



EXTENDED ERASMUS UNIVERSITY CHARTER (STUDENT PLACEMENTS ONLY) Application form

Final date for submission: 28/11/2008

254519-IC-1-2009-1-ES-ERASMUS-EUCP-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	IES FRANCISCO TOMÁS Y VALIENTE		
Translation of this name in English	SECONDARY SCHOOL FRANCISCO TOMÁS Y VALIENTE		
Erasmus ID code of the institution (if available)	NEW 2008		
Internet address	http://www.iesfranciscotomasyaliente.com		

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	TOMÁS ALONSO PÉREZ		
Title (optional) (e.g. Prof., Dr, etc.)	TEACHER	Gender	Male
Department/Unit	VOCATIONAL TRAINING		
Official function within the institution	HEADMASTER		
Phone (including country and area codes)	+34/91/7591114		
Fax (including country and area codes)	+34 / 91/7594077		
E-mail address (only one address)	director@iesfranciscotomasyaliente.com		
Legal address of the institution			
Street/Nr.	BENITA AVILA, 3		
Post code & Town	28043 MADRID		
Country Code, Country	ES, Spain		

A.3. Erasmus co-ordinator

First name and surname	MARTA CAÑELLA SÁNCHEZ		
Title (optional) (e.g. Prof., Dr, etc.)	DIRECTORA GENERAL	Gender	Female
Department/Unit	DIRECCIÓN GENERAL DE EDUCACIÓN Y JUEVENTUD AYUNTAMIENTO DE MADRID		
Official function within the institution	DIRECTORA GENERAL		
Phone (including country and area codes)	+34 /91 /4801113		
Fax (including country and area codes)	+ 34/ 91/4801228		
E-mail address (only one address)	casadobmt@munimadrid.es		
Correspondence address			
Street/Nr.	ORTEGA Y GASSET, 100		
Post code & Town	28006 MADRID		
Country Code, Country	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			1986
Level of degrees awarded			
First cycle degrees			Yes
Second cycle degrees			No
One-tier degrees			No
Third Cycle(without PhD)			No
<u>Doctoral degrees</u>			No
Number of students enrolled in 2007/2008 on <u>higher education</u> courses		Part-time	Full-time
			120
Number of students graduated in 2007/2008		First Cycle	50
		Second Cycle	
		One-tier degrees	
		Third Cycle(without PhD)	
		Doctoral degrees	
Number of teaching staff (total) in 2007/2008			28
Number of teaching staff (full-time equivalent) in 2007/2008			28
Number of administrative staff (full-time equivalent) in 2007/2008			2
Number of these administrative staff members directly working in European/international relations in 2007/2008 (full-time equivalent)			2
First year of participation in Erasmus Programme with funding from the European Community			2005

B**Fundamental principles**

The institution agrees to comply with the following:

YES

01 Mobility shall be carried out only within prior agreements between the Institution and the organisations where the placements are carried out;

02 Full recognition is given to students for satisfactorily completed activities specified in the compulsory Placement Agreements;

03 Highest quality is ensured for the organisation of student placements;

04 A credit transfer system gives transparency to the recognition procedures;

05 The institution promotes and gives visibility to the activities supported by the Erasmus programme;

06 The Erasmus Charter and the related Erasmus Policy Statement are publicized in the institution;

07 The institution complies with the objectives on non-discrimination set out in the Lifelong Learning Programme.

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

Yes

- in some faculties/departments

Yes

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?

Yes

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

Yes

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

RED XARXA

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

a) Erasmus students/teachers with visual disability?

Yes

b) Erasmus students/teachers with hearing disability?

Yes

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).

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

b) Please also provide information on the following points:

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?

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 IES Francisco Tomás y Valiente es un centro de Enseñanza Secundaria postobligatoria en el que se imparten Ciclos Formativos de Grado Superior de Formación Profesional Específica de las Familias Profesionales de Administración y Electricidad.

Nuestros objetivos son:

1. Complementar la formación de los estudiantes con estancias en empresas de países de la U. E.
2. Aumentar sus competencias lingüísticas con la asistencia a cursos de idioma.
3. Participar en cursos de enseñanza, relacionados con su especialidad, en Centros Superiores de formación en el país de destino.
4. Acogida de estudiantes y profesores de países terceros en nuestro Centro.

Nuestro ámbito de actuación serían centros de enseñanza, y/o centros de trabajo de países de la U.E.

