

# EXTENDED ERASMUS UNIVERSITY CHARTER (STANDARD CHARTER AND STUDENT PLACEMENTS) Application form

Final date for submission: 30/06/2009

**256547-IC-1-2010-1-ES-ERASMUS-EUCX-1**

Type of Erasmus University Charter applied for

Standard

Extended (Student placements only)

Extended (Standard Charter and student placements)

Applicant's previous EUC number (if applicable):

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

Correspondence language EN

Erasmus Policy Statement original language: ES

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

Erasmus Policy Statement translation language EN

**A.1. Identification of the applicant institution**

Full legal name of the institution in the national language	INSTITUTO DE ENSEÑANZA SECUNDARIA LAS GALLETAS
Translation of this name in English	INSTITUTE OF SECONDARY SCHOOL LAS GALLETAS
Erasmus ID code of the institution (e.g. F PARIS333 - if available)	NEW 2009
Internet address	http://www.ieslasgalletas.com

**A.2. Identification of the legal representative**

Surname of the <b>legal representative</b> of the institution	RIVERO PADILLA	Name	ROSARIO
Title (optional) (e.g. Prof., Dr, etc.)	DIRECTORA	Gender	Female
Department/Unit			
Official function within the institution	HEAD TEACHER		
Phone (including country and area codes)	+ 34 922/73/38/04 y +34 922/73/24/99		
Fax (including country and area codes)	+ 34 922.78.44.38		
E-mail address (only one address)	38011844@gobiernodecanarias.org		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	C/. BERENICE 3.URBANIZACIÓN LA ESTRELLA. 38631 LAS GALLETAS, ARONA.SANTA CURZ DE TENERIFE ES, Spain		

**A.3. Erasmus co-ordinator**

Surname of the <b>Erasmus Coordinator</b> of the institution	ANTORANZ PECHARROMAN	Name	MERCEDES
Title (optional) (e.g. Prof., Dr, etc.)	PROFESORA	Gender	Female
Department/Unit	EDUCACIÓN FÍSICA		
Official function within the institution	PROFESORA		
Phone (including country and area codes)	+ 34 675/67/20/04 // + 34 922/73/38/04		
Fax (including country and area codes)	+ 34 922/78/44/38		
E-mail address (only one address)	mercedesantoranz@hotmail.com		
<b>Correspondence address</b> Street/Nr. Post code & Town Country Code, Country	C/. BERENICE 3.URBANIZACIÓN LA ESTRELLA. 38631 LAS GALLETAS.ARONA. SANTA CRUZ DE TENERIFE ES, Spain		

#### A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>			
Foundation year of your institution			2001
Level of degrees awarded			
First cycle degrees			No
Second cycle degrees			Yes
One-tier degrees			No
Third Cycle(without PhD)			No
<u>Doctoral degrees</u>			No
Number of students enrolled in 2008/2009 on <u>higher education</u> courses		Part-time	Full-time
			89
Number of students graduated in 2007/2008		First Cycle	26
		Second Cycle	
		One-tier degrees	
		Third Cycle(without PhD)	
		Doctoral degrees	
Number of teaching staff (total) in 2008/2009			11
Number of teaching staff (full-time equivalent) in 2008/2009			
Number of administrative staff (full-time equivalent) in 2008/2009			
Number of these administrative staff members directly working in European/international relations in 2008/2009 (full-time equivalent)			
First year of participation in Erasmus Programme with funding from the European Community			

**B****Respect of fundamental principles**

The institution agrees to comply with the following:

