



**ERASMUS+**

## **Proposal Template**

**Administrative Forms (Part A)  
Project's Technical Description (Part B)**

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

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### Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates provided in the Funding & Tenders Portal Electronic Submission System might differ from this example. Proposals (and annexes and supporting documents) must be prepared and submitted directly in the Portal.





**ERASMUS+**  
**PROPOSAL (PART B)**

**Erasmus: Key action 1: Erasmus Charter for  
Higher Education**

**EACEA-03-2020 ECHE-LP-2020**

## IMPORTANT NOTICE


Applications must be submitted via the Funding & Tenders Portal Submission Service before the call deadline.


Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

### Character and page limits:

- page limit **20** pages
- supporting documents can be provided as an annex and do not count for the page limit
- minimum font size — Arial 8 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not suggestive! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your proposal.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page-limit has been raised to ensure equal treatment of all applicants.**

**COVER PAGE**

*Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the Funding & Tenders Portal Submission System. The template to use is available there.*

**Note:** *Please take due account of the objectives and Charter's principles to be awarded with the Charter under the call (see Call document). Pay particular attention to the award criteria; they explain how the proposal will be evaluated.*

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## 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, also 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

Signature of the legal representative



In the following sections of the application form, you will need to explain how your institution will fulfil the ECHE principles if the Charter is awarded. You are encouraged to consult the [ECHE Guidelines](#) for support in completing this application.

Please note that your Erasmus+ National Agency will evaluate your Erasmus Policy Statement and your answers to the questions given in the application. The Erasmus+ National Agency reserves the right to request more information on your activities and propose supplementary measures, for the purposes of monitoring and implementing the Charter principles by your institution.

## 1. ERASMUS POLICY STATEMENT (EPS)

### 1.1 Erasmus activities included in your EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

#### Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff

#### Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions:

Partnerships for Cooperation and exchanges of practices

Partnerships for Excellence – European Universities

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees

Partnerships for Innovation

#### Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) - Support to policy development and cooperation:

### 1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

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

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the

goal of building a European Education Area<sup>1</sup> and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

Since the vocational training students begin their studies in **Ceinpro**, they are informed of the possibility they have to complete their internships abroad thanks to the Erasmus programme. They are explained that this option allows many students to travel abroad to perform their internships in companies of the sector linked to their current studies and located in other countries of the European Union.

Our goal as a Higher Education school is to offer this opportunity to our students in order to complete their training as professionals in the world of graphic design and 3D animation, in addition to improving their language skills.

Please reflect on the Erasmus actions you would like to take part in and explain how they will be implemented in practice at your institution. Please explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

We have been participating in the Erasmus programme for over 15 years, both in the Erasmus **Key Action 1 (KA1)** Learning mobility, and in the Erasmus **Key Action 2 (KA2)** Cooperation among organizations and institutions sending VET and HNC students to complete their internships abroad. I must say that our experience in this regard has always been very satisfactory and we are very interested in continuing to participate in the mentioned areas.

Participating in the programme helps us to get the most out of the open nature of innovative experiences, the observation of new work methodologies, new techniques and strategies of education and new approaches to learning of the different subjects taught at our school.

In addition, the programme encourages a greater use of new technologies for better communication with our students, families and other partners with the school.

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

Please reflect on targets, as well as qualitative and quantitative indicators in monitoring this impact (such as mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects (under the KA2 action), sustainability/long-term impact of projects etc.) You are encouraged to offer an indicative timeline for achieving the targets related to the Erasmus+ actions.

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<sup>1</sup> For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:  
[https://ec.europa.eu/education/education-in-the-eu/european-education-area\\_en](https://ec.europa.eu/education/education-in-the-eu/european-education-area_en)

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

As a center of higher education, our intention is to obtain as many Erasmus scholarships as possible each year, to send our students to do their internships abroad. For this reason, we participate in two different mobility projects: the one offered by CONFEBASK (the Confederation of the Basque Country companies), in addition to the one offered by AICE, the association of educational centers to which CEINPRO belongs.

Thanks to this, the number of students who have participated in the Erasmus programme has increased from 4 students in 2014, to 9 in 2019. Last year, from all the scholarships that the project led by Confebask distributed among more than fifty vocational training centers, 10% were obtained by CEINPRO. This was a great honor for us, as we are a small study center, with no more than 150 students.

Our target for 2026 is to maintain this trend and keep an average of 10 students a year participating in the Erasmus+ programme.

## 2. IMPLEMENTATION OF THE FUNDAMENTAL PRINCIPLES

### 2.1 Implementation of the new principles

Please explain the measures taken in your institution to respect the principles of non-discrimination, transparency and inclusion of students and staff. Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

All Ceinpro students, regardless of their origin and condition, have the possibility to participate in the Erasmus + programme.

At the beginning of the school year, the Erasmus programme coordinator visits each class to announce that all students who wish so may complete their training period in companies from different countries of the European Union with the Erasmus + programme.

Then, an application form is distributed to each student interested in participating and they are called to a meeting to explain what it means to participate in a mobility programme and the responsibilities that it entails.

