



# 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

Version 1.1  
4 March 2020



## **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.**

**HISTORY OF CHANGES**

VERSION	PUBLICATION DATE	CHANGE
1.0	11.02.2020	Initial version
1.1	04.03.2020	Changes in page 10, 1st box after the Erasmus Policy Declaration

**COVER PAGE**

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

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

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## **COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES**

### **Declaration**

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

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Programme:
  - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
  - By promoting environmentally friendly practices in all activities related to the Programme.
  - By encouraging the participation of individuals with fewer opportunities in the Programme.
  - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility or project.

### **WHEN PARTICIPATING IN MOBILITY ACTIVITIES**

#### **Before mobility**

- Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
- Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
- Carry out mobility for the purpose of studying and teaching only within the framework

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

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide active support to incoming mobile participants throughout the process of finding accommodation.
- Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
- Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

#### **During mobility**

- Ensure equal academic treatment and the quality of services for incoming students.
- Promote measures that ensure the safety of outgoing and incoming mobile participants.
- Integrate incoming mobile participants into the wider student community and in the Institution's everyday life. Encourage them to act as ambassadors of the programme and share their mobility experience.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Provide appropriate language support to incoming mobile participants.

#### **After mobility**

- Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate. They shall be transferred without delay into the student's records, shall be counted towards the student's degree without any additional work or assessment of the student and shall be traceable in the student's transcript of records and the Diploma Supplement.
- Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).

- Encourage and support mobile participants upon return to act as ambassadors of the programme, promote the benefits of mobility and actively engage in building alumni communities.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

## WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

## FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the “ECHE guidelines” and of the “ECHE self-assessment” to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

*On behalf of the Institution, I acknowledge that the implementation of the Charter will be monitored by the Erasmus National Agencies and that a violation of the above principles and commitments may lead to its withdrawal by the European Commission.*

*On behalf of the institution, I commit to publishing the Erasmus Policy Statement on the institution website.*

Legal representative of the institution

Signature of the legal representative

LAURA MUÑOZ GUILLÉN



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

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

## 1. ERASMUS POLICY STATEMENT (EPS)

### 1.1 Erasmus activities included in your EPS

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

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

The mobility of higher education students and staff

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

Partnerships for Cooperation and exchanges of practices

Partnerships for Excellence – European Universities

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees

Partnerships for Innovation

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

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

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

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

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

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the goal of building a European Education Area<sup>1</sup> and explain the policy objectives you intend to pursue).

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

El Institut Poblenou cree firmemente en la cooperación y movilidad internacional para la mejora académica, profesional y social. Su compromiso es absoluto, como lo demuestra su participación en programas y actividades internacionales y europeas de diversa índole desde su nacimiento. Por este motivo, la participación dentro del programa Erasmus, se considera algo esencial para poder seguir profundizando en la internacionalización y modernización de nuestro centro y, mediante la difusión posterior, de la comunidad en general. Nuestra meta es la modernización y mejora de la educación profesional y de la sociedad.

Los objetivos que deseamos conseguir con la participación en el programa Erasmus son los siguientes:

-Contribuir a la modernización de la educación

- Conseguir la mejora académica y profesional del personal del centro educativo y de los estudiantes implicados, así como de su entorno inmediato y de la sociedad.
- Ampliar el conocimiento, entre nuestro personal y nuestros estudiantes, de la realidad profesional internacional y especialmente europea en los campos de estudio que están presentes en nuestro centro educativo.
- Mejorar y ampliar el conocimiento de la realidad educativa y sociocultural de los países de la Unión Europea en nuestra institución y favorecer la difusión de este conocimiento en el entorno.
- Poner en marcha o consolidar alianzas educativas y profesionales para el desarrollo y difusión de buenas prácticas en el campo académico y profesional con centros educativos y/o empresas fuera del territorio nacional. Especialmente con aquellas actividades relativas a la mejora de las habilidades digitales.
- Favorecer la inclusión social en el campo de las actividades relacionadas con la movilidad internacional.

Dichos objetivos podrán ser alcanzados mediante la participación en el programa Erasmus a través de Actividades de Movilidad para el Aprendizaje (KA1). Sean estas actividades de movilidad internacional de personal para docencia o formación, como movilidades de estudiantes académicas en centros educativos o de prácticas en empresas. Este tipo de actividades se consideran muy interesantes para la consecución de nuestros objetivos, ya sean estas salientes o entrantes (profesorado o alumnos que realizan una estancia en nuestro centro). Cualquier tipo de movilidad realizada por estudiantes o personal gozará con el reconocimiento expreso del centro, favoreciendo en el caso de los estudiantes el reconocimiento académico mediante créditos, siempre que esto sea posible.

