

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) Escuela de Química y Electrónica (E.Q.E.) (www.jesuitasindautxu.com) is a vocational training institution that trains its students in the fields of chemistry, electronics and health. It provides both initial vocational training and continuous training to employed and unemployed people. It is a member of HETEL (www.hetel.org), an association of 21 Vocational Training Schools founded in 1987 to promote and improve the vocational training provision in the Basque Country. As a member of HETEL a ssociation, E.Q.E. has counted with the support of the association in order to apply for, manage and disseminate Leonardo mobility projects as a sending partner.

As a Jesuit institution, the E.Q.E.'s teaching mission is based on 'educating the whole person' that is, the purpose of developing men and women for others. E.Q.E. aims at providing a sound intellectual and technological formation, not as an end in itself, but as an aid to the fullest possible development of each individual student, educating women and men to be reflective lifelong learners.

We collaborate with the independent non-profit organization ALBOAN (www.alboan.org) through the program 'Educación, alimento para la vida' which provides education for some rural communities in Peru.

We have a collaboration agreement with the University of Deusto (www.deusto.es) so that some of our students could continue their educational development.

Every year we agree some grants for immigrant students through the Ignacio Ellacuria foundation (www.centroellacuria.org).

The Copenhagen declaration defines the need for a unique European labour market. To be present in this labour market, our students need to perform in Europe and therefore one of our objectives is to offer our students the opportunity of taking part in European projects. In that sense, we have been taking part in different Leonardo mobility projects since 2000. In this new Lifelong Learning Programme we need to continue offering our students, with increasing quality, the chance of carrying out their compulsory module of Practical Training at a Workshop in a European company. Every year, we will apply for a project for a group of about 8 students from the different disciplines taught in our school.

b) The Erasmus University Charter and the Erasmus Policy Statement will be published on our web together with the school's vision, mission and values. The activities carried out within the Erasmus program every year will be reported in our school newspaper Informe -Agenda (www.jesuitasindautxu.com/eqe) and in HETEL magazine Lanbide (published three times a year and 1,200 copies delivered).

In order to ensure gender equality, in those fields where the females are subrepresented they are positively discriminated in the selection of the students who can enjoy the Erasmus grant.

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.

Escuela de Química y Electrónica is implementing a Total Quality Management System based upon the EFQM Excellence Model as a way of assessing continuous improvement. In 2005 we certified our Quality Management System according to the standard UNE -EN-ISO 9001:2000. Such a commitment is likewise reflected in our mobility activities.

The coordinators of European Projects in all the polytechnics belonging to HETEL meet at least once a month in order to reach common agreements on how to carry out the mobility activities and we made on -line supervision of the students while staying abroad.

Until this moment these academic mobilities are targeted through Leonardo da Vinci mobility program. Unfortunately, Vocational Training in Spain does not count with the ECTS -ECVET credit transfer system. On 19 and 20 May 2005, the Ministers of Higher Education of the Bologna Signatory States confirmed the three priorities defined at the Berlin meeting in September 2003: the degree system, quality assurance and recognition of degrees and study periods. Following these priorities, Spain has published the Real Decreto 1538/2006. According to it, the ECVTs credits for Vocational Education and Training will be implemented in a maximum of two years' time. This credit transfer system will make it possible for our technical students to study in other vocational training schools abroad.

Nowadays, the students' training placement in a company in Europe (which fell under the former Leonardo mobility framework) is already accredited by EUROPASS. It is also recognized by the Spanish Government Education Department and by the polytechnics as equivalent to the 400 hour Practical Training in the Company compulsory module.

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.

The work programme is as follows:

1. Agreements are reached and letters of intent are signed with the host organizations or polytechnics.
2. Students and teachers are informed of the terms and requirements for the placements.
3. A committee selects the students who are taking part in the project.
4. These students start receiving extra language lessons on the target language. These lessons will be reinforced by a two week language and cultural training in the country of destination.
5. We send the host organisations information about the students' profile: the modules they have studied and the tasks they are expected to carry out in the company together with the students' European CV and a letter of intent. The host organisations will receive this information at least two months before the actual workplacement takes place.
6. Based on this information, the host company will find a suitable workplacement for the students and will put them into contact with the tutor in the company. They will also help the students find accommodation.
7. The coordinator, the student and the host organisation will sign a contract assuming responsibility for the project.
8. The coordinator will inform and provide the tutor in the company with the necessary tools for the monitoring and evaluation of the training.
9. We will be informed by the tutor and by the student him/herself every 15 days.
10. The project will be assessed continuously by all the parts involved in the project before, during and at the end of the project. We will also assess the impact of the project on the employability of the students.
11. The placement is a compulsory module in the students' curricula (the 400 hour practical training in companies module) and it will be recognized accordingly. The students will also be certified by the host company and both the coordinator and the host company will sign the Europass certificate
12. Dissemination of the project through our web, through HETEL and through the local media

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.