During the month of October, a selection is made among all the candidates who have submitted the application form. This selection is conducted according to three fundamental parameters:

- Academic level:  
In relation to the marks obtained during the studies carried out in Ceinpro.
- Language level:  
Mainly in English. Students take a placement test at the beginning of the technical English subject to check what their English level is. Their knowledge in other languages of the European Union, such as French, German or Italian, will also be valued.
- The personal attitude, responsibility, personal abilities, as well as the level of motivation that the student demonstrates in order to participate in a mobility project.

This last third parameter is valued by each of the teachers who have taught the student in Ceinpro, and together with the academic level and the language level, they form the three items that will be evaluated in order to obtain a list of no more than 10 candidates to get the Erasmus scholarship.

Please explain what measures your institution will put in place to implement the European Student Card Initiative, and promote the use of the programme's Erasmus+ mobile App to students. Please refer to the timeline indicated on the European Student Card Initiative website<sup>2</sup>.

Currently our study center is not using the European Student Card. However, we consider that it can be a good tool for students to carry out all administrative procedures related to their mobility period.

In any case, at the moment in which the Coordinators responsible for mobility projects, indicate this to us, we would proceed to urge the students to download the application of the European student card to their mobiles in order to process all the required documentation for their mobility. We also believe that there is a lot of documentation and personal data that we are processing on paper documents and we should use a tool that allows us to manage all this quickly and safely.

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<sup>2</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en)

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

During the two years that Ceinpro students spend studying graphic design and 3D animation, they try to raise awareness about environmental care, caring for natural resources, reducing the use and waste of energy, carbon emission compensation, assumption of sustainable food and mobility options. In this sense, we try to make a greater use of technology by prioritizing the delivery of their work in digital format rather than the most common paper-printed work that they used to hand in a few years ago. As the use of printer toner is essential, we have got hold of specific containers for recycling. We also use special containers for paper recycling, as its consumption is very common in our school.

It is our goal as an educational center for students to demonstrate these respectful attitudes towards the environment during their training period, both in companies in the Basque Country and in companies abroad.

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

As a center for vocational training, Ceinpro participates in mobility programmes only by sending students to do their internships in companies abroad. Therefore, we do not receive students through the Erasmus + programme.

Throughout the two years that students spend in Ceinpro, they are evaluated in transversal competences such as civic commitment and active citizenship, in addition to fostering a tolerant and respectful attitude towards an increasingly modern and diverse society.

For this reason, before starting their mobility programme, each student reads and signs a participation commitment, through which they commit to show exemplary behavior in this regard. And in case they show inappropriate behavior, they accept that they may be suspended from the programme and forced to return home.

## 2.2 When participating in Mobility Activities - After mobility

Please demonstrate your commitment to implement full automatic recognition in your Higher Education Institution.

Please describe the concrete steps you will take to ensure the full automatic recognition of all credits gained for learning outcomes achieved during a mobility period abroad/ a blended mobility, according to the Council Recommendation on Automatic Mutual Recognition<sup>3</sup>.

As We mentioned before, Ceinpro participates in the Erasmus + programme only by sending students to do their internships in companies located in different countries of the European Union. For this reason, their training period is evaluated independently to the rest of the subjects they study during their training period in Ceinpro. To be able to evaluate this internship period, the students write a report, where the instructor in the company has to evaluate them considering a few items that we indicate. It is thanks to this evaluation carried out by the instructor of the company that we are able to decide if the student has been competent or not during this period.

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<sup>3</sup> The text of the Council Recommendation on Automatic Mutual Recognition may be found at: [https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568891859235&uri=CELEX:32018H1210(01))

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

As for staff mobility, Ceinpro has several sources in addition to those of AICE and CONBEBASK mentioned above. With TKNIKA, a centre promoted by the Deputy Ministry of vocational education and training of the Education Department of the Basque Government, We have participated in teacher mobility programmes, where we have been offered the possibility of moving to other countries of the European Union to visit other vocational training centers and learn other training strategies.

Ceinpro offers the possibility to any teacher who is available and interested in the objective of improving their professional skills to do so.

### 2.3 For the Purposes of Visibility

Please provide the web link where you will host the Erasmus Policy statement in the future. Please reflect on how you plan to regularly promote the activities supported by the Programme.

We are currently improving and modernizing our website and, in this regard, we contemplate the possibility of adding a section to make the Erasmus + programme known to our students, since we currently do not have this section.

On the other hand, on Ceinpro's Facebook news are usually published about students who are participating in the Erasmus + programme, although we do not indicate anything about the Erasmus Policy statement. <https://www.facebook.com/ceinpro/>

In the informative brochures of the center, it is indicated that we participate in the Erasmus + programme and that students have the possibility of doing their internships abroad.

Please describe how you will ensure that the principles of this Charter will be well communicated and applied by staff at all levels of the institution.

Due to the need to have the collaboration of my co-workers, both teachers and administrative staff, my role as head of the Erasmus programme at the center will be to provide all the necessary information about the principles of the Erasmus Charter, both via email and in the different meetings that we usually arrange with different departments in order to select the most suitable candidate students.