

ERASMUS+

Proposal Template

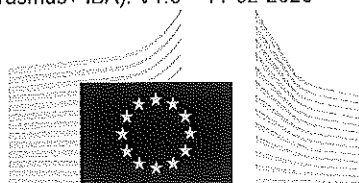
**Administrative Forms (Part A)
Project Technical Description (Part B)**

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.

EU Grants: Proposal template (EACEA Erasmus+ IBA): V1.0 – 11-02-2020

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.*

TABLE OF CONTENTS

PROPOSAL (PART B)	2
COVER PAGE	5
COMMITMENT TO THE ERASMUS CHARTER PRINCIPLES	7
1. Erasmus Policy Statement (EPS)	11
1.1 Erasmus activities included in your EPS.....	11
1.2 Erasmus Policy statement (EPS): your strategy	11
2. Implementation of the Fundamental Principles	17
2.1 Implementation of the new principles.....	17
2.2 When participating in Mobility Activities - After mobility	20
2.3 For the Purposes of Visibility	21

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

JOSE MANUEL GONZÁLEZ FIDALGO

Signature of the legal representative



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

Please note that your Erasmus+ National Agency will 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?

EU Grants: Proposal template (EACEA Erasmus+ IBA): V1.0 – 11-02-2020

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

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

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 and explain the policy objectives you intend to pursue).

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

El Centro Integrado de Formación Profesional CIFP Zornotza LHII es un centro de referencia de la región que además de impartir formación reglada ofrece formación continua (life long learning) del Catálogo Nacional de Cualificaciones Profesionales. Ello implica colaborar con las empresas de la zona, de las cuales una parte considerable trabajan en un ámbito internacional y hace que CIFP Zornotza LHII considere incluir dentro de su política aspectos relacionados con la internacionalización.

Como Centro de formación profesional Integral trabaja con estándares de gestión de calidad internacionales, como la ISO 9001, que promueve una política de mejora continua y hace que en nuestro caso no pueda faltar la internacionalización.

Con todo ello se pretende ampliar tanto la empleabilidad de nuestros alumnos como la competitividad de nuestras empresas y así fomentar el desarrollo social y económico de la zona.

En consecuencia CIFP Zornotza LHII considera fundamental que nuestro alumnado y personal en general, participen en actividades de formación y en proyectos de innovación e intercambio de buenas prácticas del programa Erasmus+, contribuyendo así a la modernización de nuestro centro.

Por otro lado, el conocimiento del funcionamiento de otros centros de formación profesional europeos, como sus mercados de empleo en cuanto a las tendencias, metodologías, pedagogías y tecnología contribuyen al progreso de nuestro centro acorde con nuestra política de mejora continua.

La dirección de CIFP Zornotza LHII está convencida de que promoviendo que nuestro personal y alumnado pueda realizar prácticas en empresas europeas, y asimismo pueda participar en proyectos transnacionales, contribuye a la consolidación del área de educación europea y a su vez al fortalecimiento de la dimensión de la cultura Europea.

The CIFP Zornotza LHII Integrated Vocational Training Center is a reference center in the region that, in addition to providing regulated training, offers continuous training (lifelong learning) from the National Catalogue of Professional Qualifications. This implies collaborating with local companies. A considerable part works in an international

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

environment and makes CIFP Zornotza LHII include aspects related to internationalization in its policy.

As an Integrated Vocational Training Center, it works with international quality management standards, such as ISO 9001, which promotes a policy of continuous improvement and makes internationalization a must.

With all this taken into account, the aim is to expand both the employability of our students and also the competitiveness of our companies and this way, promote the social and economic development of the area.

Consequently, CIFP Zornotza LHII considers it essential that our students and staff in general participate in training activities, innovation projects and exchange of good practices of the Erasmus + program, thus contributing to the modernization of our center.

On the other hand, gaining knowledge about operations at other European vocational training centers, such as their employment markets in terms of trends, methodologies, pedagogies and technology, contributes to the progress of our center in accordance with our policy of continuous improvement.

The management and school board of CIFP Zornotza LHII is convinced that by encouraging our staff and students to do internships in European companies, as well as participating in transnational projects, contributes to the consolidation of the European education area and at the same time, boosts the European cultural dimension.

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)

La dirección de CIFP Zornotza LHII ha creado un Departamento Específico de Internacionalización con el fin de que ayude a la consecución de los objetivos contemplados en el plan anual del centro en este aspecto.

