



STANDARD ERASMUS UNIVERSITY CHARTER

Application form

Final date for submission: 30/06/2009

252966-IC-1-2010-1-ES-ERASMUS-EUC-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):

252966-IC-1-2009-1-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	INSTITUTO EDUCACIÓN SECUNDARIA VEGA DE MIJAS (29007329)
Translation of this name in English	VEGA DE MIJAS HIGH SCHOOL (29007329)
Erasmus ID code of the institution (e.g. F PARIS333 - if available)	E MALAGA24
Internet address	http://www.iesvegademijas.es

A.2. Identification of the legal representative

Surname of the legal representative of the institution	CRISTINA	Name	GONZALEZ DÍAZ
Title (optional) (e.g. Prof., Dr, etc.)	Head Master	Gender	Female
Department/Unit	MANAGEMENT		
Official function within the institution	SECONDARY TEACHER		
Phone (including country and area codes)	+ /34 /951 268758		
Fax (including country and area codes)	+ /34 /951 268794		
E-mail address (only one address)	29007329.averroes@juntadeandalucia.es		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	CALLE SAYALONGA S/N 29651 MIJAS COSTA -MÁLAGA- ES, Spain		

A.3. Erasmus co-ordinator

Surname of the Erasmus Coordinator of the institution	BEATRIZ	Name	DOMINGO ESTEFANÍA
Title (optional) (e.g. Prof., Dr, etc.)	Head of tourism department	Gender	Female
Department/Unit	TOURISM		
Official function within the institution	SECONDARY TEACHER		
Phone (including country and area codes)	+ /34 /615 626959		
Fax (including country and area codes)	+ / 34 951 268794/		
E-mail address (only one address)	beatrizdeestefania@hotmail.com		
Correspondence address Street/Nr. Post code & Town Country Code, Country	AVD. INMACULADA CONCEPCIÓN,39. P3. 2º A.IZQ 29631 BENALMÁDENA -MÁLAGA 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				2008	
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	70
Number of students graduated in 2007/2008		First Cycle		61	
		Second Cycle			
		One-tier degrees		0	
		Third Cycle(without PhD)		0	
		Doctoral degrees		0	
Number of teaching staff (total) in 2008/2009				34	
Number of teaching staff (full-time equivalent) in 2008/2009				34	
Number of administrative staff (full-time equivalent) in 2008/2009				3	
Number of these administrative staff members directly working in European/international relations in 2008/2009 (full-time equivalent)				1	
First year of participation in Erasmus Programme with funding from the European Community				2007	

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;	<input checked="" type="checkbox"/>
02 No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to incoming Erasmus students;	<input checked="" type="checkbox"/>
03 Full recognition shall be given to students for satisfactorily completed activities specified in the compulsory Learning Agreements;	<input checked="" type="checkbox"/>
04 Highest quality is ensured in the organisation of student and staff mobility;	<input checked="" type="checkbox"/>
05 Curriculum information is up to date, easily accessible and transparent;	<input checked="" type="checkbox"/>
06 An academic credit transfer system (ECTS or similar) gives transparency to the recognition procedures;	<input checked="" type="checkbox"/>
07 Equal academic treatment and services are ensured to home and Erasmus students;	<input checked="" type="checkbox"/>
08 The integration of visiting Erasmus students in the activities of the institution is supported;	<input checked="" type="checkbox"/>
09 Transcripts containing full, accurate and timely information are provided to incoming Erasmus students and their home institutions;	<input checked="" type="checkbox"/>
10 Erasmus teaching activities are facilitated and acknowledged;	<input checked="" type="checkbox"/>
11 The institution promotes and gives visibility to the activities supported by the Erasmus programme;	<input checked="" type="checkbox"/>
12 The Erasmus University Charter and the related Erasmus Policy Statement are publicized in the institution	<input checked="" type="checkbox"/>
13 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 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 No
- in some faculties/departments No

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 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) 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 I.E.S VEGA DE MIJAS(29007329), es un centro de NUEVA CREACIÓN, público, oficial dependiente de la Consejería de Educación de la Junta de Andalucía, en el que se imparten 3 Ciclos formativos de Grado superior de Formación Profesional: técnico Superior en Agencias de Viajes, Técnico Superior en Información y Comercialización Turística y Técnico Superior en Aplicaciones Informáticas.

