



# ERASMUS UNIVERSITY CHARTER

## Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

-IC-200X-1-ERASMUS-EUC-1

Correspondence language: FR

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: FR

### Acknowledgement of receipt

Applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to confirm the receipt of their Erasmus University Charter (EUC) application. If by **14.03.2007** the application has not been registered on the website, the applicant should contact the EACEA [EACEA-EUC@ec.europa.eu](mailto:EACEA-EUC@ec.europa.eu).

**A.1. Identification of the applicant institution**

Full legal name of the institution in the national language	IES NESTOR ALMENDROS		
Translation of this name in English	HS "NÉSTOR ALMENDROS"		
Erasmus ID code of the institution	NEW 2007		
Internet address	http://iesnestoralmendros.es		

**A.2. Identification of the legal representative**

First name and surname of the <b>legal representative</b> of the institution	CATALINA LEÓN BENÍTEZ		
Title (optional) (e.g. Prof., Dr, etc.)	ORIENTATRICE, PÉDAGOGUE	Gender	Female
Department/Unit	ORIENTATION ET PÉDAGOGIE		
Official function within the institution	DIRECTRICE		
Phone (including country and area codes)	+ /34 /955622151		
Fax (including country and area codes)	+ / 34/955622156		
E-mail address (only one address)	iesnestoralmendros.averroes@juntadeandalucia.es		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	C/ NÉSTOR ALMENDROS S/N 41940 TOMARES (SEVILLA ) ES, Spain		

**A.3. Erasmus institutional co-ordinator - contact person**

First name and surname	JOSÉ MARÍA VELASCO GARCÍA		
Title (optional) (e.g. Prof., Dr, etc.)	PROFESSEUR	Gender	Male
Department/Unit	MATHÉMATIQUES		
Official function within the institution	CONSEILLER D'ÉDUCATION:FORMATION PROFESSIONNELLE		
Phone (including country and area codes)	+ / 34/955622152		
Fax (including country and area codes)	+ / 34/ 955622156		
E-mail address (only one address)	jose_maria_velasco@hotmail.com		
<b>Correspondence</b> Street/Nr. Post code & Town Country Code, Country	URB. ALJAMAR 3, CASA 110 41940 TOMARES ( SEVILLA ) 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			1989
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 2005/2006 on <u>higher education</u> courses		Part-time	[ ]
		Full-time	360
Number of students graduated in 2005/2006		First Cycle	140
		Second Cycle	
		One-tier degrees	
		Third Cycle(without PhD)	
		Doctoral degrees	
Number of teaching staff (total) in 2005/2006			125
Number of teaching staff (full-time equivalent) in 2005/2006			125
Number of administrative staff (full-time equivalent) in 2005/2006			3
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)			1
First year of participation in Erasmus Programme with funding from the European Community			2006

**B****Fundamental principles**

The institution agrees to comply with the following:

YES

01 Inter-institutional agreements have been signed with all the institutions for the mobility purposes	<input checked="" type="checkbox"/>
02 No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students	<input checked="" type="checkbox"/>
03 Full recognition is given to students for satisfactorily completed activities during their mobility period	<input checked="" type="checkbox"/>
04a Highest quality is ensured for: the organization of student and staff mobility	<input checked="" type="checkbox"/>
04b Highest quality is ensured for: the organization of student placements (optional, ref. EPS - D4)	<input checked="" type="checkbox"/>
05a Curriculum information is up to date, easily accessible, transparent	<input checked="" type="checkbox"/>
05b An academic credit transfer system is applied	<input checked="" type="checkbox"/>
06 Equal academic treatment and services are ensured for home and Erasmus students	<input checked="" type="checkbox"/>
07 The integration of visiting Erasmus students in the activities of the institution is supported	<input checked="" type="checkbox"/>
08 Transcripts and information are provided in a timely manner to incoming Erasmus students and their institutions	<input checked="" type="checkbox"/>
09 Erasmus teaching activities are facilitated and acknowledged	<input checked="" type="checkbox"/>
10 The institution promotes and gives visibility to the Erasmus activities	<input checked="" type="checkbox"/>
11 The Erasmus Charter and the EPS are publicized in the institution and are easily accessible to the students	<input checked="" type="checkbox"/>
12 The institution complies with the non-discrimination objectives 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) Yes
- promouvoir et appuyer la formation et les innovation des enseignants dans ces projets