Este departamento es el que se encargará de gestionar y promocionar las acciones clave Erasmus+ KA1 y KA2. Concretamente acciones referentes a la movilidad de nuestros estudiantes para realizar prácticas en empresas europeas y a de acciones referentes a la cooperación con otras organizaciones e instituciones europeas para la innovación o intercambio de buenas prácticas.

Dichas acciones en conjunto contribuyen a que CIFP Zornotza LHII pueda:

- Ofrecer a su alumnado, personal, y en consecuencia a la sociedad y al tejido empresarial de la zona, una formación y conocimiento más amplio, acorde con un mercado cada vez más global, de modo que aumente su empleabilidad y competitividad.
- Recibir información y destreza de las experiencias europeas que ofrece el participar en el programa Erasmus+ para así poder ir adecuando los objetivos como centro integral de formación en cuanto a tendencias, tecnologías y metodologías.

The management of CIFP Zornotza LHII has created a Specific Department of Internationalization in order to help achieve the objectives set forth in the centre's annual plan in this regard.

This department is in charge of managing and promoting the key actions Erasmus + KA1 and KA2. Specifically actions related to the mobility of our students to carry out internships in European companies and actions related to cooperation with other European organizations and institutions for innovation or exchange of good practices.

These actions together contribute to CIFP Zornotza LHII being able to:

- Offer its students, staff, and consequently society and the business of the area, a broader training and knowledge, in accordance with an increasingly global market, so as to increase their employability and competitiveness.
- Receive information and skills of the European experiences offered by participating in the Erasmus + program in order to adapt the objectives as a comprehensive(Integrated ?) training center in terms of trends, technologies and methodologies.

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)

La dirección de CIFP Zornotza LHII ha creado un Departamento Específico de Internacionalización con el fin de que ayude a la consecución de los objetivos contemplados en el plan anual del centro en este aspecto.

Este departamento es el que se encargará de gestionar y promocionar las acciones clave Erasmus+ KA1 y KA2. Concretamente acciones referentes a la movilidad de nuestros estudiantes para realizar prácticas en empresas europeas y a de acciones referentes a la cooperación con otras organizaciones e instituciones europeas para la innovación o intercambio de buenas prácticas.

Dichas acciones en conjunto contribuyen a que CIFP Zornotza LHII pueda:

- Ofrecer a su alumnado, personal, y en consecuencia a la sociedad y al tejido empresarial de la zona, una formación y conocimiento más amplio, acorde con un mercado cada vez más global, de modo que aumente su empleabilidad y competitividad.
- Recibir información y destreza de las experiencias europeas que ofrece el participar en el programa Erasmus+ para así poder ir adecuando los objetivos como centro integral de formación en cuanto a tendencias, tecnologías y metodologías.

The management of CIFP Zornotza LHII has created a Specific Department of Internationalization in order to help achieve the objectives set forth in the centre's annual plan in this regard.

This department is in charge of managing and promoting the key actions Erasmus + KA1 and KA2. Specifically actions related to the mobility of our students to carry out internships in European companies and actions related to cooperation with other European organizations and institutions for innovation or exchange of good practices.

These actions together contribute to CIFP Zornotza LHII being able to:

- Offer its students, staff, and consequently society and the business of the area, a broader training and knowledge, in accordance with an increasingly global market, so as to increase their employability and competitiveness.*
- Receive information and skills of the European experiences offered by participating in the Erasmus + program in order to adapt the objectives as a comprehensive training center in terms of trends, technologies and methodologies.*

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)

Confiamos que participando en los programas Erasmus+ CIFP Zornotza LHII siga creando una cultura de internacionalización en la zona tanto a nivel económico como social y cultural.

Tomando parte en estas acciones de movilidad y cooperación Europeas, pretendemos que los de alumnos y personal de CIFP Zornotza LHII adquirieran más habilidades para desenvolverse en un entorno internacional.

Además, se pretende que la gente en relación con nuestro centro sea consciente de un sentido de identidad europea, de su patrimonio cultural y de su diversidad.

Esperamos también que los proyectos que tomemos parte aporten a la actualización y al progreso de CIFP Zornotza LHII como centro, y particularmente sirvan para crecimiento del alumnado, docentes y del personal en general.

