



ECHE Selection 2015
Erasmus Charter for Higher Education
Application eForm
Call for proposals EACEA/15/2014

Note: The data of this application form will be used by the European Commission/ the Education, Audiovisual and Culture Executive Agency (EACEA) and National Agencies for evaluation and monitoring

Program	The 2014-2020 EU programme for education, training, youth and sport adopted by the European Parliament and the Council on 11 December 2013* (hereafter the Programme)
Action	Erasmus Charter for Higher Education
Call	2015
Deadline for Submission (dd-mm-yyyy)	22/05/2014 midday Brussels time.
Application language	EN
Correspondence Language	EN

270226-EPP-1-2015-1-ES-EPPKA3-ECHE

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): EN

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): -

Acknowledgement of receipt

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency (EACEA) to check the successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If within 2 weeks after the deadline for submission the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

** OJEU L 347/50 of 20-12-2013*

Applicant Organisation

A.1. Applicant Organisation

PIC	947677585
Full legal name (official name in latin characters)	Institut Obert de Catalunya
Full legal name (English name)	IOC
Acronym	IOC
Erasmus code (e.g. F PARIS33) - if available	NEW 2015
Address (N°, street, avenue, etc.)	Av. Paral·lel 71-73
Country	España
Region	CATALUNA
Post code	08004
City	Barcelona
Website	http://ioc.xtec.cat

A.2. Legal Representative

Title	MR
Gender	Male
First Name	FRANCESC
Family Name	POMÉS
Position	DIRECTOR
E-mail	IOC@XTEC.CAT
Telephone (including country / area codes)	+34 933 476 100
Address (n°, street, avenue, etc)	Av. Paral·lel 71-73
Country	ES, España
Post code	08004
City	Barcelona

A.3. Coordinator

Title	MRS
Gender	Female
First Name	CRISTINA

Family Name	FUERTES
Department	INTERNATIONAL OFFICE
Position	COORDINATOR
E-mail	CRISTINA.FUERTES@GMAIL.COM
Website	http://ioc.xtec.cat/EDUCACIO/EN/WHAT-IS-THE-IOC
Telephone (including country / area codes)	+34 933 476 100
Address (n°, street, avenue, etc)	Av. Paral·lel 71-73
Country	ES, España
Post code	08004
City	Barcelona

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.

For the academic year 2013-2014:

Total number of students enrolled in all Higher Education degree programmes offered by your institution (data from official HEI register)

Short cycle:	7045.0
1st Cycle: (e.g. Bachelor)	0.0
2nd Cycle: (e.g. Master)	0.0
3rd Cycle: (e.g. Doctoral)	0.0

Number of staff (Equivalent full-time) involved in Higher Education

Teaching:	68.0
Administrative:	2.8

Number of degree courses (study programmes in Higher Education) on offer

Short cycle:	8.0
1st Cycle: (e.g. Bachelor)	0.0
2nd Cycle: (e.g. Master)	0.0
3rd Cycle: (e.g. Doctoral)	0.0

STUDENTS (academic year 2013-2014)

1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outbound students for study mobility (Erasmus and/or other programmes): to programme countries	0.0
Number of outbound students for study mobility (Erasmus and/or other programmes): to partner countries	0.0
Number of outbound students for traineeships (work placement -Erasmus and/or other programmes): to programme countries	0.0
Number of outbound students for traineeships (work placement - other programmes): to partner countries	0.0
Number of incoming students for study mobility (Erasmus and/or other programmes): from programme countries	0.0
Number of incoming students for study mobility (Erasmus and/or other programmes): from partner countries	0.0

2. International Degree Students (students with foreign nationality enrolled for a full degree programme and/or students having completed a foreign previous degree)

Number of foreign degree students, if applicable: from programme countries	0.0
Number of foreign degree students, if applicable: from partner countries	0.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) enrolled in double/multiple/joint degrees:

Number of local students enrolled in double/multiple/joint degrees

0.0

Number of international students enrolled in double/multiple/joint degrees

0.0

ACADEMIC STAFF (academic year 2013-2014)

