



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: 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

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.

A.1. Identification of the applicant institution

Full legal name of the institution in the national language	INSTITUT D'EDUCACIÓ SECUNDÀRIA FELANITX (IES FELANITX)		
Translation of this name in English	FELANITX SECONDARY EDUCATION INSTITUTE (FELANITX HIE)		
Erasmus ID code of the institution	NEW 2007		
Internet address	http://iesfelanitx.org		

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	PERE COVES I VICENÇ		
Title (optional) (e.g. Prof., Dr, etc.)	Sr.	Gender	Male
Department/Unit	PHYSICS & CHEMISTRY		
Official function within the institution	HEAD MASTER		
Phone (including country and area codes)	+ 00 / 34 / 971 58 04 97		
Fax (including country and area codes)	+ 00 / 34 / 971 58 12 58		
E-mail address (only one address)	iesfelanitx@educacio.caib.es		
Legal address of the institution			
Street/Nr.	PETRA / s/n		
Post code & Town	07200 FELANITX		
Country Code, Country	ES, Spain		

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

First name and surname	JOAN ROSSELLÓ RIGO		
Title (optional) (e.g. Prof., Dr, etc.)	Sr.	Gender	Male
Department/Unit	AGRICULTURAL ACTIVITIES		
Official function within the institution	HEAD OF VOCATIONAL TRAINING		
Phone (including country and area codes)	+ 00 / 34 / 971 58 04 97		
Fax (including country and area codes)	+ 00 / 34 / 971 58 12 58		
E-mail address (only one address)	jrossello4@educacio.caib.es		
Correspondence			
Street/Nr.	PETRA / s/n		
Post code & Town	07200 FELANITX		
Country Code, Country	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			1950
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
			23
Number of students graduated in 2005/2006		First Cycle	4
		Second Cycle	
		One-tier degrees	
		Third Cycle(without PhD)	
		Doctoral degrees	
Number of teaching staff (total) in 2005/2006			13
Number of teaching staff (full-time equivalent) in 2005/2006			5.17
Number of administrative staff (full-time equivalent) in 2005/2006			1
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)			0.5
First year of participation in Erasmus Programme with funding from the European Community			

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 No
- 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 Yes

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 Yes
 - 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
- Learning agreement & transcript of records.

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)?

La EPS se basa en el Plan de Cooperación Felanitx con Europa (E↔F). Ver iesfelanitx.org

PERFIL

Centro fundado en 1950

940 alumnos diversos de Felanitx y sur de Mallorca

65 en FP de Mallorca y Península

familias de clase media ocupadas en el sector servicios

118 profesores

219 convenios de colaboración empresarial

60 empresarios colaboran con equipamiento

fomenta la convivencia democrática

atiende las necesidades formativas

incentiva la innovación educativa

INTERNACIONALIZACIÓN

·Cooperación con Alemania, Dinamarca, Finlandia, Francia, Holanda, Italia, Polonia, Reino Unido, Rumanía y Suecia desde 1996

·Academia, Comenius e intercambios desde 2000

·Leonardo da Vinci (movilidad y proyecto piloto): Plan estratégico Illes Balears para la movilidad transnacional en la FP inicial reglada 00/06

ESTRATEGIA E↔F

Se organiza la continuación, ampliación y mejora de la cooperación europea. La EPS manifiesta la implicación comarcal en los objetivos PAP y Erasmus. Cuenta con la decidida voluntad de contribuir al desarrollo de la UE como sociedad avanzada, de crecimiento económico sostenible, con más y mejores lugares de trabajo y una mayor cohesión social.