Por otra parte CIFP Zornotza LHII concibe que el reconocimiento por tomar parte en estas acciones siga siendo una contribución a la satisfacción del profesorado, personal y alumnado.

Por último esperamos que el conocimiento y experiencia adquiridos durante las moviidades y proyectos llevados a cabo sean sostenibles a corto o largo plazo debidos a los resultados positivos que genera.

Los indicadores que miden el desempeño del departamento de Internacionalización de CIFP Zornotza LHII son:

Objetivo	Línea de actuación	Indicador
Internacionalización	Movilidad de estudiantes (KA1)	<ul style="list-style-type: none"> Nº de estudiantes salientes Nivel de satisfacción estudiantes salientes Nº de estudiantes Erasmus en el mercado laboral en el periodo de un año Nº de estudiantes entrantes Nivel de satisfacción de estudiante entrante
	Movilidad de personal (KA1)	<ul style="list-style-type: none"> Nº personal entrante
	Participar en Proyectos de cooperación (KA2) de innovación	<ul style="list-style-type: none"> Nº de proyectos participados Nº de personal implicado
	Participar en proyectos de cooperación de intercambio de buenas prácticas (KA2)	<ul style="list-style-type: none"> Nº de proyectos participados Nº de personal implicado Años de continuidad de cada proyecto
	Coordinar proyectos de cooperación (KA2)	<ul style="list-style-type: none"> Nº de proyectos coordinados Nº de personal implicado
		<ul style="list-style-type: none">

We trust that participating in the Erasmus + CIFP Zornotza LHII programs will continue to create a culture of internationalization in the area, both economically and socially and culturally.

Taking part in these European mobility and cooperation actions, we hope that those of CIFP Zornotza LHII students and staff acquire more skills to function in an international environment.

In addition, it is intended that people in relation to our center are aware of a sense of European identity, its cultural heritage and its diversity.

We also hope that the projects that we take part contribute to the updating and progress of CIFP Zornotza LHII as a center, and particularly serve for the growth of students, teachers and staff in general.

EU Grants: Proposal template (EACEA Erasmus+ IBA): V1.0 – 11-02-2020

On the other hand, CIPP Zornotza LHII conceives that recognition for taking part in these actions continues to be a contribution to the satisfaction of teachers, staff and students.

Finally, we hope that the knowledge and experience acquired during the mobilities and projects carried out are sustainable in the short or long term due to the positive results it generates.

The indicators that measure the performance of the Internationalization Department of CIPP Zornotza LHII are:

Goal	Action line	Indicator
Internationalization	Students mobilities (KA1)	<ul style="list-style-type: none"> • Number of outgoing students. • Satisfaction level of outgoing students • Number of Erasmus students who have been hired because of their mobility experience in a year. • Number of incoming students. • Satisfaction level of incoming students.
	Staff mobilities (KA1)	<ul style="list-style-type: none"> • Amount of incoming staff. • Satisfaction level of incoming and outgoing staff.
	Partnerships for Innovation projects (KA2)	<ul style="list-style-type: none"> • Number of engaged projects. • Amount of staff involved.
	Participation on partnerships for Cooperation and exchange of practices (KA2)	<ul style="list-style-type: none"> • Number of engaged projects. • Amount of staff involved. • Project duration in years.
	Management of innovation projects (KA2)	<ul style="list-style-type: none"> • Number of managed projects.

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.

Our institution is provided with the sufficient measures to ensure a fair, transparent, coherent and documented process of staff or students selection:

In September, in the beginning of the school year, second year students are properly informed about their FCT traineeship they need to do to finish their studies. Within this FCT traineeship, the opportunity to carry it out abroad is also offered, by means of an international mobility programme. Apart from this, teachers in charge of the FCT traineeship management also inform the second year students about this opportunity and encourage them to take part on it.

Regarding the students, in the beginning of October a meeting takes place where all second year students who are interested in an Erasmus mobility are invited to join. Here all the students are informed about the process of selection carried out by the institution in detail. Students are also encouraged to ask any doubts they might have about this process.

From that moment on, Ikaslan, a school Consortium in the Basque Country, offers our institution a definite amount of mobilities. Based on this number of mobilities, the school carries out the selection of the students. Three factors are taken into account:

- 1 The student's academic results.
- 2 A report written by all teachers who have dealt with this particular student.
- 3 The student's English skills, which are proved by means of a written and oral exam.