All types of higher education staff mobility within the framework of the Erasmus+ Programme (for periods between 2 days and 2 months) for teaching and training purposes

Number of outbound staff to programme countries

0.0

Number of incoming staff from programme countries

0.0

COOPERATION

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2013/2014: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:

0.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from programme countries

0.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from partner countries

0.0

Total number of consortium agreements for double/multiple/joint degrees:

0.0

Of these, number of the consortia involving partner countries

0.0

European and International Education and Training Projects with contracts running in 2013-2014 (e.g.: Erasmus+, Erasmus Mundus or Tempus)

Number of projects as coordinator:

0.0

Number of projects as partner:

0.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

Number of staff at the central level:

0.0

Number of staff at the Faculty/School/Department Level:

0.0

General Organisation of Programme activities

C1. General Organisation

Please describe the administrative and academic structure put in place at your institution for the organisation and implementation of European and international mobility.

Please provide a detailed description of the division of tasks and responsibilities among the staff in charge, with regards to respectively the administrative and academic decision-making process.

Describe also the operational and communication methods.(max.1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

Nowadays, IOC is the e-learning institution of reference in Catalonia which reaches anyone who wants to learn anywhere and anytime:
 Most of the students are adults (over 20) with other occupations and responsibilities
 The IOC has 3% of students from Catalonia
 In vocational training, the number of students from all of Catalonia is higher (7%)
 FORMAL EDUCATION: Compulsory education; Non-compulsory education: Upper Secondary School and VET Vocational training; School of languages.
 NON-FORMAL EDUCATION: Courses of preparation for entrance examinations in VET and University and other.
 A team of 110 teachers and 485 assistant teachers in collaboration with more than 500 support schools attending more than 30.000 students around Catalonia.
 The International Office was created with one coordinator and a team of people in each one of the educational sector. In relation to Higher Education in VET, there is a team of two people in charge of the implementation of European international mobility.

C2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system (e.g.: average number of credits per semester provided by your degree programmes) and the methodology used at your institution to allocate credits to the different course units (max. 1000 characters)

In addition, please provide the direct web link where the methodology is explained:

Every subject of all new courses (LOE programme) has assigned ECTS credits.

More info: <http://www.xtec.cat/web/curriculum/professionals/fp/titolsloe>

Every student has to accomplish 317 hours learning and working a traineeship in a company or organization that we call FCT (Learning in a Work Center). These hours are recognized after finishing the traineeship and they have an equivalence with ECTS credits. This amount of hours performs 22 ECTS credits.

We also perform courses which belong to the LOGSE programme. They don't have ECTS credits assigned but they are recognized through the amount of hours of every subject.

More info: <http://www.xtec.cat/web/curriculum/professionals/fp/titolslogse>

Every student has also to accomplish a period of working as a trainee in a company or organization. Every hour is recognized by our system.

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

C3. When Participating in Mobility Activities - Before mobility

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.

Provide guidance to incoming mobile participants in finding accommodation.

Please explain if all courses taught at your institution are described in your public course catalogue and in which languages they are taught. (max. 500 characters)

In addition, please provide the direct web link to the course catalogue of your institution:

All courses taught at our school are described in the Course Catalogue of the Regional Ministry of Education:

<http://www20.gencat.cat/portal/site/queestudiar/menuitem.d7cfc336363a7af8e85c7273b0c0e1a0/?vgnextoid=ec0ae8b57ca2a310VgnVCM2000009b0c1e0aRCRD&vgnnextchannel=ec0ae8b57ca2a310VgnVCM2000009b0c1e0aRCRD>

For further information: <http://ioc.xtec.cat/educacio/en/fp-cicles-formatius/cicles-formatius-de-grau-superior>

If we receive students from abroad, the IOC gives them advice and support.

Carry out mobility 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 and integration of mobile participants.

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility.