Con la CUE, E↔F recibe los valores añadidos:

·asunción del objetivo de Lisboa

·actualización en la valoración de las competencias

·explotación intensa de la experiencia

·tratamiento de la coherencia local/global

·integración de la movilidad transnacional como parte de la organización

·reorganización de los recursos y seguimiento cuidadoso

·iniciarse como centro promotor Erasmus

OBJETIVOS

·Prioritarios

aumentar y mejorar la movilidad europea

coordinar la adquisición de competencias básicas en la sociedad del conocimiento

garantizar la cohesión ciudadana

·Previsores del cambio

aplicar sistemas de calidad

avanzar en sectores emergentes

desarrollar las TIC

reforzar las capacidades lingüísticas

integrar los menos favorecidos

VISIBILIDAD

Las acciones ocupan el antes, el durante y el después de las estancias, consisten en aparición actualizada en medios del IES, la DGFP y los cooperantes:

·EPS en 5 idiomas

·Panel de FP y Orientación

·Revista

·Placa en el hall

·Punto Europa en la biblioteca

·Documentos de centro

·Folletos de oferta educativa

·Exposición

·Artículos en medios comarcales

·Logotipos en vestuario de trabajo

*Consulta y debate por email, actividades del Plan tutorial, presentación de beneficiarios y tutores, reuniones con empresarios, atención a los cooperantes y servicios casuales

HORIZONTALIDAD

La no discriminación de cualquier tipo es transversal en el E↔F, da un trato particular e intenta mitigar las barreras de los desfavorecidos. El plan se adapta, pero no pierde de vista las capacidades terminales a adquirir. A mujeres jóvenes inmigrantes, personas con discapacidades y otros colectivos; se facilita la comprensión y accesibilidad para animar su participación. El Plan E↔F se revisa para el cumplimiento de los temas transversales acordados en el centro.

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 IES Felanitx cuenta con una amplia experiencia en movilidad.

ORGANIZACIÓN

Su actual Plan (E↔F):

- aplica el PAP y persigue su calidad
- reforma sus recursos para asegurar la calidad en Erasmus
- requiere un compromiso de buena preparación docente
- fomenta la formación del personal en movilidad, proyectos piloto y idiomas
- aumenta la contribución de empresarios, interlocutores sociales y laborales, organismos públicos y privados, ONG y responsables educativos.

Establece la COMISIÓN E↔F que tendrá disponibilidad horaria y técnica, coordinada por el jefe de estudios de FP, cuenta con:

- tutores de FCT
- docentes de FOL y lenguas extranjeras
- representantes del Ayuntamiento, sociales y laborales.

Sus funciones son:

- solicitar la CUE
- coordinar todo tipo de movilidad
- elaborar propuestas y evaluar los procesos
- presentar obligatoriamente la programación y una memoria intermedia y final anual
- vigilar para la consecución de una progresiva evaluación interna independientemente de si el IES forma parte del proyecto de calidad QFP.

La SECRETARÍA cumple los requisitos establecidos en convocatorias y acuerdos, avanza gastos a los beneficiarios y trabaja para la no discriminación.

El ALUMNADO VISITANTE Erasmus, según los convenios con los colaboradores, dispondrá de la misma atención que el alumnado propio y además recibirá apoyo logístico en su estancia.

NUEVA DOCUMENTACIÓN DE APOYO

- materiales personalizados para preparación y tutoría
- productos del proyecto piloto EP&E: Innovative strategies for regional development
- suplemento propio a la titulación en 3 idiomas

PLATAFORMA VIRTUAL

- acceso destacado en la web
- alta interactividad con el debate por email
- preparación de los convenios
- seguimiento tutores/alumnos

RECONOCIMIENTO DE LA EXPERIENCIA

- uso sistemático de documentación para la transparencia, como el Europass
- validación de habilidades adquiridas por movilidad
- acreditación profesional complementaria si correspondiera.

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.

