



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

Final date for submission: 30/06/2009

249073-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):

249073-IC-1-2008-1-ES-ERASMUS-EUCP-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 (e.g. F PARIS333 - if available)	E MADRID73
Internet address	http://www.iesfranciscotomasyaliente.com

A.2. Identification of the legal representative

Surname of the legal representative of the institution	TOMAS	Name	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

Surname of the Erasmus Coordinator of the institution	JAIME	Name	RODRIGUEZ CEREZO
Title (optional) (e.g. Prof., Dr, etc.)	PROFESOR	Gender	Male
Department/Unit	JEFATURA DE ESTUDIOS		
Official function within the institution	JEFE DE ESTUDIOS		
Phone (including country and area codes)	+34/91/7591114		
Fax (including country and area codes)	+34/91/7594077		
E-mail address (only one address)	jefaturaestudios@iesfranciscotomasyaliente.com		
Correspondence address			
Street/Nr.	BENITA AVILA, 3		
Post code & Town	28043 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 2008/2009 on <u>higher education</u> courses		Part-time	Full-time
			120
Number of students graduated in 2007/2008		50	
		First Cycle	
		Second Cycle	
		One-tier degrees	
		Third Cycle(without PhD)	
		Doctoral degrees	
Number of teaching staff (total) in 2008/2009			28
Number of teaching staff (full-time equivalent) in 2008/2009			28
Number of administrative staff (full-time equivalent) in 2008/2009			2
Number of these administrative staff members directly working in European/international relations in 2008/2009 (full-time equivalent)			2
First year of participation in Erasmus Programme with funding from the European Community			2005

The institution agrees to comply with the following:

YES

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) No

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).

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 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. Convenios con las empresas que habitualmente colaboran con nosotros para la acogida de estudiantes y profesores de países de la Unión Europea.
2. 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 Leonardo da Vinci, durante varios años, donde los estudiantes de los Ciclos de Grado Superior han realizado sus prácticas en distintos países de la U.E.

La acción fundamental que queremos desarrollar con el programa Erasmus es la de estancias en países de la Unión Europea 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. Estas prácticas están incluidas en currículo del Ciclo Formativo, 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 movilizaciones con empresas e instituciones de países de la U.E. Estos acuerdos se realizaron durante el desarrollo del Programa Leonardo da Vinci. 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 y certifica por el tutor.

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?

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

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. Se realizarán reuniones informativas con los estudiantes dando toda la información que se considere necesaria sobre el PROGRAMA ERASMUS y el APRENDIZAJE PERMANENTE

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 cuenta con alumnado de diferentes nacionalidades y diversidad de lenguas 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 solución de conflictos.
* El centro es accesible para las personas con discapacidad.

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.

* 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 Ciclo de Grado 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 Ciclos de Grado Superior, tendrá reconocido, automáticamente, ese valor en créditos. Los currículos que componen cada uno de los módulos del Ciclo 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 y demas personal y tendrá un enfoque eminentemente práctico.

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)?

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.
- Our mobility should be in the scope of higher schools, and/or working places in E.U. countries.
Agreements with those companies and firms which usually work with us so as to make the students and teachers from E.U. countries welcome.

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.

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.

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 have an academic recognition.

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?

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. 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.

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)?

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.

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.

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. This training is included in the Formative Cycle Programme, in the Working 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 than 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.

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.