En este primer año, el centro ha tenido como objetivo implicarse en programas que contribuyan a la integración de nuestros alumnos en todos los ámbitos, que mejoren la formación en idiomas, que les permita conocer las distintas formas de trabajo a nivel europeo, que les facilite el acercamiento al espacio común europeo tanto para alumnos como profesores, es por ello que ya está participando en los siguientes programas:

Centro Bilingüe incluyendo los ciclos de Turismo.

Programa de Calidad y Rendimientos Escolares.

Plan de Igualdad

Proyectos Europeos en el Marco del Programa de Aprendizaje Permanente, este primer año 4 alumnas de los ciclos de turismo realizarán sus prácticas en otro país de la Unión Europea con la Beca Erasmus, en colaboración con el Consorcio de la Dirección General de Formación Profesional y Educación Permanente de la Consejería de Educación de la Junta de Andalucía.

Nuestro instituto también es centro de acogida en un proyecto de movilidad dentro del programa Leonardo Da Vinci, con el instituto de Hannover BB14, en Alemania, con el que tenemos un convenio de colaboración, este primer año hemos recibido el primer alumno.

Uno de los objetivos educativos del nuestro nuevo centro, es precisamente, brindar a nuestros estudiantes oportunidades de reforzar sus conocimientos teóricos con la realización de prácticas en un entorno real de trabajo en otro país, el periodo de prácticas es reconocido con el total de horas realizadas por los alumnos, garantizando e informando al alumno sobre el reconocimiento para su Titulación, hay que destacar la importancia que los proyectos de movilidad tienen para nuestros alumnos de los ciclos formativos de la familia profesional de Hostelería y turismo, donde el acercamiento al conocimiento de la cultura y costumbres nos permitirá apoyarles en la realización de un Espacio Europeo de aprendizaje permanente, promoviendo la diversidad lingüística, la mejorar de la calidad y la accesibilidad a las mismas oportunidades que ofrece el marco de la UE, esto hace que sea necesaria que su formación se complete en otros países diferentes a los que realizan su formación teórica, a través del programa Erasmus.

La experiencia de trabajar en el sector de la informática y las nuevas tecnologías en otro país de la UE, es muy enriquecedora para los alumnos del ciclo superior de Aplicaciones Informáticas, para facilitarles la familiarización con los nuevos sistemas informáticos, que al ser un sector en continuo cambio les ayudará a adaptarse a los posibles cambios.

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?

Será ampliamente divulgada entre toda la comunidad educativa de nuestro centro: profesores, alumnos, asociaciones de alumnos, de Padres y Madres, consejo escolar, entidades, y empresas que pudieran estar implicados, será dada a conocer a través de la página Web del centro y por la publicación en boletines, circulares, revistas informativas, grupos de trabajo con el profesorado mediante la participación en cursos en los que se compartan experiencias de movilidad y ejemplos de buenas prácticas.

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)?

Uno de los objetivos principales de nuestro centro es ofrecer las mismas oportunidades a todo nuestro alumnado, realizar sus prácticas en un entorno real de trabajo de otros países, no sólo les acerca a los conocimientos teóricos, sino que vivir otras culturas mejora la capacidad de adaptación y les facilita el acceso a establecer relaciones interculturales entre los países de la Unión Europea.

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 garantizará la máxima calidad de la experiencia con el siguiente programa:

Reconocimiento del periodo de prácticas: El alumno obtiene la calificación de APTO en el módulo de formación en Centros de trabajo, por tanto el reconocimiento de todo su periodo de prácticas realizadas en otro país de la UE, mediante el

Cuaderno de Seguimiento del Alumno: homologado por la Consejería de Educación de la Junta de Andalucía, el alumno obtendrá el Título Superior de Formación Profesional .además, recibirá el documento de movilidad Europass que acredita la realización de un periodo de prácticas.

Publicidad del proyecto: Elaboración de Carteles informativos en las aulas y zonas comunes, publicidad en la pagina web del centro, información a asociaciones de alumnos, Padres y Madres, delegados de clases, claustro de profesores, etc...

Reuniones previas para detectar necesidades: Se realizarán reuniones informativas con los alumnos y el profesorado con el fin de informar y también de conocer las necesidades de los alumnos de nuestro centro, explicando las posibilidades y proyectos.

Establecimientos de relaciones con los organismos de los países seleccionados: contactos con los responsables de la organización de acogida, las empresas tendrán que ser seleccionadas específicamente para cada perfil profesional y la especialización del alumnado.