YES

01 Mobility shall be carried out only within prior inter-institutional agreements (in the case of student placements: within prior agreements between the Institution and the organizations where the placements are carried out);	<input checked="" type="checkbox"/>
02 No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students;	<input checked="" type="checkbox"/>
03 Full recognition shall be given to students for satisfactorily completed activities specified in the compulsory Learning Agreements and Placement Agreements.	<input checked="" type="checkbox"/>
04 Highest quality is ensured for the organisation of student and staff mobility;	<input checked="" type="checkbox"/>
05 Highest quality is ensured for the organisation of student placements;	<input checked="" type="checkbox"/>
06 Curriculum information is up to date, easily accessible and transparent;	<input checked="" type="checkbox"/>
07 An academic credit transfer system (ECTS or similar) gives transparency to the recognition procedures;	<input type="checkbox"/>
Solicitaremos el sistema de transferencia de créditos (ECTS) una vez concedida la Carta Europea Erasmus para todos los departamentos.	
08 Equal academic treatment and services are ensured to home and Erasmus students;	<input checked="" type="checkbox"/>
09 The integration of visiting Erasmus students in the activities of the institution is supported;	<input checked="" type="checkbox"/>
10 Transcripts containing full, accurate and timely information are provided to incoming Erasmus students and their home institutions;	<input checked="" type="checkbox"/>
11 Erasmus teaching activities are facilitated and acknowledged;	<input checked="" type="checkbox"/>
12 The institution promotes and gives visibility to the activities supported by the Erasmus programme;	<input checked="" type="checkbox"/>
13 The Erasmus University Charter and the related Erasmus Policy Statement are publicized in the institution;	<input checked="" type="checkbox"/>
14 The institution complies with the objectives on non-discrimination set out in the Lifelong Learning Programme.	<input checked="" type="checkbox"/>

**C****Information on the organisation of mobility**

**1.a Recognition matters: Is your institution using ECTS (ECTS credits, learning agreement, transcript of records) to facilitate academic recognition of Erasmus study periods abroad?**

- in all faculties/departments No
- in some faculties/departments No

**1.b Recognition matters: Will your institution use ECTS as an internal credit accumulation system?**

- in all faculties/departments Yes
- in some faculties/departments Yes

**2. Diploma Supplement**

Does your institution award a Diploma Supplement to students? No

**3. Support for teaching staff mobility: What provision will be made to facilitate and support ERASMUS teaching staff mobility?**

- a) Additional financial support from your institution No
- b) Acknowledgement of teaching activity abroad as an important part of academic career Yes
- c) Help with practical arrangements (travel, accomodation etc.) Yes
- d) Other (please specify) Yes

Se solicitará ayuda económica al Ayuntamiento de Arona y al Cabildo Insular de Tenerife

**4. Support for disabled students/teachers: Will your institution provide special facilities for:**

- a) Erasmus students/teachers with visual disability? No
- b) Erasmus students/teachers with hearing disability? No
- c) Erasmus students/teachers with other physical disability? Yes

# Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

1.a) Please describe clearly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and networks, etc.) and any other actions in the context of the Lifelong Learning Programme.

- What is the institution's previous experience in international exchange and cooperation programmes?
- How does the participation in the Erasmus programme relate to the overall international strategy of the institution?
- What are the institution's priorities/objectives to be reached by participating in the Erasmus programme?
- What are the specific activities to be implemented in the framework of the Erasmus programme (e.g. exchange of students and staff, development of cooperation with higher education institutions or other types of institutions, participation in Erasmus multilateral projects/ networks)?

El Archipiélago Canario está reconocido por la UE como región ultra periférica (insularidad, distancia, orografía, territorio discontinuo,...). Nuestra propuesta de trabajo va encaminada a paliar estas características y acercar Canarias al mundo. Nuestra principal fuente económica es el sector turístico, que exige un aprendizaje de idiomas combinado con una formación académica y empresarial altamente cualificada para que nuestros jóvenes respondan a las exigencias del mercado.

El Instituto se encuentra en la localidad de Las Galletas, situado en el municipio de Arona al Sur de la Isla de Tenerife. Es un centro denominado de Atención Preferente, catalogado como centro Motórico, multicultural, que apuesta por la Formación Profesional y que nos define como INNOVADOR, DEMOCRÁTICO, FORMADOR, ESTÉTICO, PARTICIPATIVO, JOVEN Y VIVO. Cuenta con 2 ciclos de grado medio (Peluquería y Estética) y 2 de grado superior: Administración de Sistemas Informáticos y Animación en Actividades Físicas y Deportivas, siendo estos últimos los únicos que existen en el municipio. Cuenta con 124 alumnos/as de ciclo formativo (el próximo año se incrementará en 20 más), de un total de 908 de los cuales un 39,1% del alumnado es extranjero (12,1% es del resto de países europeos, 23,8% americanos, 2,3% africanos y 1% asiáticos), para los que existe un programa de apoyo idiomático, iniciándose para el próximo nuestra andadura como centro bilingüe.