**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).

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

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?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

EL IES NÉSTOR ALMENDROS ES UN CENTRO PÚBLICO DE LA JUNTA DE ANDALUCÍA, EN EL QUE SE IMPARTEN 5 CICLOS FORMATIVOS DE GRADO SUPERIOR Y QUE PARTICIPA DESDE EL 2004-2005 EN PROYECTOS LEONARDO DA VINCI ORGANIZADOS POR LA DIRECCIÓN GENERAL DE FORMACIÓN PROFESIONAL, Y CON UN PROYECTO PROPIO DE COLABORACIÓN CON UN INSTITUTO FRANCÉS ( JEAN LURÇAT ) ENVIANDO ALUMNOS/AS A EMPRESAS A PAÍSES DE LA COMUNIDAD EUROPEA PARA REALIZAR LA FORMACIÓN EN CENTROS DE TRABAJO.HA PARTICIPADO EN VARIOS PROYECTOS LEONARDO DA VINCI DURANTE LOS ÚLTIMOS TRES CURSOS.

EL SISTEMA EDUCATIVO ESPAÑOL EXIGE A LOS ALUMNOS DE CICLOS SUPERIORES, REALIZAR UN NÚMERO MÍNIMO DE HORAS EN EMPRESAS DEL SECTOR CORRESPONDIENTE, Y CON ESTE TIPO DE PROYECTOS NUESTROS ESTUDIANTES TIENEN LA POSIBILIDAD DE DESARROLLARLAS EN PAÍSES EUROPEOS.

EL IES NÉSTOR ALMENDROS SOLICITA LA CARTA UNIVERSITARIA ERASMUS AMPLIADA PARA SEGUIR PARTICIPANDO EN ESTOS PROYECTOS DE MOVILIDAD, DADO QUE LA EXPERIENCIA DE ESTOS AÑOS HA SIDO MUY POSITIVA PARA NUESTROS ALUMNOS.

DENTRO DE LAS FINALIDADES EDUCATIVAS DE NUESTRO CENTRO SE ENCUENTRAN EL CONOCIMIENTO DE LOS PAISES EUROPEOS, EL ACERCAMIENTO A SU CULTURA Y SOCIEDAD, Y FACILITAR A NUESTRO ALUMNADO DE FORMACIÓN PROFESIONAL LA POSIBILIDAD DE REALIZAR SUS PRÁCTICAS EN EL EXTRANJERO. PARA LOS ALUMNOS,LA EXPERIENCIA ADQUIRIDA, -TANTO A NIVEL PROFESIONAL COMO PERSONAL-, ES MUY ENRIQUECEDORA PUES LES AYUDA A TENER UNA VISIÓN MÁS AMPLIA DEL MUNDO LABORAL Y LES FACILITA AVANZAR EN EL CONOCIMIENTO DE OTRA LENGUA Y CULTURA. TAMBIÉN CON ESTOS PROYECTOS SE FOMENTAN LOS CONTACTOS ENTRE ALUMNOS Y PROFESORES DE DIVERSOS PAISES, CONOCIENDO OTROS SISTEMAS EDUCATIVOS, ORGANIZACIONES LABORALES, ETC...

NUESTRO CENTRO SE COMPROMETE A COLABORAR ESTRECHAMENTE CON LAS AUTORIDADES PARA DESARROLLAR ESTOS PROYECTOS DE MOVILIDAD Y A DIFUNDIR LA CONCESIÓN DE LA CARTA UNIVERSITARIA ERASMUS AMPLIADA A TODOS LOS MIEMBROS DE LA COMUNIDAD EDUCATIVA: ALUMNOS, PADRES, PROFESORES, PERSONAL DE ADMINISTRACIÓN Y A LAS EMPRESAS E INSTITUCIONES CON LAS QUE TRABAJAMOS; PARA ELLO SE UTILIZARÁN CIRCULARES, LA REVISTA DIGITAL DEL INSTITUTO, NUETRA PÁGINA WEB, REUNIONES, SESIONES INFORMATIVAS,ETC...