PROGRAMA

La Comisión E↔F:

Analiza las necesidades y tunea la atención

Planifica la preparación lingüística para todos

Selecciona el alumnado bajo criterios de capacidad lingüística, rendimiento académico, motivación y no discriminación

y las empresas (visitadas previamente por nuestros agentes o los del Consorcio) que:

- cumplan los requisitos de la convocatoria
- demuestren interés en movilidad de calidad
- se esfuercen en la educación, investigación e innovación
- ofrezcan recursos apropiados

Las ESTANCIAS serían:

- disfrutadas por estudiantes de Gestión de recursos naturales y de Administración y Finanzas
- desarrolladas, de momento, en empresas de protección ambiental, desarrollo rural, comercio internacional o turismo en Francia, Italia, Polonia o UK
- referidas a un programa formativo detallado al máximo
- cuidadosas en la gestión de los seguros, transporte, alojamiento, manutención y control del gasto

ACUERDOS PRÁCTICOS

Los más destacados son:

Convenio de colaboración /empresas extranjeras (algunos disponibles)

Consorcio FP-Erasmus 2007 /regional

Valoración de Erasmus en el Plan E↔F /empresarios locales

Candidatura Erasmus y Exploración /alumno-IES

Tándem /alumnos experimentados y candidatos

Recepción de alumnado extranjero /según demanda

Se elaborarán los necesarios para el desarrollo del programa

TUTORÍA

Usa las TIC con alta frecuencia y las herramientas EP&E. Se tunea para resolver dudas y prevenir conflictos.

Incluye acompañamiento inicial o compartido con el Consorcio. Trata de hacer del alumno un trabajador de la sociedad del conocimiento.

EVALUACIÓN

Es un proceso para la mejora continua. Abarca todas las fases de la movilidad, incluyendo su impacto posterior.

Usará materiales específicos (cuestionarios, DAFO y los informes Erasmus).

ACREDITACIÓN

Si la evaluación es positiva, la estancia se reconoce como parte de la FCT. Se concederá también Europass y cuando sea posible ECVET. Mejora la FP y favorece el reconocimiento empresarial.

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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)?

The EPS is based in the Felanitx–Europe Cooperation Plan (E↔F). See iesfelanitx.org

PROFILE

HEI founded in 1950

940 students from the South of Majorca

65 studying VET from Majorca and Mainland

Medium class families occupied in the third sector

119 teachers

119 agreements with enterprises

60 of them contribute with equipment

Open institution that:

- promotes a democratic participation
- attends the local formation needs
- stimulates the educative innovation

INTERNATIONALISATION

·Cooperation with Denmark, Finland, France, Germany, Holland, Italy, Poland, Romania, Sweden & UK since 1996

·Academia, Comenius & student exchanges since 2000

·Leonardo da Vinci (mobility & pilot project): Balearic Island Strategic Planning for transnational mobility in Initial VET (00/06).

STRATEGY E↔F

We organize the continuity, widening & improvement of European cooperation. The EPS states the involvement of the neighbour municipalities with the LLP & ERASMUS. It implies a strong will to contribute through to the development of the Community as an advanced knowledge-based society, with sustainable economic development, more and better jobs and greater social cohesion, while ensuring good protection of the environment.

With the EUC our E↔F wins:

- strengthening the Lisbon goals
- updating of the skills recognition
- deep dissemination & exploitation of experience
- dealing with local/global coherence
- integration of transnational mobility as a part of the organization
- reorganization of management and detailed monitoring
- being an institution promoting Erasmus

OBJECTIVES

·Main

to increase of European mobility & its quality

to manage activities related to the acquisition of key competences

to guarantee the citizenship cohesion

·For a changing society

to implement quality systems

to move forward in emerging sectors

to integrate the ICTs

to broaden access for the disadvantaged

to reinforce language abilities

VISIBILITY

The actions takes place before, during and after the placements; specified in the broadcasting through the means of our own, the DGFP and foreign assisting institutions:

·EPS in 5 languages

·Panel of VET & Guidance

·Newsletter

·Plaque in the hall

·library "Punt Europa"

·Leaflet of the education offer

·Exhibition

·Reports in local media

·Logos on work clothing

Email consultation & discussion, activities of the tutorial planning, presentation of beneficiaries & tutors, meetings with business network, attendance to involved partners & casual attendance.

