



ERASMUS+

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

Version 1.1
4 March 2020



Erasmus: Key action 1: Erasmus Charter for Higher Education

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.

Legal representative of the institution



1. ERASMUS POLICY STATEMENT (EPS)

1.1 Erasmus activities included in our EPS

Erasmus activities covered by our Erasmus Policy Statement.

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): our strategy

Our Erasmus Policy Statement reflects how we intended to implement Erasmus after the award of the ECHE.

What would we like to achieve by participating in the Erasmus Programme? How does our participation in the Erasmus Programme fit into our institutional internationalisation and modernisation strategy?

As a hospitality and tourism higher school, which study plans are based on accommodation, travel agencies, catering and restaurants management we need to increase the awareness of the ways of working in companies in the same sector around Europe. Working in tourism area implies to be open minded and to put value in the internationalization.

We feel we have to teach our students in the knowledge of different countries, its tourist resources, its traditions and diverse cultures, we intend to envelop the school environment with an interest in the travelling, the foreign, the unknown, I mean, the importance of travelling abroad. For that reason we try to instil in our students the emotion of studying and working abroad.

Hospitality and tourism industry is mainly a vocational activity that entails constant renovation and modernization. We intend to transmit our students the entrepreneurial character and the curiosity which is fundamental to succeed in this motivating word.

For all these reasons our targets are:

- To maintain the participation figures and implement new measures to improve them. In the last years we have been carrying out round 12-14 mobilities both students and staff ones, we want to maintain this number and increase it gradually.
- To receive incoming students to share our teaching for a quarter or semester.
- To involve different partner companies, organizations or institutions abroad. We try to expand our inventory of partners, covering accommodation industry, travel agencies, tour guides, tourism assistants, catering services and kitchen management.
- To increase the number of different countries to offer our students and teachers a wide range of possibilities to choose a destination. We currently have agreements with companies in counties such as French, Germany, Ireland, Italy, Netherlands, Denmark, etc...
- To expand the possibilities of foreign languages we can face. The more destinations with different languages we can offer the more successful we will be in meeting the expectations of our candidates.
- To contribute to qualify professionals in the tourism sector but also mature people, with social values and respectful with others and with environment.
- To collaborate with strategic partnerships to develop different projects framed in the education. We want to know other European Education systems specially those related to vocational training



Erasmus actions we would like to take part in.

The Erasmus actions we plan to participate in are:

- Key action 1 Learning mobility, the mobilities of higher education students and staff. This is the action we have been developing last calls. As we informed before, we plan to maintain the participation figures we have been developing till now but increasing and improving them.

We have established in the school a procedure for managing the mobility of teaching and non-teaching staff and another for the management of student mobility.

Both of them have a detailed plan mainly based on exposing the requirements to participate in the selection processes and a description of those processes. We provide the required documentation, explain what the candidate is asked for and above all what is necessary once selected.

In addition, the different steps to follow before, during and after mobility are emphasized. The implementation calendars that will be carried out are established each year.

These procedures are carefully reviewed at the beginning of each academic year by the management team together with the Erasmus coordinator to implement any change needed in order to improve the process

To manage everything that the Erasmus project entails, we have appointed a work team made up of a member from the English department, another from the French one and two more from the most numerous department of the school, the "Hospitality and Tourism" one.

This team is doing an excellent job that we want to keep in the future. Security and transparency in the selection processes have been reinforced, the languages offered to students for personal interviews have been increased, and there has been a boost in the dissemination of the project at the social media level.

To strengthen the Erasmus spirit we are developing what we have called "The Erasmus Area", a small corner in the school hall where we have hung a big map of Europe. We have the idea that each year, we can promote the destinations of our mobilities with photos of the students in each country and linking the destinations with Madrid through colored threads. There is a large poster that indicates "Erasmus Space". Students from different groups work together on this project.

Another action that we have undertaken and that we intend to maintain is a meeting between former Erasmus students and new candidates. We call it "The Erasmus party" because we invite the veterans to a meal prepared by current students and then we develop a talk to exchange experiences, contacts, etc...

We promote this by giving students t-shirts with the promotional Erasmus logo and the institutional logo of the school that they wear during the event.

We believe in the Erasmus program and we are excited to have the opportunity to develop it among our educational community.

- Key action 2 "Cooperation among organisations and institutions": Partnerships for Cooperation and exchanges of practices.

This is the first time that we collaborate in a project of these characteristics. The project will be formed by a total of 5 partners, two from Spain, us as a partner school and the project coordinator, other hospitality and tourism school in Poland and Turkey and an institution that encompasses different schools in Belgium.

The project application has already been submitted. The coordinator institution is MAD for



Europe Cultural Services and International Mobility. We hope we can carry out this collaborative initiative.

What is the envisaged impact of our participation in the Erasmus+ Programme on our institution?

The expected impact of our participation in the Programme is based on the modernisation and internationalization of our institution from the point of view of the quality of teaching.

We check this through:

- Increase the autonomy that participants acquire being abroad and when communicating with foreign people. Our participants lose their fear of trying new initiatives. They are able to become a reference for local community, we know that the percentage of people hired after an Erasmus mobility increases a lot.

We tutor the mobility both during the stay of the participants in the receiving institutions (usually by mail or by phone) and after the mobility, to check the evolution of the person's employment situation.

- Increase the number of people participating, both students and staff. This is little by little becoming more and more numerous, we want to allow Erasmus opportunities to all members of our college community.

- We are looking for excellence, so that we select partners from the Hospitality, Catering and Tourism business that allows us to form excellent people to improve the economy of the región. We know that the more the participants have experimented and get emotions the better chance they have of succeeding in business.

- Develop more collaboration agreements between higher educational institutions to exchange European teaching systems.

- The Increase at educational and professional level in our beneficiaries. The capacities and professional skills and competences are reaching a much more remarkable quality. We can compare this year after year. This tells much of the quality of higher education in general.

- We work to increase the number of International Project we cooperate with. We want to strengthen the quality with the international cooperation.

Virtually all of these impacts are measured in the long term and are slowly becoming apparent.