TODOS LOS CURSOS ACADÉMICOS SE INFORMA A LOS ALUMNOS SOBRE LAS POSIBILIDADES DE LOS PROYECTOS EUROPEOS, Y LA DEMANDA CADA VEZ ES MAYOR, DADO EL INTERÉS QUE DESPIERTAN. EN EL CURSO 2006/2007 SE HA INICIADO EN NUETRO CENTRO UN PROYECTO PROPIO DE CONTINUIDAD : "FORMACIÓN Y ORIENTACIÓN EN EL MARCO EUROPEO: FRANCIA Y REINO UNIDO", QUE YA HA DADO SUS PRIMEROS FRUTOS :PRÁCTICAS DE ALUMNOS ESPAÑOLES EN PARÍS Y DE FRANCESES EN SEVILLA,Y COLABORACIÓN CON EMPRESAS DE PARÍS .

NUESTRO CENTRO,QUE ES BILINGÜE,DESARROLLA OTRO PROYECTO DE ACOGIDA DE ALUMNOS SUECOS, Y TAMBIÉN ESTUDIAN EN ÉL UN GRAN NÚMERO DE ALUMNOS EXTRANJEROS, POR LO QUE LAS RELACIONES CON PAISES COMUNITARIOS SON FUNDAMENTALES.IGUALMENTE, EL TRATAMIENTO DE LA DIVERSIDAD, INTEGRACIÓN Y MOVILIDAD DEL ALUMNADO DE ENSEÑANZAS DE ADULTOS ES UN OBJETIVO PREFERENTE

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided 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, support and acknowledgement of staff mobility.

EL CENTRO GARANTIZA LA MÁXIMA CALIDAD DE LA EXPERIENCIA SELECCIONANDO AL ALUMNADO EN FUNCIÓN DE SU EXPEDIENTE ACADÉMICO, DESTREZAS LINGÜÍSTICAS Y MADUREZ Y ACTITUD PARA ADAPTARSE A ENTORNOS CULTURALES DIFERENTES; LAS EMPRESAS SE ADAPTARÁN AL PERFIL PROFESIONAL Y LA ESPECIALIZACIÓN DE LOS ALUMNOS.

DESDE LA PUESTA EN MARCHA DEL PROYECTO EL INSTITUTO PROPORCIONARÁ A LOS ALUMNOS TODA LA INFORMACIÓN SOBRE: DESTINOS, DURACIÓN DE LAS PRÁCTICAS, ALOJAMIENTO, DESPLAZAMIENTOS, MANUTENCIÓN, CURSOS DE IDIOMA, ENTREVISTA LABORAL, PERSONAS Y ORGANIZACIÓN DE CONTACTO Y ACOGIDA EN EL PAÍS, PRINCIPALES DIFERENCIAS CULTURALES Y SOCIALES PARA UNA MÁS RÁPIDA Y MEJOR ADAPTACIÓN,...

CADA BENEFICIARIO DEL PROGRAMA SE COMPROMETERÁ, - POR ESCRITO Y ANTES DE LA SALIDA -, A ACEPTAR LAS CONDICIONES DE PARTICIPACIÓN. COMPLETADA LA ESTANCIA CON ÉXITO, RECIBIRÁ EL DOCUMENTO DE MOVILIDAD EUROPASS, QUE ACREDITA SU FORMACIÓN EN PRÁCTICAS DE EMPRESA EN OTROS PAÍSES DE LA UNIÓN EUROPEA Y EL CUADERNO DE PRÁCTICAS LABORALES, EN EL QUE SE RECOGERÁ SU EVOLUCIÓN EN EL PERIODO DE PRÁCTICAS.

A SU VUELTA, EL EQUIPO DOCENTE EVALUARÁ LAS PRÁCTICAS REALIZADAS ATENDIENDO AL TRABAJO DESARROLLADO EN LA EMPRESA ASIGNADA : PROCEDIMIENTOS Y TAREAS , CONOCIMIENTOS ADQUIRIDOS Y CAPACIDADES DESARROLLADAS.