Selección del alumnado: atendiendo no sólo al expediente académico de los beneficiarios y a sus destrezas lingüísticas sino que tendrá en cuenta la madurez para adaptarse a entornos culturales diferentes que contribuyan a su desarrollo personal

Curso de idiomas: se impartirán cursos de apoyo para los alumnos seleccionados.

Seguimiento: Desde la puesta en marcha del proyecto, el centro proporcionará a los beneficiarios información continua sobre la realización de la estancia.

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 VEGA DE MIJAS (29007329) High School is a new public, official school and dependent on the Regional Education Ministry in the Andalusian Region in Spain where there are three Higher Education Vocational Courses : "Advanced Expert in tourism information and Marketing" " Advanced Travel Agency Expert" and " Advanced expert in development of computer"

In this first year, our school haD as main target the participation in programmes contributing to the integration of students in every aspect such as living and working abroad for a period of at least three months, so that they can improve new European language skills to deal with unfamiliar situations in a work environment, know new working methods in Europe, approach the common European field to students and teachers, so this school is included in the following programs:

-Multilingualism for Higher Education Vocational Courses in Tourism.

- Quality Program and School Results

- Equality Program

- European Projects in the Framework of the Longlife Learning Program, this first year four pupils will carry out their professional training in another European country, in coloboration with the General Vocational training and Permanent Education, belonging to the Education Ministry in the Andalusien Region in Spain.

Our high school is host organisation in a mobility project with Leonardo da Vinci, we have signed a partnership quality commitment placements with BB14 of Hannover, in Germany, this first year we have hosted a pupil.

The Education Spanish system considers the obligation of training before getting the graduation, one of the educational objectives in our school is offering students opportunities to reinforce their theoretical knowledge getting their training in a real working European setting. The Learning process is recognised within the total number of hours spent by the students, guaranteeing and informing the student about the recognition for his/her qualification. The importance of mobility projects for Higher Education Vocational Courses in Tourism is due to the contact with other languages, culture and customs in the different European countries, so the necessity of training in different countries through the Erasmus program should be done.

The experience of working in the I.T. sector in another country in the EU is very interesting and enriching for students of Advanced expert in development of computer. In this way, they have the possibility of becoming familiar with new computer systems as well as new technologies in a different context from that of Spain which enables them to put into practice all they have learnt during their studies. As the I.T sector is in continuous evolution, this experience would prove to be very helpful and enable them to adapt and integrate to every challenge they face.

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?

This EEUC will be spread among the whole Educational community: teacher staff, administrative staff, members of the College Council, Town Hall Representatives, etc, and also it will be published in specialized magazines and teachers seminars will be held. Its results will also be available in the school web page and specialized educational websites.

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)?

One of the educational objectives in our school is offering students opportunities to reinforce their theoretical knowledge getting their training in a real working European setting . Working and living abroad is also a rewarding experience to improve not only the communicative skills in other languages but also the capacity of adaptation in different jobs and to establish intercultural relations among EU countries.

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.

Learning Process recognition.

The students get the qualification of Satisfactory in the Higher Education Vocational Course in the training post in an European country. The student will get the Higher education Vocational Course through the student's "Learning Notebook", approved by the Educational Council in the Andalusian Region. Also the student will receive the Mobility Europass document (charter) proving that the Learning Process has been carried out in another European country.

The school will guarantee the maximum quality of the experience with following program:

Publicity of the project: Production of informative posters in the classrooms and common places, school web page, information to Students' and Parents' Council, student representatives, staff, etc.

Previous meetings to detect school needs: There will be informative meetings with students and teachers so that they get informed and the students' needs will be enclosed. The different possibilities and future projects will be explained too.

Relations: Establishing relations with the organizations in the selected countries, making contacts with the responsible representatives of the host organization and selecting the companies specifically for each professional profile and the students' specialization will be one of our objectives.

Student's selection: the students will be selected by their student record, linguistic skills and maturity to get adapted in different cultural environment contributing to their personal development.

Languages Courses. There will be language courses so that the beneficiaries can improve their foreign language as much as possible.

Project Assesment: The school will meet the students periodically providing information about destinations, Learning Process, organization, accommodation, travelling, maintenance, etc.

ERASMUS

Standard University Charter
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;
- 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.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- 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.