Los objetivos que nos planteamos permitirán al alumnado:

- 1- Mejorar las competencias individuales referidas a las capacidades terminales.
- 2- Tomar conciencia del concepto de educación permanente del alumnado (la adquisición de conocimientos, habilidades y competencias debe ser un proceso que se mantenga a lo largo de toda la vida) dentro y fuera del centro.
- 3- Mejorar la competencia lingüística en idiomas.
- 4- Mejorar las actitudes referidas a la iniciativa empresarial (autoempleo) y a la movilidad laboral transnacional.
- 5- Mejorar los métodos de producción aplicados en las empresas canarias e informarles de nuevas posibilidades de negocio que se estén abriendo en los países de acogida.
- 6- Intercambio cultural y enriquecimiento del entorno (mostrando contenidos propios de la comunidad canaria y la cultura española).

En cuanto a la formación del profesorado, nos permitiría:

- 1- Ampliar nuestros conocimientos y diversificar nuestra enseñanza.
- 2- Contrastar líneas metodológicas.
- 3- Intercambiar información referida a las prácticas en las empresas y ver su dinámica de actuación.
- 4- Mejorar la competencia lingüística en idiomas con el fin de llevar la oferta bilingüe hasta los ciclos formativos.

Por todas estas razones, el Programa ERASMUS es una gran oportunidad para todos/as de formación y experiencia, ofertando un amplio abanico de posibilidades y favoreciendo los programas europeos.

1.b) What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

Fomentaremos el Programa ERASMUS a través de la web del centro y en la municipal, habilitaremos un tablón de anuncios específico ("NOTICIAS ERASMUS") a la entrada del centro, informaremos a través de mensajes de correo electrónico, sms, de la radio del centro y de la radio local, se informará a las empresas colaboradoras y a los demás centros educativos, en la CCP, Claustro, reuniones de coordinación de familia profesional y entrega de folletos informativos en la Muestra de profesiones (a nivel Insular).

1.c) What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

EL centro desarrolla actualmente proyectos de: Interculturalidad, Mediación y resolución de conflictos, Apoyo idiomático, Educación patrimonial, Coeducación, Recuperación del huerto ecológico, Teatro social: representamos y transformamos nuestro entorno, Diversidad: por una escuela inclusiva, y Nuestro proyecto educativo: el proyecto de todas y todos. Colabora en proyectos con Servicios Sociales (Plan de drogodependencia) y las Concejalías de Juventud, Educación y Cultura, Medio Ambiente y Deportes.

2. Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure highest quality in academic mobility activities?

Details should be provided in particular on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, facilitation and acknowledgement of staff mobility.

Este programa permitiría al instituto ser pionero en la zona sur de la isla en el fomento de la dimensión europea, a través de acciones de movilidad del alumnado (para su formación académica así como para su formación en centros de trabajo) y del profesorado (intercambio de estrategias metodológicas y recursos docentes). Estas acciones para el alumnado serán evaluables dentro del programa formativo obligatorio, que será complementado con cursos de formación específica, idiomática y cultural (módulo de contenidos de "Juegos y deportes tradicionales de Canarias" y "Actividades Náutico-Recreativas" que muestran la particularidad de nuestra insularidad y el gran atractivo e idiosincrasia de las Islas Canarias). Estas acciones serán muy importantes ya que las desarrollará el alumnado visitante para facilitar su integración social y laboral. Para las prácticas de empresa, se seleccionan aquellas que más se ajustan al perfil del alumnado. Su seguimiento y certificación se realizará directamente a través del tutor/a de prácticas y bajo informe de los responsables de las empresas, estableciendo revisiones antes, durante y después del proceso. Para la certificación, se implantará en España y por comunidades, el Sistema de Transferencia de Créditos Europeo (ECTS) para el curso 2009-2010. Además en el caso del Ciclo Superior de Administración de Sistemas Informáticos, tenemos un convenio con el Fondo Social Europeo y en el caso del Ciclo Superior de Animación de Actividades Físicas y Deportivas tenemos un convenio con el Ayuntamiento de Arona. También se certificará por parte del centro horas de asistencia que realice el alumnado de acogida (10 horas equivalen a 1 crédito) así como aquellos módulos superados.

3. Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreements are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement(s) period as well as its recognition in the curriculum.