Students are properly informed about the steps taken to select students during the entire process in a transparent way by a group designated for this aim. This group will consist of the international projects coordination team and the school board. Teachers and staff interested in mobilities can also resort to this group if they need help.

By means of this group, not only students but also the staff is fully aware of the different aspects which are taken into account to be selected and are welcome to ask any doubts or show any concern. Besides, the selection criteria will be published on the school web, so that everybody has access to it.

Since our school is a state institution, indications given by the Basque Government are followed. This way, the percentage of not accepted students is indicated by the

EU Grants: Proposal template (EACEA Erasmus+ IBA): V1.0 – 11-02-2020

administration. Apart from this, particular features of the vocational training cycle are also taken into account. In any case, students are required to pass all the subjects that contain the cycle in order to get an Erasmus mobility.

Throughout the whole process non-discrimination is ensured, no student will be left aside because of sex, race, ethnic or social origin, language, religion or political or other opinion. What is more, particular attention to those with fewer opportunities will be paid. There is also the opportunity to ask for extra financing support to the Basque Government in case of having students with special needs or students with lower socioeconomic backgrounds.

Apart from the financial support, once the selected students have been named, those with fewer opportunities will be taken into account at teachers' meetings with the European projects responsible. Each case will be analysed in detail and counselling will be provided. This way, a percentage of the mobilities can be kept for those special cases.

Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website²

The goal is to have full deployment of the Initiative during 2021. By this time, our institution will be expected to use the Erasmus Without Paper network to exchange student mobility data. The use of the Erasmus Without Paper network by these institutions will become obligatory according to the below milestones:

- 2021 - to manage inter-institutional agreements and online learning agreements.
- 2022 - to send and receive student nominations and acceptances.
- 2023 - to exchange transcripts of records related to student mobility.

Our institution commits itself to follow these milestones in the implementation of the European Student Card Initiative and promote the use of the Erasmus+ mobile App to students by informing them about the digitalisation roadmap explained above and the advantages that this card offers. It will also take active measures to implement minimum requirements for digital mobility management in a timely manner by promoting digital learning and training opportunities to staff, avoiding the use of paper whenever possible. CIFP Zornotza LHIII will

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

EU Grants: Proposal template (EACEA Erasmus+ IBA): V1.0 – 11-02-2020

encourage staff and students to make use of the Erasmus+ mobile App and participate on the different Webinars organized by the European Union for its diffusion.

CIFP Zornotza LHII will also ensure to the extent possible that useful information is accessible via the Erasmus + Mobile App for incoming students.

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

The goal is to have full deployment of the Initiative during 2021. By this time, our institution will be expected to use the Erasmus Without Paper network to exchange student mobility data. The use of the Erasmus Without Paper network by these institutions will become obligatory according to the below milestones:

- 2021 - to manage inter-institutional agreements and online learning agreements.
- 2022 - to send and receive student nominations and acceptances.
- 2023 - to exchange transcripts of records related to student mobility.

Our institution commits itself to follow these milestones in the implementation of the European Student Card Initiative and promote the use of the Erasmus+ mobile App to students by informing them about the digitalisation roadmap explained above and the advantages that this card offers. It will also take active measures to implement minimum requirements for digital mobility management in a timely manner by promoting digital learning and training opportunities to staff, avoiding the use of paper whenever possible. CIFP Zornotza LHII will encourage staff and students to make use of the Erasmus+ mobile App and participate on the different Webinars organized by the European Union for its diffusion.

CIFP Zornotza LHII will also ensure to the extent possible that useful information is accessible via the Erasmus + Mobile App for incoming students.

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

Our institution will actively promote and organise activities that allow mobile participants to be civically engaged, develop their skills beyond the formal education setting, volunteer and take

EU Grants: Proposal template (EACEA Erasmus+ IBA): V1.0 – 11-02-2020

active part in their local society (OGNs, cultural associations, etc.)

This engagement will help students develop 4.0 values which are so important in our hyper technological society and the Basque Vocational Education System wants to implement in its curricula. This is not only for fosters mobile participants' integration in the host society, but it is important for the local students and staff, as it helps overcome prejudice and leads to the acceptance of cultural diversity.

One way of doing this could be the student/ambassador schemes where incoming participants who have been on mobility share their experiences with potential applicants. They should promote mobility and explain how obstacles to mobility can be overcome under the Programme.

2.2 When participating in Mobility Activities - After mobility

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

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition³.