DURANTE TODA LA ESTANCIA LOS BENEFICIARIOS ESTARÁN EN CONTACTO PERMANENTE ( INTERNET Y TELÉFONO ) CON SU TUTOR DOCENTE Y EL COORDINADOR ERASMUS DEL CENTRO.

EL INSTITUTO FOMENTARÁ LA LABOR DESARROLLADA POR LOS PROFESORES IMPLICADOS EN ESTOS PROYECTOS, TANTO A NIVEL ORGANIZATIVO, COMO FORMATIVO. SE IMPULSARÁ LA CREACIÓN DE GRUPOS DE TRABAJO EN ESTA DIRECCIÓN.

TANTO EL CENTRO COMO LOS ALUMNOS BENEFICIARIOS ELABORARÁN UNA MEMORIA SOBRE EL DESARROLLO DEL PROYECTO Y LAS EXPERIENCIAS DEL MISMO.

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

SE REALIZARÁN CONTACTOS PREVIOS Y, -SI ES POSIBLE-, VISITAS PREVIAS A LAS ORGANIZACIONES DE ACOGIDA EN LOS RESPECTIVOS PAÍSES PARA SELECCIONAR LAS EMPRESAS DE PRÁCTICAS, PARA QUE SE ADAPTEN A LOS PERFILES DE CADA CICLO FORMATIVO. EN CADA EMPRESA HABRÁ UN TUTOR LABORAL Y SE ACORDARÁ UN PROGRAMA DE FORMACIÓN PARA CADA BENEFICIARIO, EN EL QUE SE DETALLARÁN LAS ACTIVIDADES Y TAREAS A REALIZAR POR ÉSTE, ASÍ COMO EL SEGUIMIENTO Y LOS CRITERIOS DE EVALUACIÓN. DICHA PERSONA INFORMARÁ PERIÓDICAMENTE AL TUTOR DOCENTE DEL ALUMNO SOBRE SU ADAPTACIÓN Y EVOLUCIÓN, Y RELLENARÁ EL CUADERNO DE PRÁCTICAS DEL ALUMNO Y EL DOCUMENTO DE MOVILIDAD EUROPASS.

IGUALMENTE A TRAVÉS DE LAS ORGANIZACIONES DE ACOGIDA, -O DIRECTAMENTE DESDE EL CENTRO-, SE ORGANIZARÁ LA ESTANCIA CON TODOS SUS DETALLES: VIAJE, SEGUROS, ALOJAMIENTO, MANUTENCIÓN, TRASLADOS, CURSO DE IDIOMA Y ADAPTACIÓN, ETC...

TODAS LAS CONDICIONES DEL PERIODO DE PRÁCTICAS SE RECOGERÁN EN UN ACUERDO DE COLABORACIÓN OFICIAL PARA LA REALIZACIÓN DEL MÓDULO DE FORMACIÓN EN CENTROS DE TRABAJO, QUE SERÁ FIRMADO POR EL CENTRO EDUCATIVO Y LAS RESPECTIVAS EMPRESAS, CON EL VISTO BUENO DE LA ADMINISTRACIÓN EDUCATIVA Y LABORAL

LOS ALUMNOS BENEFICIARIOS REALIZARÁN UN PROYECTO INTEGRADO RELACIONADO CON LA EMPRESA EN LA QUE DESARROLLAN SUS PRÁCTICAS, Y AL FINALIZAR LA ESTANCIA EN EL EXTRANJERO, SERÁN EVALUADOS POR SU EQUIPO DOCENTE. LA EVALUACIÓN POSITIVA CONDUCIRÁ A LA OBTENCIÓN DEL TÍTULO SUPERIOR DE FORMACIÓN PROFESIONAL  
EL COORDINADOR ERASMUS DEL CENTRO COORDINARÁ EL PROGRAMA DESDE SU INICIO ( FASE DE INFORMACIÓN ) HASTA SU FINALIZACIÓN ( ELABORACIÓN DE MEMORIAS INFORMATIVAS )

# Erasmus Policy Statement (EPS)

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a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

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?

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)?