In addition, explain how and by whom the learning agreements for the mobile students will be managed. (max. 1000 characters)

The International Office manages the procedure of inter-institutional agreements for the students using the qBID which is a program for managing the traineeships between students and companies. This system provides administrative and academic management. This process is used for all schools around Catalonia for local traineeship and it is promoted by the Regional Ministry of Education.

The International Office also manages Erasmus agreements for mobility traineeships. These include:

Commitment of grants for VET students in traineeship (qBID).

Trainee Agreement and Quality Commitment.

Final report of the student.

Certificate of Attendance.

Europass-Mobility

The Administrative office will manage and monitoring all the process of certification in contact with the tutors and mentors of the students.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

The IOC Language Department has teachers of different languages (English, French, Italian and German) and the International Office can organize specific workshops for students participating in mobility programmes. Moreover, the International Office will advise these students about the on-line courses offered by Erasmus +.
The IOC's project promotes the use of English in the teaching process. Moreover, there is a team of teachers, working every week for improving their English skills. The knowledge of other languages is included in our linguistic project, every course includes some learning outcomes that are in English and this process should grow in the future.
IOC will organize specific workshops for students going abroad.

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.

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.

C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

Have in place appropriate mentoring and support arrangements for mobile participants.

Please describe mentoring and support arrangements (e.g. peer mentoring, social integration of mobile participants within the institution and its local students and staff, information on accommodation, insurance, etc.) for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

The IOC Language Department has teachers of different languages (English, French, Italian and German) and the International Office can organize specific workshops for students participating in mobility programmes. Moreover, the International Office will advise these students about the on-line courses offered by Erasmus +.

The IOC's project promotes the use of English in the teaching process. Moreover, there is a team of teachers, working every week for improving their English skills. The knowledge of other languages is included in our linguistic project, every course includes some learning outcomes that are in English and this process should grow in the future.

IOC will organize specific workshops for students going abroad.

Provide appropriate linguistic support to incoming mobile participants.



Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:

The IOC counts with a school of languages and a team of language teachers. So, the school can organize workshops and seminars before mobilities for giving language support to the incoming students.

For these students the International office advises and gives support. There are several online courses at:

http://www.parla.cat/pres_catalaenlinia/AppPHP/login/index.php

<http://www.intercat.cat/ca/aprenc-catala.jsp>

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.



Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.



Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

Please describe the internal administrative steps and procedures established to recognise the mobility achievements.

In addition, please provide the direct web link for this recognition procedure:

The evaluation of the traineeship is achieved through the qBid platform. Students show their booklet periodically and company's tutor performs a monthly and final evaluation. Finally the school's tutors are in charge of the final evaluation. Moreover the IOC manages the Europass Mobility.

The traineeships in enterprises are recognized automatically by the school. Traineeships in foreign enterprises are particular cases of the compulsory traineeships that our students of all High Vocational Courses must achieve.

Our established administrative steps and procedures are by registration of:
students' evaluation in the qBid System.

qualification in the school

Europass Mobility.

Erasmus certification.

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.



Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

The evaluation of the traineeship is achieved through the qBid platform. Students show their booklet periodically and company's tutor performs a monthly and final evaluation. Finally the school's tutors are in charge of the final evaluation. Moreover the IOC manages the Europass Mobility.

The traineeships in enterprises are recognized automatically by the school. Traineeships in foreign enterprises are particular cases of the compulsory traineeships that our students of all High Vocational Courses must achieve.

Our established administrative steps and procedures are by registration of:
students' evaluation in the qBid System.
qualification in the school
Europass Mobility.
Erasmus certification.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.

Provide relevant support to staff and students participating in these activities.

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

The International Office gives support to the staff and students in collaboration with the Regional Ministry of Education in VET and others giving visibility and recognition in meetings and academic conferences. Moreover the participation is recognized with certifications and Europass.

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

C7. For the Purposes of Visibility

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.

Promote consistently activities supported by the Programme, along with their results.