Por otro lado, se contempla positivamente para alcanzar satisfactoriamente los objetivos, la posibilidad de participación en actividades de la Acción Clave 2 (KA2), relativas a la Cooperación entre Organizaciones e Instituciones. Entre estas actividades podemos encontrar tanto Alianzas para la Cooperación e Intercambio de Prácticas, como Alianzas para

<sup>1</sup> For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:  
[https://ec.europa.eu/education/education-in-the-eu/european-education-area\\_en](https://ec.europa.eu/education/education-in-the-eu/european-education-area_en)

## la Innovación.

La participación en este tipo de acciones facilitará la movilidad de personas y conocimientos de diversa índole. Este hecho garantiza, por tanto, la difusión de todo aquello aprendido, contribuyendo a un crecimiento común europeo, reduciendo la desigualdad entre países y de ciudadanos.

## ENGLISH TRANSLATION

Institut Poblenou believes firmly in cooperation and international mobility as a strategy for the professional, social and academic improvement of people. Our absolute commitment is demonstrated through our participation in international european programmes and activities since the beginning. For this reason, our participation in the Erasmus programme is considered the main pillar of our strategy for the internationalization and modernisation not only of our organisation but also of our community and our environment. Our main goal, therefore, is to modernise vocational training and society altogether.

Through our participation in the Erasmus program, we pursue the following objectives:

- contribute to the modernisation of education
- improve both teachers' and students' academic and professional background, and as a consequence, their immediate environment and society.
- increase both teachers' students' international business awareness, specially, the European one, in the fields of study that we cater for.
- broaden both teachers' and students' educational and sociocultural awareness of the European Union countries so as to better understanding of the European project and EU.
- build and consolidate professional and educational alliances to promote new projects and exchange good practices with other educational organisations and enterprises beyond our national borders. We will specially care for those activities that seek to enhance digital skills.
- promote social inclusion in international mobility activities

These objectives will be achieved through our participation in the Erasmus programme and Learning Mobility Activities (KA1). These international mobility activities will target both teachers' training and teaching and also student's/trainees academic mobility in educational organisations and companies. These kind of activities are considered pivotal in order to achieve successfully our goals, either outgoing or incoming mobilities of students and teachers. All mobility grants in which teachers and students participate will be recognized by our organisation; moreover, in the students' case, our organisation will promote academic recognition when it possible.

In addition, so as to achieve our goals, we contemplate taking part in KA2 actions, Cooperation for Innovation and Exchange of Good Practices. Our participation in these actions will guarantee the dissemination of intercultural awareness, the European project and the EU values.

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)

Nuestro centro desea participar en Actividades de la Acción Clave 1 (KA1) y de la Acción Clave 2 (KA2). Tal y como se ha realizado hasta este momento, cada curso se informa y anima a los estudiantes a realizar parte de su formación en países pertenecientes al programa Erasmus. Aunque se intenta promover los intercambios de estudiantes en la modalidad de estudios, debido a que nuestra institución es un centro dedicado exclusivamente a la formación profesional, se considera altamente interesante que el alumno pueda realizar la totalidad o parte de sus prácticas fuera del territorio nacional. Conocer de primera mano la realidad laboral del campo para el que se ha formado, contribuye muy positivamente a la mejora de su currículum y a la ampliación de sus metas profesionales. Así mismo, la movilidad del personal ayuda claramente a la mejora y modernización del centro en todos los ámbitos.

Por otro lado, se pretende también poder participar en Actividades de la Acción Clave 2 (KA2), relativas a la cooperación entre organizaciones e instituciones, puesto que son actividades que trascienden a la movilidad de los individuos y suponen un mayor impacto en toda la comunidad e institución; ya sea por la implementación de intercambio de buenas prácticas o el desarrollo de alianzas para la cooperación e innovación. Se animará al profesorado a interesarse por proyectos que impulsan otros centros educativos europeos, así como de la posibilidad de impulsar ellos un proyecto y la búsqueda de socios.

#### ENGLISH TRANSLATION

Our organisation desires to take part in both KA1 and KA2 actions. Every academic year, we encourage our students to study in Erasmus Programme countries. We promote study exchanges but, as our organisation caters for vocational training, we highly value that our students can do an internship abroad in order for them to improve their competence and their professional profile. In addition, teachers mobility opportunities trigger changes in terms of modernisation and international opening of our organisation.

Key Action 2 will be promoted since these actions go beyond individual mobility entailing a big impact in the organisation and its environment through the exchange and implementation of good practices and the development of alliances for cooperation and innovation. We will work to interest our teachers in projects launched by other European educational institutions and we will encourage them to develop their own projects and to seek partners.