LE LYCÉE NÉSTOR ALMENDROS EST UN CENTRE PUBLIC DE LA JUNTA DE ANDALUCÍA OÙ ON ENSEIGNE 5 CYCLES FORMATIFS DE DEGRÉ SUPÉRIEUR ET QUI PARTICIPE DEPUIS 2004 À DES PROJETS LEONARDO DA VINCI ORGANISÉS PAR LA DIRECTION GÉNÉRALE DE FORMATION PROFESSIONNELLE ET AVEC UN PROJET PROPE DE COLLABORATION AVEC UN LYCÉE FRANÇAIS (JEAN LURÇAT), POUR ENVOYER DES ÉLÈVES DANS DES ENTREPRISES DES PAYS DE LA COMMUNAUTÉ EUROPÉENNE POUR RÉALISER LA FORMATION DANS DES CENTRES DE TRAVAIL. LE SYSTÈME ÉDUCATIF ESPAGNOL DEMANDE AUX ÉLÈVES DE CYCLES SUPÉRIEURS EFFECTUER UN NOMBRE MINIMUM D'HEURES DANS DES ENTREPRISES DU SECTEUR CORRESPONDANT, ET AVEC CE TYPE DE PROJET NOS ÉTUDIANTS ONT LA POSSIBILITÉ DE LES DÉVELOPPER DANS LES PAYS EUROPÉENS. LE LYCÉE NÉSTOR ALMENDROS DEMANDE LA CHARTE UNIVERSITAIRE ERASMUS ÉTENDUE POUR CONTINUER À PARTICIPER À CES PROJETS DE MOBILITÉ, PARCE QUE L'EXPÉRIENCE DE CES ANNÉES A ÉTÉ TRÈS POSITIVE. DANS LES FINALITÉS ÉDUCATIVES DE NOTRE CENTRE SE TROUVENT LES CONNAISSANCES DES PAYS EUROPÉENS, LE RAPPROCHEMENT DES CULTURES ET SOCIÉTÉS, ET FACILITER À NOS ÉTUDIANTS LA POSSIBILITÉ D'EFFECTUER LEURS STAGES À L'ÉTRANGER. POUR LES ÉLÈVES, L'EXPÉRIENCE AQUISE, -AUSSI BIEN AU NIVEAU PROFESSIONNEL QUE PERSONNEL-, EST TRÈS ENRICHISSANTE PARCE QUE ÇA LES AIDE À AVOIR UNE VISION PLUS LARGE DU MONDE DU TRAVAIL ET DÉVELOPPE LES CONNAISSANCES D'AUTRES LANGUES ET CULTURES. CES PROJETS DÉVELOPPENT AUSSI LES CONTACTS ENTRE LES ÉLÈVES ET LES PROFESSEURS DES DIVERS PAYS, EN APPRENANT D'AUTRES SYSTÈMES ÉDUCATIFS, ORGANISATIONS DU TRAVAIL,...

NOTRE CENTRE PROMET DE COLLABORER ÉTROITEMENT AVEC LES AUTORITÉS POUR DÉVELOPPER CES PROJETS DE MOBILITÉ ET DIFFUSER LA CONCESSION DE LA CHARTE UNIVERSITAIRE ERASMUS À TOUS LES MEMBRES DE LA COMMUNAUTÉ ÉDUCATIVE: ÉLÈVES, PARENTS, PROFESSEURS, PERSONNEL D'ADMINISTRATION, ET AUX ENTREPRISES ET INSTITUTIONS AVEC LAQUELLES NOUS TRAVAILLONS; POUR CE FAIRE ON UTILISERA LE JOURNAL DU LYCÉE, DES LETTRES CIRCULAIRES, NOTRE PAGE WEB, RÉUNIONS, SESSIONS INFORMATIVES,...

TOUTES LES ANNÉES SCOLAIRES ON INFORME AUX ÉLÈVES SUR LES POSSIBILITÉS DE CES PROJETS EUROPÉENS, ET LA DEMENDE EST DE PLUS EN PLUS IMPORTANTE.