Entre las acciones que prevemos aplicar dentro de la estrategia Erasmus están:

1. La continua actualización de nuestra página Web con toda la información de modo fácilmente accesible referida a la Erasmus Policy Statement (EPS).
2. La creación de un Departamento específico de atención y gestión de las acciones Erasmus.
3. Convenios con las empresas que habitualmente colaboran con nosotros para la acogida de estudiantes y profesores de países de la Unión Europea.
4. La firma y ampliación de convenios con las autoridades municipales y regionales en el marco de la Formación Profesional para intercambio de experiencias y estancias de profesores y estudiantes en centros de formación y gestión de la misma.

* El centro ha participado en el Programa L. da Vinci, durante , varios años, donde los estudiantes de los C. de Gº Superior han realizado sus prácticas en distintos países de la U.E.

*El centro cuenta con alumnado de diferentes nacionalidades y por tanto con diversidad de lenguas y diferentes y culturas. En el centro existe un personas encargadas de la orientación que atiende toda esta pluralidad y se desarrollan programas para erradicar la violencia de género y las actitudes machistas en todos los miembros de la comunidad educativa y actividades para la mejora de la convivencia mediante la mediación para la resolución de conflictos.

* El centro está adecuado en accesibilidad para acoger a estudiantes con discapacidad.

* El centro desarrolla un Proyecto global de Mejora de la Calidad Educativa en el que están incluidos el Plan de Mejora del centro, y nuestra Carta de Servicios. Contamos con un Comité de Calidad.

* Tenemos un proyecto de innovación consistente en una Empresa Simulada que permite al alumnos desarrollar su actividad en un entorno real (simulado) como paso previo al mercado laboral.

El centro cuenta con un responsable de Tecnologías de la Información y Comunicación para la mejora de la actividad escolar y docente de toda la comunidad educativa.

* Los módulos de los C. de Gº Superior tienen reconocido, al ser enseñanza reglada, la equivalencia en créditos para facilitar su convalidación con estudios universitarios y por tanto su reconocimiento europeo, cualquier estudiante que curse los C.de Gº Superior, tendrá reconocido, automáticamente, ese valor en créditos. Los currículos que componen cada uno de los módulos del C. Formativo serán accesibles a través de la página Web del centro, existiendo la posibilidad de obtener más información contactando a través del correo electrónico. los mismos.

* Se realizarán reuniones con los estudiantes salientes proporcionándoles toda la información que se considere necesaria tanto la referida a las características del lugar de la estancia como a la del puesto de trabajo para la realización de las prácticas; así mismo existirá una tutoría personalizada.

*Los alumnos entrantes, se adjudicará un tutor que realizará un seguimiento de estos estudiantes para garantizar su inserción en el destino. El centro no cuenta con alojamientos propios, sí, con los medios suficientes para gestionar y garantizar la estancia y la integración de los estudiantes en el destino.

* Se organizarán cursos de idioma para todos los estudiantes.

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 agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

La acción fundamental que queremos desarrollar con el programa Erasmus es la de estancias en países de la U.E. para el desarrollo de prácticas en empresas de estudiantes de Formación Profesional, demostrando en el ámbito laboral las capacidades y conocimientos adquiridos en el Centro educativo y habilidades específicas y propias del medio laboral en que desarrollen su actividad, así como la mejora y práctica de diferentes lenguas distintas y que facilitan la inserción laboral en cualquier de los países de la U.E. y enriqueciendo el CV europeo del estudiante. Estas prácticas están incluidas en currículo del ciclo, módulo de Formación en Centros de Trabajo (FCT), cumpliendo los requisitos necesarios para poder titular en el Ciclo Formativo correspondiente, todo ello sin perjuicio de que se desarrollen también actividades de enseñanza en el marco de este programa.

Para ello contamos con más de 50 convenios firmados con empresas españolas, internacionales e instituciones públicas de los sectores de Administración y Electricidad.

También tenemos un convenio con el Ayuntamiento de Madrid para realizar las movilidades con empresas e instituciones de países de la U.E. Estos acuerdos se realizaron durante el desarrollo del Programa L. da Vinci. La selección de la empresa para la realización de las prácticas se realizará según las características profesionales, a su reconocimiento de calidad y a la posibilidad de alcanzar las capacidades definidas para el Ciclo Formativo.

La estancia incluyen un plan de seguimiento, un plan de formación en la empresa, la tutoría de un representante de la empresa y la tutoría de un representante del Centro de educación; semanalmente, tanto el alumno como el tutor de empresa y el tutor del Centro, deben cumplimentar unas fichas de seguimiento de la actividad del estudiante dentro de la empresa; al finalizar se realiza su evaluación por el tutor de la empresa con la supervisión del tutor del centro y se certifica con valor académico.

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).

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

b) Please also provide information on the following points:

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?

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)?

The IES. FRANCISCO TOMÁS Y VALIENTE is a post-obligatory Higher Vocational Training School where F. C. Degree levels of P. Education are imparted in the areas of Administration and Electrical Engineering.

