



Erasmus Charter for Higher Education 2014-2020

Application Form Call: 2014

Note: The data of this application form will be used by the European Commission/ Executive Agency EACEA and National Agencies for evaluation and monitoring

Program	The 2014-2020 EU programme for education, training, youth and sport proposed by the European Commission on 23 November 2011 (hereafter the Programme)*
Action	Erasmus Charter for Higher Education
Call	2014
Deadline for Submission (dd-mm-yyyy)	15/05/2013 12:00 midday Brussels time.
Application language	EN
Correspondence Language	EN

264930-LA-1-2014-1-ES-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):

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

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): ES

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

Erasmus Policy Statement translation language (if applicable): EN

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 Charter for Higher Education (ECHE) application. If by the second week after the deadline, the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

* COM(2011) 788 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF>)

Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	0
Full legal name (official name in latin characters)	IES PROFESOR HERNANDEZ PACHECO
Full legal name (English name)	IES PROFESOR HERNANDEZ PACHECO
Acronym	PACHECO
Erasmus code (e.g. F PARIS33) - if available	NEW 2014
Address (N°, street, avenue, etc.)	AVDA RODRIGUEZ DE LEDESMA, 12
Country	España
Region	EXTREMADURA
Post code	10001
City	CÁCERES
Website	iesphdezpacheco.juntaextremadura.net

A.2. Legal Representative

Title	MR
Gender	Male
First Name	FELIPE
Family Name	FERNÁNDEZ LEON
Position	DIRECTOR
E-mail	DIRECTOR@IESPACHECO.COM
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Address (n°, street, avenue, etc)	AVDA RODRIGUEZ DE LEDESMA, 12
Country	ES, España
Post code	10001
City	CÁCERES

A.3. Coordinator

Title	MRS
Gender	Female
First Name	ROSARIO

Family Name	CERRATO
Department	HEALTH
Position	ASSISTANT CHEF OF STUDIES
E-mail	ADJTO2.ESTUDIOS@IESPACHECO.COM
Telephone (including country / area codes)	0034927010988
Address (n°, street, avenue, etc)	AVDA RODRIGUEZ DE LEDESMA, 12
Country	ES, España
Post code	10001
City	CÁCERES

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.

For the academic year 2012-2013:

Total number of students enrolled in all degree programmes offered by your institution (data from official HEI register)

Short cycle:	42.0
1st Cycle:	0.0
2nd Cycle:	0.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	53.0
Administrative:	7.0

Number of degree courses on offer

Short cycle:	1.0
1st Cycle:	0.0
2nd Cycle:	0.0
3rd Cycle:	0.0

STUDENTS (academic year 2011-2012)

1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	0.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of study mobility students (Erasmus and/or others): from participating countries	0.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	0.0

2. International Degree Students (students enrolled for a full degree programme with foreign nationality or having completed a foreign previous degree)

Number of foreign students, if applicable: from Participating countries	0.0
Number of foreign students, if applicable: non-participating countries	0.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) involved in double/multiple/joint degrees:

Number of Local students, involved in Double/multiple/joint degrees	0.0
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Number of international students, involved in double/multiple/joint degrees

0.0

ACADEMIC STAFF (academic year 2011-2012)

All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes

Number of outgoing academic staff to participating countries

0.0

Number of incoming academic staff from participating countries

0.0

COOPERATION (academic year 2012-2013)

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:

0.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries

0.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries

0.0

Total number of consortium agreements for double/multiple/joint degrees:

0.0

Of these, percentage of the consortium involving non-participating countries

0.0

European and International Education and Training Projects with contracts running in 2012-2013 (e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)

Number of projects as coordinator:

0.0

Number of projects as partner:

0.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

Number of staff at the central level:

0.0

Number of staff at the Faculty/School/Department Level:

0.0

General Organisation of Programme activities

C1. General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

The Secondary School Profesor Hernández-Pacheco offers an Advanced Level of Professional Training dealing with the field of Health "Oral Hygiene Technician".

We are applying for this Erasmus project in order to take part in the action called student and staff mobility. The mobility of students will be carried to achieve the Training Course in job centres and the mobility of teachers will have the aim of organizing these stays abroad.

To accomplish the mobility actions derived from the erasmus Program, we rely on the school Headship formed by the Director, the Chief os Studies, a Secretary and two Deputy Headteachers. Besides, we can also ask for collaboration with the teachers in the Formative cycle and those teachers in the Foreign Language Department (English, French and Portuguese) and obviously, the Guidance Department and its counsellor.

C2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)

In addition, please provide the direct web link where the methodology is explained:

The students taking part in the FCT studies in foreign language countries will do so following the training program Published in the Formative Course curriculum (R.D. 537/95, RD 549/95). The Program will be passed on to the working centres in which the training stays will be done, and the teacher in charge of that course will contact the tutor in the working centre to follow the student's progress during his or her training, which will be mostly done via online.

The assessment criteria will be the ones published in the current regulation and will be translated into the mother tongue of the correspondent tutor in the working centre where the training stay is taking place, as well as all the required documentation.

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

C3. When Participating in Mobility Activities - Before mobility

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.

Provide guidance to incoming mobile participants in finding accommodation.



Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

fp.educarex.es/fp/oferta_formativa/f_san.phtml

Carry out mobility 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 and integration of mobile participants.



Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

The interinstitutional agreements accomplished for the training period achievement, monitoring and assessment will be the same as those for enterprises located in our region, following the current legislation (R.D.1538/2006, Orden 20 de junio de 2012, DOE nº 125 de 2012) which will be translated into the mother tongue of the country where the Training and Formative Centre is placed and consist mainly of :

ANNEX 0 : Educative Centre- Enterprise Agreement

ANNEX 1 : students´ list

ANNEX 2 : Formative program

ANNEX 3 : Individual File for monitoring and assessment.