Para asegurar la calidad de la movilidad, se solicitará y se enviará con 3 meses de antelación el perfil del alumnado y del currículo que cursa, de esta manera el equipo educativo podrá establecer los contenidos básicos a tratar durante el intercambio, realizando un seguimiento de los progresos y resolución de dificultades en las tareas que deban realizar, antes, durante y después del intercambio propiamente dicho, asegurándonos que esas actividades sirvan de complemento a lo que se imparte durante el curso escolar en su país de origen.

Además se establecerá contacto con el alumnado por medio de correo electrónico para su seguimiento personalizado, y también se usará el sms para la convocatoria de actividades e intercambios de información.

Se mantendrá contacto directo y periódico con el/la coordinador/a del país receptor o emisor del alumnado, así como entre el centro y las empresas de prácticas para coordinar las directrices de actuación.

Cada alumno/a visitante contará con un alumno/a guía temporal (tal cual se refleja en nuestro "Protocolo de Acogida"), de forma que le ayude en el trabajo diario y en la integración con el grupo-clase, con el centro y con el municipio (instalaciones, profesorado, resto de alumnado, equipo directivo, dinámica del centro, tareas...).

También se le asignará a cada alumno/a un profesor/a tutor/a que le ayudará a resolver cualquier duda que le surja, además de la ayuda de la coordinadora del proyecto.

En cuanto a la selección de la movilidad del alumnado en prácticas, se tendrá en cuenta que tengan los módulos de 1º y de 2º superados y se tendrá en cuenta el informe emitido por el departamento de idiomas sobre las competencias lingüísticas.

Por último decir que el centro solicitará ayudas económicas municipales (Ayuntamiento de Arona) e insulares (Cabildo Insular de Tenerife) para ayudar a los gastos de estancia, transporte y manutención, y así facilitar la posibilidad de movilidad a todo el alumnado solicitante.

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- What is the institution's previous experience in international exchange and cooperation programmes?
- How does the participation in the Erasmus programme relate to the overall international strategy of the institution?
- What are the institution's priorities/objectives to be reached by participating in the Erasmus programme?
- What are the specific activities to be implemented in the framework of the Erasmus programme (e.g. exchange of students and staff, development of cooperation with higher education institutions or other types of institutions, participation in Erasmus multilateral projects/ networks)?

Canary Islands is an ultra-peripheral region within the EU. Our school project tries to overcome this fact by establishing a close link of the Inlands with the world. Tourism is the main economic sector, so learning foreign languages is crucial for our students, as well as having a good academic and working experience. Our school is in Las Galletas, a small village located in the council of Arona, in the South of Tenerife Island. Ours is a multicultural school, adapted for students with physical disabilities and with several innovative projects. We are proud of being innovative and participative. We have two Vocational Courses of 2<sup>o</sup> grade in Hairdressing and Beauty Therapy, and two Vocational Courses 3rd grade, one in Computers Systems, and another one in Sports and Physical Activities. The number of students in these courses is 124 (we will have 20 next year). The total number of students in our institution is 908. 39,1% of these are foreign students (12,1% from other European countries, 23,8% from South American countries, 2,3 from African countries and 1% from Asia). For all of them there is a specific program to help them with the Spanish language. We are also going to develop a bilingual education program (CLIL) for next year.

The goals that we aim to achieve with this European project are:

- 1.- Improve our students' individual competences in relation to their professional education.
- 2.- Foster the concept of lifelong learning.
- 3.- Improve the linguistic competences in foreign languages.
- 4.- Promote self-employment and working mobility initiatives.
- 5.- Become a reference for companies in the Canary Islands for implementing new procedures of production and sharing information about new working opportunities in other European countries.
- 6.- Cultural exchange and cultural enrichment (cultural aspects of Spain and the Canary Islands)

In reference to the teachers, we expect to achieve:

- 1.- Widen our teaching knowledge and diversify our methodology.
  - 2.- Share and compare different methodological aspects.
  - 3.- Exchange information concerning the training of students in real companies.
  - 4.- Improve the linguistic competence in foreign languages, to foster bilingual teaching in Vocational courses.
- Consequently, the possibilities that the program Erasmus offers are a great opportunity for all our educative community both as education and experience.

1.b) What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

We will advertise the Erasmus Program through our webpage and also in the council website; we will use a notice board specifically for Erasmus activities (called ERASMUS NEWS) at the school hall; we will use sms and emails, the school radio and the local radio; we will give information to the companies in the area and other educative institutions; finally, we will inform our school in the weekly coordination meetings.