Objectives and priorities

1. Completing our students' education by arranging for them their stay in a company in an E.U. country.
 2. Improving their linguistic competence by studying languages on-site.
 3. Taking part in teaching-courses for specific purposes.
 4. Staying in working and educational centres for our teachers in other E.U. countries.
 6. Giving our students the possibility of meeting different cultures, places and people which will enable them to fight against sexist, xenophobe and racist attitudes through the knowledge of environments different from their own.
 7. Making easy for disabled students their moving about in our institution.
 8. Giving wide visibility to the Erasmus Policy Statement (and any of the Erasmus activities and actions) by publishing it on the web page of our institution.
- The students' selection for the programme takes academic results and linguistic knowledge into account, not considering sex, race or social origin, environment or physical conditions.
- Our mobility should be in the scope of higher schools, and/or working places in E.U. countries.

Measures implemented:

1. The bringing up to date of our web page with easy access to any new information related to the Erasmus Policy Statement.
2. The creation of a specific department for the administration and management of any question related to Erasmus.
3. Agreements with those companies and firms which usually work with us so as to make the students and teachers from E.U. countries welcome.
4. The signing and extension of agreements with Town Halls and government authorities in Training Educa. so that teachers and students from abroad can exchange experiences and stays with us in our institutions.

Our institution has been giving our students the possibility of completing their compulsory "on the job" training in a company in an E.U. country since 2005, through the LEONARDO project. Since then, we have had an agreement with the Town Hall in Madrid by which we have sent students to different companies in European cities.

We have students from very different countries and, consequently, there is a diversity of languages, cultures and beliefs. There are professionals in charge of their vocational guidance, and actions implemented to ensure the eradication of gender violence and sexism are taking place through programmes related to gender quality, as well as other programmes designed to the enhancement of social and economic cohesion and combating of xenophobia and racism and the integration of disabled students and staff. Our centre provides special facilities for disabled students.

Our centre is developing a Global Project for the Improvement of Educational Quality in which the Improvement Project of the Centre and our Quality Chart are included. We also have a Quality Committee.

Besides our centre has an Innovation Project consisting of a Simulated Company which allows the student to develop their activities in a real (feigned) environment as a previous step in their way to the working world.

There is also a person responsible for I. C. Technologies so as to facilitate the improvement of both teachers and students. The degrees awarded in our institution, First cycle degrees, have got full recognition of its equivalence in credits so as to facilitate its authentication with university studies and therefore, its European recognition. Anybody studying F. C. Degree has the immediate recognition. With regard to those Erasmus students coming to our centre, they will be supervised by a tutor. We do not have dwellings but we have the means which enable us to finance and guarantee their stay here and their integration at the placement. Students, both those going to E U countries as those coming here will receive language tuition.

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 agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

The main action we want to develop with ERASMUS is the students' mobility to E.U. countries so that they can practise their work-training in companies where the placements are carried out, showing their capacity and knowledge, learned in the educational centre, in the working place. Furthermore, we also want them to use and improve languages different from their own, so as to facilitate their access to the working market in any of the EU countries, and to enrich their European CV. This training is included in the F. C. Programme, in the W. Training Centres (FCT), and it complies with the requirements to get their suitable cycle degree. At the same time, other actions, related to educational training, will also be developed in the framework of this programme. In order to do that we have into account more that fifty agreements of cooperation signed with Spanish and international companies, and public institutions working in the area of Administration and Electronic Engineering. We also have an agreement with the Town Hall in Madrid, to carry on the students' mobility with companies and institutions in EU countries as Italy, Belgium and France. These agreements were signed while taking part in the L. Da Vinci Project. The selection of the company for the students' training will be made according to that company's professional features, its quality recognition and especially, the possibility of having the capacities defined for the T. Cycle. To ensure high quality in student placements there will be a tutored supervising of the student, based on the syllabus of the firm's training, the tutorial functions of a company representative and the tutorship of the representative assigned by the educational centre. The student and both the two representatives shall compliment a weekly form showing the student activities inside the company. At the end, an evaluation is carried out by the company's tutor while the centre's tutor will supervise it and it will academic recognition.

ERASMUS

**Extended University Charter
(Student Placements only)**
2009/2010 - 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 between the Institution and the organisations where the placements are carried out;
- Full recognition shall be given to students for satisfactorily completed activities specified in the compulsory Placement Agreements.

The Institution also agrees:

- to ensure the highest quality in the organisation of student placements;
- to ensure that a credit transfer system gives transparency to the recognition procedures;
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise 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 for a 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 **12.12.2008** the application has not been listed on the website, the applicant should contact the EACEA EACEA-EUC@ec.europa.eu.