



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
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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.

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)	10
1.1 Erasmus activities included in your EPS	10
1.2 Erasmus Policy statement (EPS): your strategy	10
2. Implementation of the Fundamental Principles	14
2.1 Implementation of the new principles	14
2.2 When participating in Mobility Activities - After mobility	15
2.3 For the Purposes of Visibility	16

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: www.doceteomnes.com/

Legal representative of the institution: Joaquín Martínez González

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?

(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)

Objectives that we intend to achieve with participation in the Erasmus program:

Improve the training of our students through the development of international and intercultural competences, giving access to quality education and training.

Promote and support the mobility of students and staff, especially of people with fewer opportunities.

Strengthen the participation of students and teaching staff in the mobilities, increasing the perspectives of personal development of the participants.

Increase cooperation with partners from other countries for the internationalization of education.

Support the participants in the mobilities in all phases of the mobility.

Improve the language skills of students and staff.

Support and reinforce the development of the key competences and basic capacities of the participants for their fulfilment and personal development, such as for their employability, social inclusion and active citizenship.

Modernize the education of our institution by making better use of digital technology for teaching and learning.

Improve work, professional, social and intercultural skills and support growth and employment.

Raise the level and participation of schooling.

Increase participation in cooperation projects between KA2 associations.

Give visibility to the results achieved by the personnel who participate in individual mobility or in cooperation projects with partners.

Contribute to the internationalization and modernization of education in our institution.

Contribute to the creation of a European Education Area.

Our participation in Erasmus contributes to the modernization and internationalization of education because we offer participants new opportunities to learn from each other across national borders, at a European level. We also collaborate with joint projects to develop good learning and teaching methods promoting excellence in innovation and research.

Furthermore, by participating in Erasmus, our institution contributes to building a European Education Area when participants contribute to the acquisition of key competences for lifelong

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

learning, improve their digital skills, acquire common values and are offered an inclusive education.

Political objectives:

Participate and cooperate in the exchange of good practices between different countries.

Promote the internationalization of higher education in Europe through greater mobility, greater ease in the recognition of qualifications and the rationalization of quality assurance mechanisms.

Develop and use mobility and recognition instruments such as the ECTS system, the Europass Certificate and Higher Degree Supplement to increase the experience and facilitate exchanges in Europe.

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)

The Docete Omnes Foundation has been participating in European education programs for more than 16 years: Leonardo da Vinci Partnership, Leonardo da Vinci Transfer of Innovation, and since 2008 Erasmus mobility projects, Grundtvig, Comenius ...

For our institution it is essential to expand the ECHE Charter to continue participating in the Higher Education mobilities between Program countries, for student mobility for study, student mobility for internships, staff mobility for teaching and staff mobility for training. We would also like to be able to participate in cooperation projects between organizations and institutions.

These actions will be implemented annually requesting the call. Once granted, the action protocol drawn up by our institution will be followed for each call, before, during and after mobility. With the mobility granted, the application deadlines, who is it for, the selection process, the necessary documentation, the dates of publication of admitted students, dates of informative meetings, signing of agreements and conventions, training of participants, contact with institutions, training companies, partners There will also be monitoring and evaluation before, during and after the activity.

Our Higher Education institution is a Professional Training Centre, we teach the Cycles of Higher Technician in Social Integration and Technician of Sociocultural and Tourist Animation. With the participation of our institution in these actions we offer the possibility to students and teachers to improve the quality of education, strengthen participation, support growth and employment ... in short, achieve the objectives proposed in our institutional strategy.

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)

The expected impact of participating in the Erasmus + program is:

Impact on increasing the quality of training in our institution, with better prepared teachers and students.

Impact on the increase of mobility of both students and staff, especially in those students with fewer opportunities. Each year the students and staff are more motivated to participate after the experience of their peers.

Increase in collaboration with institutions, every year we increase our contact networks and we have more institutions to carry out our projects in a more enriched way, learning new work methodologies, exchanging experiences, doing practical training in foreign companies, which can be put into practice in our institution and even in Spanish companies.

Impact on language skills, after participation both students and staff improve a language other than the mother tongue.

Impact on job growth, students who participate in mobility after their experience come better prepared and with acquired skills that facilitate access to a job, also some students who have done internships abroad stay working in the internship company.

A great intercultural impact and active citizenship, all participants transmit their culture in the host country, and participants in Erasmus + mobilities become more active and participatory citizens.

Impact on the use of digital technology in our institution and in partner associations, we are increasingly connected through new technologies, our centre together with staff and students adapt to these changes.