Erasmus Policy Statement (Overall Strategy)

D. Erasmus Policy Statement (Overall Strategy)

The Institution agrees to publish this overall strategy on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [EN]

The purpose of IOC's international strategy is to develop both local and European partnerships and to secure funding from a number of sources such as the Erasmus+, Regional Ministry of Education and other local, national and international funding sources. An important element of the international strategy is to develop both local and European partnerships in order to secure these European funds. Until now IOC's local partnerships exist with:

Open University of Catalonia, UOC

Public Security Institute of Catalonia, IOC collaborates by offering language training courses for Catalonia's national police and firefighters.

Association of Computer Scientist Engineers, ATI, IOC signed a cooperation agreement for providing ICT students to be partners of ATI and helping them in vocational integration and careers guidance.

At the international level, IOC has been involved in PAP projects under Grundtvig sector in the last 4 years:

2009-1-DK1-GRU06-00864 Grundtvig partnership ICT networking.

IOC Coordinator 2011-1ES1-GRU06-35094 Grundtvig partnership Digitclass

More info: <http://ioc.xtec.cat/educacio/en/ioc-centres-projects#grundtvig>

This previous experience has given IOC background experience and a network of contacts from different educational sectors. The IOC's European contacts currently include several countries.

IOC's International team is always keen to discuss new project ideas with prospective European partners. For more info:

<http://ioc.xtec.cat/educacio/en/what-is-the-ioc> and <http://ioc.xtec.cat/educacio/en/ioc-centres-projects>

IOC's international strategy has the following objectives for the future.

Qualitative:

Ensure the internationalisation of the school involving all the staff members and students. Provide information about opportunities to students and staff. Design a European Development Plan (EDP) according to the management team that includes all the educational sectors. Plan meetings to promulgate. Erasmus+ actions (K1 and K2).

Publish on IOC's website the Mobility guide for students.

Publish the projects in which the organization is involved.

Establish clear and transparent criterias of participants selection in mobility projects and partnerships.

Join international networks and European associations.

Help staff and students preparing project proposals.

Ensure a link between international activities, teaching and guidance to reach students.

Establish networks of training providers.

Internationalization and implementation of qualification requirements (NQF, EQF and ECVET)

Quantitative: Two annual meetings for all the staff. Internal virtual space for publishing information.

Term newsletters with news relating to internationalization in the schools (mobilities outgoing and incoming).

Publication of results and experiences of mobilities and projects on the home webpage. Reports of projects.

Feedback from students and staff Collect the volume of mobilities in each educational sector from students and staff and their duration.

Action plan

As the International office is a new unit in the school, the plan presented can be modified in some aspects related to the calendar and the planned actions for introducing corrective measures thus improving the EDP. By now, the action plan is: Before the end of this course, the International office will organize a meeting among staff presenting the International team and their plan for the next two or three years. At the beginning of next course, the International office will organize a meeting presenting the project that had been approved under last call K2 action 2014. This output will help to define the plan of action for the future.

During the first term of 2014-15 the draft version of the EDP will be presented.

The second term of 2014-15 the EDP shall be circulated for preparing K1 mobility projects at the same time that partners and companies are searched for establishing mobility agreements and new partnerships.

Finally, at the end of the course 2014-15 the evaluation and dissemination of the European activities will improve the EDP for the next year and introduce corrective measures.

For student mobility the action plan will address the agreement, preparation and arrangements before the exchange; guidance and support during the exchange; and reporting and recognition of skills after the exchange.

Partners will be chosen according to their profiles following the procedures used during previous projects.

The coordinator of the International office is involved in international forums, for searching partners and companies.

The conditions for being our partners are: Teach the same or similar studies. Share similar concerns about the use of ICT.

Offer innovative methodology and didactics. Associate with e-learning schools.

The IOC is not biased as to geographical areas when preparing student mobility but considers urban areas where English

is spoken as either the mother tongue or foreign language as being in the best interest of our students.

Please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects within the framework of the Erasmus+ Programme.

If not applicable, please explain (max. 2000 characters)

Original language [EN]

Following Europe 2020 strategy, IOC's international strategy wants to plan international cooperation with the aim of: helping staff and students discover how international activities relate to their training and professional development; giving direction to international cooperation and making it more systematic; helping in managing the activities and helping staff in their practical work; ensuring that there are enough resources to carry out the international activities in practice.