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)

La participación en el programa Erasmus supondrá un impacto directo en las personas implicadas en cada acción, mejorando sus currículums y aumentando su conocimiento europeo e internacional. De manera indirecta, supone un impacto en todas las personas del centro y del entorno inmediato de los participantes, ya que se favorecerá la difusión de los conocimientos profesionales y culturales adquiridos. En el entorno general también pueden suponer impacto a corto plazo, dependiendo del grado de difusión de los conocimientos; y a largo plazo, puesto que el mayor vínculo de las personas con la realidad internacional supone la eliminación de barreras sociales y culturales.

Las movilidades de personal y concretamente de profesores o del equipo directivo, suponen,

además, que se puedan introducir de manera rápida cambios dentro de la gestión del centro o de la metodología didáctica o, incluso, de contenidos curriculares necesarios a nivel internacional para conseguir resultados de aprendizaje que sean válidos más allá de nuestras fronteras.

Las actividades de las Acciones Clave 2, a diferencia de las de la acción Clave 1, suponen una mayor difusión inmediata de los descubrimientos o aprendizajes, ya que implican de manera directa a un mayor número de individuos de diferentes nacionalidades y supone un mayor intercambio de conocimientos globales. Ambas acciones, por tanto, tienen un impacto directo en la consecución de nuestra meta, y en mayor o menor medida de todos los objetivos planteados.

Indicadores cuantitativos para medir el progreso del proceso de modernización e internacionalización del centro, serían el número de movilidades de cualquier tipo que se lleva a cabo en cada curso, considerándose muy positivo si la tendencia va en aumento. Será interesante también recoger como indicador el número de participantes de alumnos de entornos desfavorecidos o con necesidades especiales. Así mismo, un indicador cuantitativo muy importante es el número de personas que manifiestan su interés en participar en el programa Erasmus, obtengan o no la beca.

Por otro lado, el indicador cuantitativo de la acción Clave 2, sería el número de proyectos en los que el centro ha participado durante el periodo de validez de la presente carta Erasmus.

Indicadores cualitativos son en nivel de satisfacción que expresan los participantes directos en las actividades internacionales una vez finalizadas, así como el nivel de satisfacción de la dirección de la institución en relación a la difusión de los conocimientos adquiridos por los implicados que permitan una mejora del centro.

Para poder evaluar la evolución de los indicadores, será necesario contabilizarlos de manera periódica, tomándose como base para su medición un curso escolar. Con la valoración de todos los datos se podrá analizar al final de cada curso si se ha conseguido o no en parte o totalmente los diversos objetivos marcados inicialmente.

#### ENGLISH TRANSLATION

The Erasmus Programme will have a direct impact in those individuals taking part in each action, improving their curriculums and broaden their European and international awareness. At the same time, their participation will entail an indirect impact both in the staff of the organisation and the immediate environment of the participants through the dissemination of professional and sociocultural knowledge. In the long term, international awareness will help overcome social and cultural barriers.

Mobility opportunities of teachers and members of the school management teams trigger fast changes in the management of the school, didactic learning methods and also in the curricular contents.

Activities under KA 2, unlike those under KA1, entail an immediate dissemination of the experience and knowledge gained since it implies indirectly a bigger number of individuals from different nationalities and then, a bigger exchange of global awareness. Both actions KA 1 and KA2 help us to achieve our goals.

The number of incoming and outgoing mobilities will be used as key performance indicators to measure the progress of modernisation and internationalisation of our organisation: we will always expect an increase in the number of mobilities. In addition, the number of students and teachers showing interest in taking part in the Erasmus programme will be a key performance indicator. It will also be very interesting to count the number of disadvantaged students that have participated in the Erasmus programme. On the other hand, the key performance indicator of KA 2 will be the number of projects in which our organisation has taken part in.

Key performance indicators from a qualitative perspective are the participants' satisfaction

level in the activities under KA1 and KA2 once they have finished and the school management satisfaction level as for the dissemination of knowledge that help the organisation to improve.

In order to assess the evolution of key performance indicators, every academic year they will be collected. The analysis of these figures will allow us to assess if the objectives defined at the beginning of the academic year have been achieved.

## 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.

En nuestra institución hay fijados unos criterios objetivos y públicos de selección de candidatos, tanto de profesorado como de estudiantes, y los resultados finales de la selección de los afortunados son informados a toda la comunidad educativa de nuestro centro.

Para garantizar el acceso, algo muy importante es la difusión de las becas y de sus características, nos aseguramos que todo el mundo esté debidamente informado. Es importante resaltar las ayudas especiales a las que pueden optar las personas de entornos desfavorecidos o con necesidades especiales. La no difusión de la información de estas ayudas especiales podría representar la no existencia de candidaturas de este colectivo.