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 works with people at risk of social exclusion; It is characterized by respect for all students and staff, which is why in our centre there are students from different ethnic groups, religions and sociocultural backgrounds; our name Docete Omnes, in Latin means "to teach everyone". Many of our students come from small rural areas of Andalusia, making an Erasmus + mobility allows them to open their minds to new cultures and improve their academic, professional and linguistic skills. At the same time, the students and teaching staff who arrive feel comfortable and respected. Our centre works for the integration of the students and staff that we send and receive in the local community and for the principle of non-discrimination, transparency, and inclusion of both the students and the participating staff. Our institution guarantees full and equitable access for participants by ensuring fair, transparent and documented selection procedures; We make sure that students and staff receive clear and transparent information at meetings and we publish the entire process on the institution's website, updating it periodically.

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.

Our institution is being informed, preparing and adapting for the digital evolution that is taking place in the management of the mobility of Erasmus + students. Our goal is to be able to implement and offer our students the European Student Card Initiative in a secure way as soon as possible, encouraging and promoting in the future the use of the Erasmus + mobile application, and that students can have a high quality experience in abroad. The institute will apply for available aid to support the digitization of education. Currently our institution is offering students who carry out practical training abroad the opportunity for training in digital skills through the Erasmus + program. Another initiative that is in process is to use less and less paper. Our institution will constantly update its website where students can find all the information and the updated course catalogue.

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

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

Our institution offers students training in environmental education incorporating environmental themes into pedagogical practice on a daily basis; Environmental workshops are organized to promote, raise awareness, and encourage students' responsibility towards the environment. It is promoted to reduce the amount of material, the saving of water, the rational consumption of energy, the reduction of the generated waste and the sustainable transport and mobility. The Paperless Erasmus Network will be implemented. Our institution has participated in innovative European projects on sustainable development and will continue to promote participation in innovative European KA2 projects with training and exchange of good practices that improve the environment.

Our institution and the destination institution will reinforce environmentally sustainable and responsible behaviour among our participants.

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

The institution before, during and after mobility will foster civic engagement and active citizenship in its incoming and outgoing students, fostering a positive attitude towards multicultural awareness and a sense of European identity among its mobile students.

We will promote social participation and the integration of mobile participants in the host society by ensuring internationalization at home, helping to overcome prejudice and leading to acceptance of cultural diversity.

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.

Participation in the program will be recognized through the ECTS credit system that is in the process of adaptation in our institution and we want to implement it in our centre. The Docete Omnes Foundation will take the following measures to guarantee full automatic recognition of the credits obtained during a mobility abroad:

Publish an academic offer catalogue with course descriptions and grade tables.

A learning agreement for studies and practices.

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

A grade certificate indicating the number of credits obtained and the qualifications obtained, for the internships, the corresponding document is a work certificate / internship certificate.

Proof that work abroad has been recognized as stated in the apprenticeship agreement

European Certificate of acquired skills.

European title supplements for all graduates, issued automatically and free of charge in the language of common use and, where possible, in digital format.

Transparent criteria for recognition that are applied in each and every one of the institutions of higher education.

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

The most important measure to support, promote and recognize participation in mobility is information, which is why the Erasmus + office holds meetings providing information to teachers to support and promote mobility. Every year we organize a workshop with our teachers to involve them in mobility programs, we offer them information about the institutions, dates, objectives, principles of the Erasmus Charter, language, teaching and training activities in each partner organization, priorities ... To support mobility, the selected teachers participating in the teaching and training mobilities will be replaced during the mobility period. Mobility will be recognized with a certificate of stay issued by the host centre, and they will also be provided with the Europass Certificate where the skills acquired in mobility will be recognized, all will be reflected in the mobility agreement. After the mobility, the teachers will share their experience with their classmates and share the results obtained.

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.

The Erasmus Policy Statement will be published on the following website: <http://www.doceteomnes.com/> within one month of ECHE being awarded by the European Commission.

The Docete Omnes Foundation will annually request the mobility activities of the Erasmus + Program. All the activities granted and supported by the program will be published on the website of the institution, it will be disseminated through different media, Facebook, local radio, all will be published calls on the notice board of the Docete Omnes Foundation and in the Erasmus corner enabled in the institution. Periodic meetings will be held with the teaching staff and with the students. The networks of contacts between partners will be maintained and expanded.

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.

Through the information we can ensure that the principles of the Charter are well communicated to the staff of the institution, the Docete Omnes Foundation through the Erasmus + office organizes several meetings a year to provide and study in detail the principles of the Erasmus Charter of Higher education. Our institution will sensitize the staff members of the centre to the challenges and benefits of applying the principles of the Charter in the process of modernization and internationalization of education. We can make sure that these principles have been well applied by the staff with the evaluation of mobility and the evaluation of the principles of the Erasmus + Charter.



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