ANNEX 4 : Report from the Tutor in the Working centre.

ANNEX 5: Student´s weekly report.

Annex 6 : Accomplishment of FCT in non ordinary conditions, out of the Autonomous Region.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.



Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

If economic support is available and a sufficient number of students are interested, it will be possible to organize language courses prior to the practice period in our school, out of the school timetable. However, if these conditions are not given, our students can achieve the linguistic competence required by taking advantage of the resources available in our town, among which we can point out:

-Escuela oficial de idiomas (<http://eoi.caceres.juntaextremadura.net/>)

-Instituto de Lenguas Modernas ([http://www.unex.es/organizacion/organos-](http://www.unex.es/organizacion/organos-unipersonales/vicerrectorados/vicexxt/estructura/instituto-de-lenguas-modernas-uex/informacion-general/presentacion)

[unipersonales/vicerrectorados/vicexxt/estructura/instituto-de-lenguas-modernas-uex/informacion-general/presentacion](http://www.unex.es/organizacion/organos-unipersonales/vicerrectorados/vicexxt/estructura/instituto-de-lenguas-modernas-uex/informacion-general/presentacion)

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.



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.



C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

Have in place appropriate mentoring and support arrangements for mobile participants.

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

The students taking part in mobility activities will have a tutor from our school, who will be in charge of teaching the FCT course within the Training Cycle during the school year. Besides, he or she will rely on the supervision and support of the erasmus program coordinator together with the school Headship.
In the working centre where the practical period is carried, a tutor will be assigned to be responsible for the control and assessment of the module and there will also be a mentor to provide the student all the information and resources needed to succeed in his formative stay.

Provide appropriate linguistic support to incoming mobile participants.

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:

no applicable

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

In addition, please provide the direct web link for this recognition procedure:

The mechanisms used for the recognition of the activities carried out by the students during their practical period will be the following documents, which must be signed by the student himself and the person responsible in the working centre, and supervised by the student's tutor in the school.
ANNEX III : Individual file for control and assessment
ANNEX IV: Valuation report from the tutor in the working centre
Annex V : Student's weekly report

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

Those mobility activities which involve teachers will have the aim of establishing contact with the enterprises or organizations' candidates to accomplish the stays, start up, control and assessment of the students doing FCT in foreign countries and will be reported to the Educative Council to be certified and registered as educative innovation activities.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.



Provide relevant support to staff and students participating in these activities.



Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

The Headmaster will certify the participation of students and teachers in the mobility activities derived from the Erasmus Program and will inform the corresponding authorities in the Education Council to register and certify them as Educative Innovation Activities.

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.



C7. For the Purposes of Visibility

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.



Promote consistently activities supported by the Programme, along with their results.



D**Erasmus Policy Statement (Overall Strategy)****D. Erasmus Policy Statement (Overall Strategy)**

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [ES]

El objetivo de nuestra institución al participar en el programa Erasmus es realizar actividades de movilidad para estudiantes y profesores que imparten docencia en el ciclo de grado superior de Higiene Bucodental. Estas actividades se enfocarán principalmente, a que los alumnos de dicho ciclo puedan realizar el módulo de Formación en Centros de Trabajo en empresas u otras organizaciones de otro países participantes. Esta actividad contribuirá a que los alumnos se adapten a las exigencias de un mercado laboral a escala comunitaria y les permitirá adquirir aptitudes específicas, mejorar su comprensión del entorno económico y social del país en cuestión y , al mismo tiempo adquirir la experiencia laboral necesaria para completar su proceso formativo.

Translation language [EN]

The aim of our institution when taking part in the Erasmus Program is to promote and fulfill mobility activities both for students and teachers involved in advanced level for Oral Hygiene Health Professional Training. These activities will be focused mainly to offer our students the possibility of going to foreign countries to take up a training course in enterprises, working centres or different organizations in the other countries involved in the Erasmus program. This activity will no doubt contribute to the students' ability to adapt to the demands of a labour market within the communitary scale, and will let them acquire specific capacities, improving their perception and understanding of the social and economic environment of the country in question and, at the same time, achieve the labour experience required to fulfill their formative process.

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Translation language [EN]

No applicable

Original language [ES]

No aplicable

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [ES]

La participación de nuestra institución en el programa Erasmus contribuirá a la Modernización e Internacionalización de la educación superior en los siguientes aspectos:

- Reforzará la contribución de la formación profesional al proceso de innovación
- Mejorará la cooperación multilateral entre instituciones de educación superior y empresas u otras instituciones europeas
- Aumentará la transparencia y compatibilidad entre las cualificaciones de la educación superior y de la formación profesional de grado superior obtenidas en Europa.
- Facilitará el desarrollo de prácticas innovadoras en educación.

Translation language [EN]

Our participation in the Erasmus Program will contribute to the update and internationalization of Advanced Studies regarding the following aspects:

- It will reinforce the contribution of the Professional Training in the process of innovation.
- It will improve multilateral cooperation among Advanced Level Institutions and Enterprises or other European institutions.
- It will magnify both transparency and compatibility between the grades obtained in advanced level and also the ones regarding Advanced High School professional Training in Europe.
- It will make the development of innovation practice in education easier.

* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)

E

Endorsement of the application

I, the undersigned, 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 Programme 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 Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: CÁCERES

*Name: FELIPE FERNÁNDEZ Date (dd/mm/yyyy): 13/05/2013
LEÓN*

I have read and accept the Privacy statement

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

Original stamp or seal of the Institution