EN 2006 ON A MIS EN PLACE DANS NOTRE ÉTABLISSEMENT UN PROJET PROPE DE CONTINUITÉ: "FORMATION ET ORIENTATION DANS LE CADRE EUROPÉEN: FRANCE ET ROYAUME-UNI" QUI A DÉJÀ APPORTÉ SES FRUITS: STAGES DES ÉTUDIANTS ESPAGNOLES À PARIS ET DES FRANÇAIS À SEVILLE, ET COLLABORATION AVEC DES ENTREPRISES DE PARIS :CINÉMA, THÉÂTRE,.... NOTRE CÉNTRE, QUI EST BILINGUE, DÉVELOPPE UN AUTRE PROJET D'ACCUEIL DES ÉLÈVES SUEDOIS, ET AUSSI BEAUCOUP D'ÉTRANGERS ÉTUDIANT DANS NOTRE ÉTABLISSEMENT, C'EST POURQUOI LES RELATIONS AVEC LES PAYS COMMUNAUTAIRES SONT FONDAMENTALES, AINSI QUE LE TRAITEMENT DE LA DIVERSITÉ, L'INTÉGRATION ET LA MOBILITÉ DES ÉTUDIANTS CONCERNANT LES ENSEIGNEMENTS DES ADULTES EST UN OBJECTIF PRÉFÉRENTIEL.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided 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, support and acknowledgement of staff mobility.

LE CENTRE GARANTIE LA QUALITÉ MAXIMALE DE L'EXPÉRIENCE EN SÉLECTIONNANT LES ÉLÈVES EN FONCTION DE SON DOSSIER ACADÉMIQUE, LE NIVEAU LINGUISTIQUE, LA MATURITÉ DE L'ÉLÈVE ET SA CAPACITÉ À S'ADAPTER AUX DIFFÉRENTS ENVIRONNEMENTS CULTURELS; LES ENTREPRISES S'ADAPTERONT AU PROFIL PROFESSIONNEL ET LA SPÉCIALISATION DES ÉLÈVES. DEPUIS LA MISE EN MARCHE DU PROJET, LE LYCÉE FOURNIRA AUX ÉTUDIANTS TOUTES LES INFORMATIONS SUR: LES DESTINATIONS, LA DURÉE DES STAGES, LES LOGEMENTS, LES DÉPLACEMENTS, MANUTENTION, COURS DE LANGUES, INTERVIEWS DU TRAVAIL, LES PRINCIPAUX CONTACTS, L'ACCUEIL, LES DIFFÉRENCES CULTURELLES ET SOCIALES POUR UNE MEILLEURE ADAPTATION,...

CHAQUE BÉNÉFICIAIRE DU PROGRAMME PROMETTRA, - PAR ÉCRIT ET AVANT DE PARTIR, D'ACCEPTER LES CONDITIONS DE PARTICIPATION. APRÈS AVOIR FINI LE STAGE, AVEC SUCCÈS, L'ÉLÈVE RECEVRA LE DOCUMENT DE MOBILITÉ EUROPASS, QUI CERTIFIERA SON STAGE DANS DES AUTRES PAYS DE LA COMMUNAUTÉ EUROPÉENNE, ET LE CAHIER DE STAGE, DANS LEQUEL SERA PRÉCISÉ SON ÉVOLUTION.

À SON RETOUR, L'ÉQUIPE D'ENSEIGNEMENT ÉVALUERA LE STAGE RÉALISÉ EN FONCTION DU TRAVAIL EFFECTUÉ DANS L'ENTREPRISE ASSIGNÉE: PROCÉDURES, TÂCHES, CONNAISSANCES AQUISSES ET CAPACITÉS DÉVELOPPÉES.

DURANT LE STAGE, LES BÉNÉFICIAIRES SERONT EN CONTACT PERMANENT ( INTERNET ET TÉLÉPHONE ) AVEC SON TUTEUR D'ENSEIGNEMENT ET LE COORDINATEUR ERASMUS DU CENTRE,

LE LYCÉE ENCOURAGERA LE TRAVAIL DÉVELOPPÉ PAR LES PROFESSEURS IMPLIQUÉS DANS CES PROJETS, AUSSI BIEN AU NIVEAU ORGANISATIF QUE FORMATIF ET AIDERA LA FORMATION DE GROUPES DE TRAVAIL DANS CETTE DIRECTION.