En el caso de los estudiantes, los candidatos son valorados en función de parámetros relacionados con su expediente académico y/o profesional, su interés reiterado en poder acceder a una beca Erasmus, y una entrevista personal para valorar su experiencia, capacidad, motivación y objetivos que pretende conseguir participando en el programa. En el caso de los alumnos, se tiene también en cuenta qué puede representar para la vida del alumno entrevistado participar en el programa Erasmus. Evidentemente, el valor puede ser potencialmente mucho mayor en aquellos alumnos que no tengan habitualmente la oportunidad de viajar ni de formarse en el exterior.

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

Se hará todo lo necesario para adaptar progresivamente el sistema actual a las novedades de gestión digitalizada del programa Erasmus, incluyendo la Student Card Initiative, para cumplir con los requerimientos establecidos con el programa en cada momento, marcando el 2021 como la fecha de inicio de uso de esta iniciativa. Para que, tal y como se indica en la web del programa, en el 2025 todos los estudiantes Europeos puedan gozar de sus ventajas. Todos los alumnos que participen en el programa Erasmus serán informados de la necesidad de utilizar la App del programa Erasmus para su propia comodidad y facilidad de gestión de la documentación y de acceso a información.

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

Las movilidades Erasmus deben servir también para tomar conciencia de la necesidad de integrarse con el entorno y no destruir el planeta. Entre los aspectos culturales a tener en cuenta, es importante conocer el tema del reciclaje. Los beneficiarios de las becas serán informados de las pautas a seguir en este tema en las ciudades de destino. Por otro lado, siempre que sea posible, se les recomendará la utilización de los medios de transporte

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

menos contaminantes para sus desplazamientos.

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

Uno de los objetivos del programa Erasmus es el mayor conocimiento social europeo e internacional y la eliminación de prejuicios, barreras y estereotipos. Antes de realizar la experiencia Erasmus se proporcionará toda la información relacionada con las costumbres y particularidades de la vida en el país de destino para evitar el choque cultural y favorecer la adaptación. Se animará también a los estudiantes a formar parte de la Erasmus Student Network, para que de esta manera antes, durante y después de su estancia, les sea más fácil implicarse en actividades de tipo internacional y de integración social.

## 2.2 When participating in Mobility Activities - After mobility

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

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

La realización mediante las becas Erasmus para prácticas de los estudiantes del total de horas establecidas por el currículum de sus estudios, supone la superación académica de dichos créditos en el expediente del alumno, quedando exento de volver a cursas las prácticas obligatorias en el territorio nacional. En el caso de movilidades de estudios, se hará el traspaso de Créditos ECTS equivalentes cursados y superados en el centro europeo de destino al expediente del alumno; no teniendo en ningún caso que volver a cursar los conocimientos adquiridos en nuestro centro. Para ello, será necesario previo a su marcha acordar mediante el Learning Agreement con el estudiante y con el centro de destino qué asignaturas son susceptibles de ser convalidadas dentro del Ciclo Formativo que cursa el alumno.

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

Nuestro centro anima a todo el personal a presentar su candidatura para realizar estancias de movilidad internacional, tanto mediante la difusión en nuestra web o redes, como a través de proporcionar información por mail y en reuniones informativas específicas y/o claustros. Los profesores que son seleccionados pueden realizar su estancia internacional sin ningún tipo de perjuicio, siendo sus clases cubiertas por otros profesores si el periodo en el que realizan la movilidad afectara a alumnos.

Por otro lado, se facilita a los profesores la información necesaria para que puedan reconocer las horas realizadas en su Erasmus como horas de formación que computan dentro de su expediente. Puesto que al tratarnos de un centro público no tenemos la competencia legal de reconocer nosotros directamente estas horas dentro del expediente de la persona que realiza su Erasmus, nos tenemos que limitar a informar de los pasos necesario a realizar y la documentación que el implicado tiene que proporcionar al Departamento de Educación de la

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

Generalitat de Catalunya para que estas horas puedan ser reconocidas. Por otro lado, a nivel interno del centro, el profesor tiene todo el reconocimiento informal del equipo directivo.

## 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.

Nuestras Políticas Erasmus estarán publicadas en la web del centro:  
[www.institutpoblenou.com](http://www.institutpoblenou.com)

Las actividades Erasmus serán promocionadas tanto en persona, a través de reuniones con alumnos y profesores, como de la página web, redes sociales y blog de movilidad internacional del centro.

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.

Los principios de esta carta Erasmus estarán publicados en la web del centro de manera que todo el mundo pueda acceder fácilmente. Además, se insistirá en dichos principios a través de los claustros y de las reuniones informativas específicas relativas al programa Erasmus, tanto con alumnos como con profesores y, en el caso de tratarse de estudiantes menores de edad, también con las familias.