IOC needs to motivate educators to share good practices, their problems and their solutions to achieve the goals of the Europe 2020: "In a changing world, we want the EU to become a smart, sustainable and inclusive economy. These three mutually reinforcing priorities should help the EU and the Member States deliver high levels of employment, productivity and social cohesion. Specifically, the Union has set five ambitious objectives - on employment, innovation, education, social inclusion and climate/energy - to be reached by 2020. (JM. Barroso, P. of EU).

The goal of the international strategy is to design a plan of action that will ensure the international perspective of the IOC. The plan of action shall include:

analysis of IOC's operating environment in each educational sector

its mission as an international strategy

core skills

its values

These elements will help to decide on:

the vision for the future

its strategic goals

the practical steps that should be taken to achieve the goals

In the last call of Erasmus + K2, IOC has presented as a coordinator K2 for adult education (GRECOL) and it has been invited as a partner in a K2 for school education (FIFOWEU) and in a K2 addressing more than one field (VISE). If some of these projects are approved the previous contacts with the potential partners will be stronger and will provide opportunities for students' mobilities and new Erasmus+ projects.

Please explain the expected impact of your participation in the Erasmus+ Programme on the modernisation of your institution. Please refer to each of the 5 priorities of the Modernisation Agenda *and explain which are the policy objectives you intend to pursue.(max. 3000 characters)

Original language [EN]

International projects will create opportunities for trainee contracts or studying abroad, for exchange of experiences among teachers and other staff, for development and quality assurance work. Moreover, these various funds enable staff and students to experience an European dimension.

IOC's expected impact for the future:

- Students will be prepared for a job application abroad.
- Teachers will gain knowledge about educational and working situations abroad.
- The employers will have the chance to get to know applicants from different European origins, thereby possibly open their minds.

At the European level, international objectives of VET were clarified in the Bruges communication, the aim of which is to support the Europe 2020 strategy .

Evaluation is a key element for measuring impact, so in the following years IOC's participation will be measured according to the progress and quality of the work done in the phases of preparation, implementation and dissemination of projects using the plan of action described in previous sections, collection and analysis:

The number of participants involved in mobilities

The learning outcomes after participating in mobilities or projects.

The results of surveys before and after attending Erasmus+ actions measuring the impact in students and staff.

The changes experienced in IOC organization.

The benefit to learners of the IOC in the long-term perspective.

The number of people recognising and validating the competences gained during the mobility using Europass Mobility.

IOC's participation hopes to modify attitudes and behaviours about Euroscepticism as a key phenomenon. Moreover, managing and assessing mobilities projects before, during and after their life can help to follow the key issues for the modernisation of Europe's HE Systems:

1. Increasing attainment levels to provide the graduates:

Increase the number of young people or adults completing tertiary education by 2020 using NQF and EQF.

Include disadvantaged people and vulnerable groups helping to avoid and reduce school dropout (adults, migrants, social-risk people,...)

2. Improve the quality and relevance of HE:

Staff exchanges and practical experience can help attune curricula to emerging labour market needs.

Exploit the transformational benefits of ICTs to impact learning experiences and virtual mobility using virtual learning platforms.

3. Strengthen quality through mobility and cross-border cooperation:

Increase professional development, social and intercultural skills and employability.

Use tools as the EQA. Register for academic recognition and mobility for ensuring the effective recognition of credits earned abroad (ECTS and Diploma Supplement)

4. Make the knowledge triangle work: Linking HE, research and business for excellence and regional development:

Establish links between education, research and business, be open minded and create new types of cooperation.

Use partnerships to improve transfer knowledge among HE and business.

* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)

E

Endorsement of the application

I, the undersigned, 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 Programme 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 Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place:

Name:

Date (dd/mm/yyyy):

I have read and accept the Privacy statement

Original signature of the legal representative of the Institution (as identified in section A.2 above)

Original stamp or seal of the Institution