



# 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: EN**

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: not applicable**

### **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	I.E.S. TXURDINAGA-ARTABE
Translation of this name in English	Txurdinaga-Artabe Vocational High School
Erasmus ID code of the institution	015110erasmus
Internet address	http://015110aa@hezkuntza.net

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

First name and surname of the <b>legal representative</b> of the institution	Juan Carlos Barron Gonzalez		
Title (optional) (e.g. Prof., Dr, etc.)	Professor	Gender	Male
Department/Unit	Chemistry Department		
Official function within the institution	Headmaster		
Phone (including country and area codes)	+ 00/34 /944125712		
Fax (including country and area codes)	+ 00/34 /944731359		
E-mail address (only one address)	015110@hezkuntza.net		
Legal address of the institution			
Street/Nr.	C/ Artalandio, 3		
Post code & Town	48004 Bilbao		
Country Code, Country	ES, Spain		

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

First name and surname	Irene Andujar Martinez		
Title (optional) (e.g. Prof., Dr, etc.)	Professor	Gender	Female
Department/Unit	English Department		
Official function within the institution	International Relations Coordinator		
Phone (including country and area codes)	+00 /34 /944125712		
Fax (including country and area codes)	+00 /34 /944731359		
E-mail address (only one address)	iandujar@irakasle.net		
<b>Correspondence</b>			
Street/Nr.	C/Artalandio, 3		
Post code & Town	48004 Bilbao		
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				1979	
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	652	Full-time	309
Number of students graduated in 2005/2006		First Cycle Second Cycle One-tier degrees Third Cycle(without PhD) Doctoral degrees			129
Number of teaching staff (total) in 2005/2006					108
Number of teaching staff (full-time equivalent) in 2005/2006					98
Number of administrative staff (full-time equivalent) in 2005/2006					4
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)					2
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 No

**1.b Recognition matters: Will your institution use ECTS as an internal credit accumulation system?**

- in all faculties/departments Yes
- 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 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
- Basque Government, Town Council and a Saving Bank

**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)?

a) In I.E.S.Txurdinaga-Artabe Vocational High School we have now about 323 students in secondary A-levels and Vocational Training altogether.  
In Vocational Training, there are 271 full-time students now, who are doing a 2000 hour first-cycle degree. Every year, we grant them the opportunity to do their internship or work-placement (400 hour module) in another European country, so that they have the chance to know a different culture, using different working methods and learning a new language.  
Our fields of education are the following:  
Computing, Chemistry, Business Administration and Finance, Commerce-Marketing and Electronics.  
Since 1998, I.E.S.Txurdinaga-Artabe Vocational High School has been sending students abroad thanks to the European grant Leonardo da Vinci. During the past four years the demand for these European grants has increased outstandingly, and this year we are sending 9 students to countries such as Italy, Ireland, Finland and the United Kingdom. Last course several students did their work-placement in Poland, Portugal, Ireland, United Kingdom and Italy. All of them came back very satisfied with the experience.  
So far, and in order to apply for Leonardo grants within schedule and complying with all necessary requirements, we have worked along with two different promoters here in the Basque Country: IKASLAN, which is an association of Higher Vocational Training Schools and CONFEBASK, which is the association of Basque Enterprises.  
Through these two well-known organizations in the Basque Country, many students from different Higher Vocational Training Schools and specialities do their work-placement abroad.  
On the part of the school's International Relations Co-ordinator we manage, tutorize and follow the steps stated below:

- Publicizing of grants
- Selection of students according to academic results and language level
- Writing of C.V. and Letter of intents
- Several meetings with promoters, students and co-ordinator to inform about receiving countries/companies
- Organizing language courses.
- Final meeting before departure to hand out rules to be followed during their stay, insurance policies and plane tickets.
- Tutorization of students during their stay
- On returning, they will bring the necessary documents signed by the company abroad. If the results are positive, their training period will be validated here by the Basque Country Educational Authorities.
- The Co-ordinator at school applies for the Europass for every beneficiary of the European grant.

b) Needless to say that also Erasmus process will be carried out under the Quality System ISO 9001 2000 and as we are a state educational institution, open-minded and up-dated in all senses, no student or teacher is or will be discriminated in the selection process of Erasmus Projects, for gender, race, economic or disability reasons.  
Finally, the Erasmus Charter and EPS will be displayed on the school's web page:  
[www.txurdinagaartabe.com](http://www.txurdinagaartabe.com)

#### 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.

All the projects related to international and european relations are included in our Quality framework 9001/2000 Although at present there is no ECTS (Transfer Credit Sytem) in Spanish Vocational High Schools, as there is in Universities, we are ready to assume all necessary changes as soon as this point is tackled by European and National educational authorities.

Nevertheless, the courses of study of our outgoing students are subject to individual consultation between us, the partner and the receiving company in destination country, so that partners abroad have a clear idea of what the competences and capacities of each student are.

Regarding proceedings in our projects, we quote some here:

Before departure:

1. Publicizing of the European grants to attract candidates
2. Questionnaire to be filled up by students with their personal data and professional interests
3. Writing and checking of European CV and letter of presentation that will be sent to the partner abroad.
4. Meetings to inform students about destination countries, partners and receiving companies
5. Organizing language courses in less-known languages.
6. Handing out of insurance policies, rules to be followed and plane tickets

During Stay:

1. On arriving at destination students are picked at the airport by the partner-agency
2. Students are granted accomodation, local transport, full or half board, 24 hour assistance and linguistic/cultural training
3. Students are usually tutorized every 15 days, if there is no urgent problem
4. The placement is monitorized and signed by the partner on the Control Page

On returning:

1. Questionnaire to check students' satisfaction in their placement
2. Questionnaire of satisfaction about the student's training period issued by the company abroad.
3. Certifying the work placement and signing of Europass by the company
4. Dissemination of results in a meeting and on the school web-page
5. Acknowledgement of Erasmus National Agency

#### 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.

I.E.S.Txurdinaga-Artabe Vocational High School lies in the outskirts of Bilbao city. Most of our students belong to middle/working class stratum and we work hard so that all students, no matter their gender, race or economic situation, have the same opportunities to access European grants. The only thing we ask for in return is high motivation and good academic results.

On our part, we are determined to give a reliable answer to those students who wish to do their training period abroad. This placement, must follow the same quality requirements as the 400hour module done in Basque companies, in order to obtain the final Qualification Degree.

Therefore, the moment students apply for a European grant:

- 1- The corresponding Technical Department supplies the International Coordinator with an updated sheet of competences for every student
- 2- Following these official competences, within the school curricula, the candidates have to fill in a document on-line and a letter of intent specifying the tasks they are able to handle during their placement, and send it to the host organization
- 3- The organization contacts the co-ordinator in case any doubt arises, and then starts looking for the most suitable placement, according to candidate's features.
- 4- Host organization and coordinator sign an agreement of good practice
- 5- The host organization assigns a tutor for the students who will monitor and tutorize the students every 15 days
- 6- The placement is evaluated all throughout their stay by the tutor who informs the school coordinator regularly
- 7- The students come back with all the required documents signed and stamped by the host organization and company
- 8- Their 13 week stay will be validated here by the Basque Government and Vocational High School, and then their Final Degree is issued
- 9- The certificate of competences and the Europass are managed by both host organization and coordinator
- 10- Finally a summary of the experience is displayed on the school web page

# 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*