HORIZONTAL POLICIES

The non-discrimination of any kind is transversal to the E↔F, which gives individual priority to everyone and tries to reduce the barriers of disadvantaged. The plan can be adapted but always keeps an eye to fundamental skills.

Immigrants young women, disabled & other collectives will be helped in accessibility to encourage their participation.

The PCFE has systematic critical review to achieve the transversal subjects accorded at Felanitx HEI.

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.

Our HIE has a wide experience in mobility. Its new Felanitx & Europe Cooperation Plan (E↔F):

- reforms our resource management to ensure Erasmus Quality
- means a commitment of high level qualified teachers
- promotes the LLP for our staff dealing with mobility, pilot projects and foreign languages
- tries to increase the contribution of enterprises, social and labour interlocutors, public & private organisms, NGO and educational authorities.

E↔F COMMISSION is established, which has arranged time & technical resources, is coordinated by the Erasmus institutional co-ordinator, counts on some On-job-training tutors, language teacher, guidance advisor and other collaborators: the social, work & Council representatives. Their functions are:

- to coordinate any kind of mobility
- to prepare proposals & evaluate their procedures
- to present a compulsory programme & an intermediate & final report
- to look after the progressive internal evaluation regardless of our integration of the HIE in the Quality system project for VET.

The ADMINISTRATION OFFICE

is already carrying out the established requirements of the Erasmus call & the collaboration agreements, is able to advance the travel & living expenses and is working with the non-discrimination aim.

The INCOMING STUDENTS, according to the previous agreements, will get the same attention as our own students and they will also receive logistic support for their stay.

NEW SUPPORT DOCUMENTATION

- individualized materials for preparation & guidance
- products of EP&E Innovative strategies for regional development pilot project
- diploma supplement in 3 languages

VIRTUAL PLATFORM

- outstanding access to the site
- high interactivity through email discussion
- agreement preparation
- tutor/student monitoring

EXPERIENCE RECOGNITION

- systematic use of documentation for transparency, as Europass
- principles of validation of the abilities acquired by means of mobility
- complementary professional accreditations if entitled.

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.

WORK-PROGRAM

The E↔F Commission analyses the needs, plans the cultural & linguistic preparation to everyone & serves individually.

Selects the students under the criteria of language skills, academic results, motivation & non-discrimination.

Selects the enterprises (visited previously by our agents or the Consortium) who can:

achieve the requisites of the call, demonstrate to be interested in quality mobility, try in education, research & innovation, have appropriate resources.

The PLACEMENTS will:

benefit the students of Natural Resource Management and Administration & Banking

develop, by now, in enterprises related to environmental protection, rural development, international commerce or tourism in France, Italy, Poland or UK

follow an accurate training program

look after the insurances, transport, accommodation, food & budget control

PRACTICAL AGREEMENTS

The most important are related to:

1Placements/foreign firms (we have some of them)

2Consortium FP-Erasmus 2007 /regional

3Recognition of Erasmus in the E↔F Plan /local network

4Erasmus candidature & Exploration /student & HIE

5Tandem /experimented & candidate students

6Reception of incoming students /if demanded

TUTORING

It uses ICT to high frequency & the tools EP&E. Has tuning to solve doubts and prevent conflicts. Includes initial accompaniment or sharing with the Consortium. Tries to use the placement to turn the student to a worker of the knowledge society.

EVALUATION

Is considered as a process for the continuous improvement. It embraces all the phases of mobility, including the final impact. It will use specific materials (logs, questionnaires, DAFO, those from the Consortium & the established by Erasmus).

RECOGNITION

If the evaluation is positive, the placement will be recognized as a part of the On-the-job training curricula. Europass will be also used. The good impact in the improvement of the quality of VET system gives a best relation with enterprises. ECVET applied if possible.

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*