalizacion/becas-erasmus/mi-experiencia-erasmus/>

In this last section you can learn about the experiences of other people who have already made a mobility in our center.

C.- The third subsection: The Erasmus Charter : <https://cipdonapea.educacion.navarra.es/web/internacionalizacion/carta-erasmus/>

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.

La comunicación y la difusión son uno de los aspectos más significativos de la estrategia de Internacionalización. Por esta razón, el CIP Donapea llevará a cabo las siguientes acciones para asegurar que los principios de la Carta Erasmus son comunicados y aplicados por el personal a todos los niveles de nuestra institución:

- 1.- La difusión de la Carta Erasmus en la entrada principal del centro para que todo el personal, el alumnado y las personas que visiten nuestro centro pueden verla y leerla.
- 2.- La difusión a través de nuestra Web de la Carta Erasmus, en un lugar muy accesible.
- 3.- La explicación del contenido de la misma a todo el personal del centro mediante un correo interno y en un claustro de profesores convocado para tal fin.
- 4.- La difusión de los contenidos técnicos aprendidos por los profesores en su experiencia Erasmus al resto de los compañeros del Departamento Didáctico correspondiente y/o en la Comisión de Coordinación Pedagógica.
- 5.- La promoción de encuentros y charlas impartidas por anteriores participantes, tanto alumnos como profesores, para orientar y animar a futuros participantes.
- 6.- El establecimiento de una red de contactos internacional con instituciones de Formación Superior que permitan realizar futuros proyectos conjuntamente, así como el intercambio de buenas prácticas.

TRANSLATION INTO ENGLISH:

Communication and dissemination are some of the most significant aspects of the Internationalization strategy. For this reason, CIP Donapea will carry out the following actions to ensure that the principles of the Erasmus Charter are communicated and applied by staff at all levels of our institution:

1. - The dissemination of the Erasmus Charter at the main entrance of the building so that all staff, students and people who visit our Center can see and read it.
2. - Dissemination of the Erasmus Charter in our website, in a very accessible place.
3. - The explanation of the content of the Charter to all the staff of the Center by means of an internal mail and in official meetings gathering all members of the staff.
4. - The dissemination of the technical contents learned by the teachers in their Erasmus experience to the rest of the colleagues in the corresponding Didactic Department and / or in the Pedagogical Coordination Commission.
5. - The promotion of meetings and talks given by previous participants, both students and teachers, to guide and encourage future participants.
- 6.- The establishment of an international network of contacts with Higher Education institutions that allow joint projects to be carried out, as well as the exchange of good practices.