LE CENTRE AINSI QUE LES BÉNÉFICIAIRES FERONT UNE MÉMOIRE SUR LE DÉVELOPPEMENT DU PROJET ET DES EXPÉRIENCES CONCERNANT LE MÊME.

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

ON EFFECTUERA D'ABORD DES CONTACTS ET, SI C'EST POSSIBLE, DES VISITES PRÉALABLES AUX ORGANISATIONS D'ACCUEIL DANS LES DIFFÉRENTS PAYS POUR SÉLECTIONNER LES ENTREPRISES OÙ LES ÉTUDIANTS FERONT LEUR STAGE, ENTREPRISES QUI DEVRONT S'ADAPTER AU PROFIL DE CHAQUE CYCLE FORMATIF. DANS CHAQUE ENTREPRISE IL Y AURA UN TUTEUR DU TRAVAIL ET ON ACCORDERA UN PROGRAMME DE FORMATION POUR CHAQUE BÉNÉFICIAIRE, OÙ L'ON INDIQUERA LES ACTIVITÉS ET TÂCHES À ACCOMPLIR PAR CHACUN D'EUX, AINSI QUE LA SUITE ET LES CRITÈRES D'ÉVALUATION. LE TUTEUR DU TRAVAIL DEVRA INFORMER PÉRIODIQUEMENT AU TUTEUR ENSEIGNANT DE L'ADAPTATION ET ÉVOLUTION DE L'ÉLÈVE ET REMPLIRA LE CAHIER DU STAGIAIRE ET LE DOCUMENT DE MOBILITÉ EUROPASS.

ON ORGANISERA AUSSI LE SÉJOUR, C'EST-À-DIRE: VOYAGE, ASSURANCE, LOGEMENT, MANUTENTION, DÉPLACEMENTS, COURS DE LANGUE, ADAPTATION, ... À TRAVERS LES ORGANISATIONS D'ACCUEIL OU DIRECTEMENT À TRAVERS NOTRE ÉTABLISSEMENT.

TOUTES LES CONDITIONS DU STAGE SERONT RECUEILLIES DANS UN ACCORD DE COLLABORATION OFFICIELLE POUR LA RÉALISATION DE LA MODULE DE FORMATION DANS DES CENTRES DE TRAVAIL, QUI SERA SIGNÉ PAR L'ÉTABLISSEMENT D'ENSEIGNEMENT ET LES DIFFÉRENTES ENTREPRISES, UNE FOIS APPROUVÉ PAR L'ADMINISTRATION ÉDUCATIVE ET L'ADMINISTRATION DU TRAVAIL.

LES BÉNÉFICIAIRES FERONT UN PROJET INTÉGRÉ QUI DEVRA ÊTRE EN RAPPORT AVEC L'ENTREPRISE OÙ ILS FERONT LE STAGE, ET LORSQU'ILS FINIRONT LEUR SÉJOUR À L'ÉTRANGER, ILS SERONT ÉVALUÉS PAR LEURS PROFESSEURS. SI LE RÉSULTAT DE CETTE ÉVALUATION EST POSITIF ILS OBTIENDRONT LE DIPLOME SUPÉRIEUR DE FORMATION PROFESSIONNELLE.

LA PERSONNE CHARGÉE DE LA COORDINATION D'ERASMUS DANS L'ÉTABLISSEMENT SUIVRA LE PROGRAMME DÈS LE DÉBUT ( PHASE DE RENSEIGNEMENT ) JUSQU'À LA FIN ( ÉLABORATION DES MÉMOIRES INFORMATIVES ).

# ERASMUS

University Charter

2007/2008 - 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 must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

**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 and that an academic credit transfer system (ECTS or similar) gives transparency to the 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, and 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 publicise 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.

# ERASMUS

**Extended University Charter**  
2007/2008 - 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 must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

**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 and that an academic credit transfer system (ECTS or similar) gives transparency to the 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, and 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 publicise 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.
- to ensure the highest quality in the organisation of student placements.

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*