1.c) What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

Our school is very sensitive to these topics. Proof of this are the several programs that we are currently developing: Interculturalism activities, Mediation in school conflicts, Spanish lessons for foreign students, Coeducative programs and other related programs that help to overcome any kind of discrimination. We are also a "motoric school", that means that our building ensures a good mobility of people with walking difficulties.

2. Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure highest quality in academic mobility activities?

Details should be provided in particular on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, facilitation and acknowledgement of staff mobility.

With the Erasmus University Charter we would become a pioneering school in our region, promoting a european dimension of education and professional training, for the students (education and training in companies) and for the teachers (methology exchange and teachin g resources).  
The activities for the student will be evaluated as part of the compulsory program, and we will offer the students other specific training, such as language refresher courses and cultural knowledge (for example, by means of subjects such as "Traditional games and sports in the Canary Islands" and "Nautical and recreational activities", which are part of our curricula and a good example of our identity and nature). We consider that these activites will help the student to integrate in the school and social life.  
Regarding the training in companies, we will choose those more appropriate for the student. The tutor will follow the development of this training, as well as those in charge of the training in the companies, by means of complete reports during and after the training period.  
For the certification, the ETCS will be introduced in Spain by the year 2009/10. In addition, our courses in Computer Systems have an agreement with the European Social Funds and our courses of Sports and Physical Activites work together with the town council of Arona.  
We will give a certification of all the activities that the student may participate in (10 hours equals 1 credit).  
Finally, we will help the student to find the best accomodation, considering their preferences.

3. Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreements are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement(s) period as well as its recognition in the curriculum.

In order to ensure the quality of the placement, we will ask for and we will send information about the students' profile and about the curricula of the courses, so that the teaching staff can establish the basic contents during the exchange. We will follow the development of the student ad we will help them in order to overcome any difficulty that may arise during and after the exchange, so that the coordination of the educative institutions is positive. Therefore, we will have close contact with students, by email, sms, to inform them of the different activities and to make the communication easier.  
We will be in contact with the coordinator of the program in the foreign countries, as well as with the companies where the students have the training.  
Some of our students will help the foreign students to integrate in the school activities and in the school life (activities, class-partners, school organization, school facilities, etc), as well as help them to integrate in the life of the village and the island.  
In addition, the Erasmus student will have a specific tutor who will help them with any question that may arise.  
For the selection of students to take part in this program, we will take into consideration the subjects that the student has passed (first and second year) and the report from the languages Department concerning their linguistic competences in foreign languages.  
Last but not least, our institution will ask for grants to the Town Council and the Insular Council to help with the students' expenses (accommodation, transport, maintenance), so more students can participate in this European program.



# ERASMUS

**Extended University Charter**  
**(Standard Charter and Student Placements)**  
2010/2011 - 2013/2014

The European Commission hereby awards this Charter to:

**UNIVERSITY of EUROPE**

(hereinafter "the Institution")

**The Institution agrees to comply with the following fundamental principles of Erasmus mobility:**

- Mobility shall be carried out only within prior inter-institutional agreements (in the case of student placements: within prior agreements between the Institution and the organisations where the placements are carried out);
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition shall be given to students for satisfactorily completed activities specified in the compulsory Learning Agreements and Placement Agreements.

**The Institution also agrees:**

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure the highest quality in the organisation of student placements;
- to ensure that curriculum information is up to date, easily accessible and transparent;
- to ensure that an academic credit transfer system (ECTS or similar) gives transparency to the recognition procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicize this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

## Endorsement of the application

*"I, the undersigned, Head and 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 Erasmus 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 University Charter outlined above and commit my institution to respect and observe these obligations;*
- *confirm that the information given in the application submitted online and in this paper version is identical;*
- *agree to the publication of the Erasmus Policy Statement by the European Commission.*

*Place:*

*Name:*

*Date (dd/mm/yy):*

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

**Original** *stamp or seal of the Institution*

### **Acknowledgement of receipt**

After submission, Applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus University Charter (EUC) application. If by **15.07.2009** the application has not been listed on the website, the applicant should contact the EACEA EACEA-EUC@ec.europa.eu.