These are the steps taken to ensure full automatic recognition of the mobility period and the correspondent 22 credits (FCT credits):

1 Once the traineeship period is finished by the student, the traineeship provider provides our institution with a certificate attesting the mobile participant's traineeship activities including: duration, traineeship tasks and competencies developed.

2 There is also a report where the performance of the student during the mobility is evaluated. If the report is positive, credits are gained for the student.

3 These credits are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of the traineeship certificate. In name of CIFP Zornotza LHII, the school principal signs a document stating that this school is a member of Ikaslan, a school consortium which manages and monitors all mobilities for traineeships. Ikaslan provides the student with the EUROPASS certificate will also be used for this purpose.

4 These credits are transferred without delay into the student's records and are

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

EU Grants: Proposal template (EACEA Erasmus+ IBA): V1.0 – 11-02-2020

counted towards the student's degree without any additional work or assessment of the student. The Basque VET system automatically accepts these credits as part of the degree.

5 Our institution ensures the inclusion of satisfactorily completed traineeship mobility activities in the final record of student achievement.

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

Our institution will ensure the staff is given recognition for their teaching or training activities undertaken during the mobility period, based on a mobility agreement in line with the institutional strategy of the Basque Government. The Basque Government will in this sense ask for a certificate to the training or course organizer and grant a certificate depending on the amount of hours and types of activities carried out during the ERASMUS + mobility.

This strategy will include different measures encouraging mobility. For example, by implementing these mobilities in the teachers' training programmes of the school strategic and year plan. Also, recognizing them as such.

On the other hand, staff working schedules of the departments should be adapted to meet the demands of the teacher's mobility and temporary replacements will be found during the mobility period whenever possible.

Finally, the necessary language courses for the staff and teachers are institutionally funded.

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.

<http://www.fpzornotza.hezkuntza.net/es/erasmus>

<http://www.fpzornotza.hezkuntza.net/es/inicio1>

The links to the Erasmus charter and the information about the international programmes and projects (KA1 and KA2) will be visible and accessible on the website of our school. On the other hand, information will be pinned on the different walls of the school and the hall.

In the beginning of the school year, the internationalisation team will visit second year students' classes and inform about the KA1 programmes. In the same time, an event can be organized where former second year students can talk about their experiences to future applicants.

Ikaslan organizes two internationalisation meetings every school year to inform about KA1 projects and the internationalisation team informs the school about it. The same will happen when Teknika (Basque VET Research Centre) organizes training sessions or diffusion meetings about KA2 projects.

The communication team of the school will be coordinated with the internationalisation team to inform about the mentioned events on the different social networks accounts of the school. Other actions such as publications on newspapers or other traditional mass media, SEPIE seminar, etc. will be also posted.

Additionally, we plan to add former students' experiences in form of a blog to the section devoted to the international programmes. Apart from this, another idea would be to create an Instagram account where students can post photos of their mobility experiences and future mobility students can ask questions, etc. to them while they are going through the experience. Instagram is a very accessible and useful tool for our current students. Video conferences can also be organized with these mobility students while first year students are in class.

For the school staff, short meetings will be organized during breaks and information about international mobilities and innovation projects will be hanged on the notice boards of the teachers' room and the hall of the school. Leaflets containing information about KA2 projects designed by Teknika (Basque VET Research Centre) will be delivered at different departments, as an inspiration for future projects. The international team will offer itself to help and counsel teacher who want to get involved in innovation projects or exchange of practices (KA2).

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.

The Charter text is visible and easily accessible for consultation by students and staff at the entrance hall of the school. Besides, it is displayed on the institutional webpage in Basque, Spanish and English. The principles of the Charter are, where possible and applicable, incorporated into the standard documents of the institution and will be made public during the year school board and teacher's meetings or communication meetings.

The KA1 mobility students will also be informed about the principles of the Charter during the information meetings and during the welcome plan. These principles will be taken into account at the selection process of the students for KA1 exchanges, before, during and after the mobilities.

KA1 mobility students will be given a survey after the experience to see if the Principles of the Charter have been met.

Finally, the ECHE Self-Assessment Tool can be used in managing student mobilities by the internationalisation team to achieve better awareness of the Programme aims and its impact on the development of internationalisation within the institution. In addition, this Tool can be used as a benchmark to set short and long-term goals and whenever new Programme activities are introduced within the institution.