



**ERASMUS+**

## **Proposal Template**

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

Erasmus: Key action 1: Erasmus Charter for Higher Education

EACEA-03-2020 ECHE-LP-2020

Version 1.0  
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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 inside 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 towards 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 a target! 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, 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

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)

El C.I. MARÍA ANA SANZ quiere desarrollar movilidades de estudiantes y profesores de educación superior de las familias profesionales de: informática, comercio y marketing, administración. Con estas movilidades que deben ser en empresas o centros educativos se pretende conocer y desarrollar prácticas profesionales en otros países y poder trasladar las habilidades adquiridas a entornos profesionales de nuestra comunidad.

Las estancias de los estudiantes tendrán el reconocimiento en créditos ECTS correspondientes al módulo FCT (Formación en Centros de Trabajo).

En cuanto a las movilidades de profesorado se pretende que actualicen sus conocimientos prácticos en empresas y que trasladen esos conocimientos al aula para así formar al alumnado en nuevos contenidos relacionados con su práctica profesional.

Nuestro centro posee un Plan de Internacionalización donde se plasman los objetivos y acciones a realizar en los próximos años en cuanto a colaboraciones a nivel europeo.

Así mismo, nuestro centro valorará aquellas propuestas que puedan surgir de proyectos KA2 y promoverá la participación de profesorado y alumnado.

C.I. MARÍA ANA SANZ would like to carry out European mobilities of both students and teachers of Higher Education of the professional families of: computer technology, commerce and marketing, administration. Those mobilities will take place in companies and colleges and the participants will get to know and develop internships in other countries and so be able to transmit professional skills to diverse companies and colleges in our región.

Our students will be awarded with ECTS credits that will correspond to the module Training at Work Place.

As regards teachers' mobilities, we expect the practical skills of our teachers be updated so that they can transmit the new acquired knowledge and skills to their students.

Our school has developed and Internasionalitation Programme which reflects the objectives and actions to be taken as regards international action in the future years.

Furthermore, our school will value proposal for KA2 projects and it will promote the participation of both students and staff in future projects.

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)

1. Los estudiantes realizarán movilidades a diferentes países de la UE para realizar sus prácticas obligatorias con el fin de obtener el certificado de Educación Superior correspondiente. Las prácticas se convalidarán como el módulo de Formación en Centros de Trabajo (FCT) y con los créditos ECTS correspondientes. El trabajo desarrollado en las diferentes empresas estará relacionado con el ciclo formativo que estén estudiando.

2.- Movilidades de alumnos en empresas de la UE como práctica complementaria una vez hayan obtenido el título de Educación Superior, tendrán certificación Europass.

3.- Movilidades de profesorado a empresas de la UE relacionadas con los módulos que imparten. De esta forma podrán aumentar los conocimientos en determinadas áreas y destrezas profesionales y transmitir dichos conocimientos a compañeros de profesión y futuros alumnos.

<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)

Todas las movilidades están recogidas en el Plan de Internacionalización de Centro.

1. Students will participate in mobilities to different European countries in order to carry out their compulsory internship to be able to obtain the corresponding Higher Education Certificate. The training period will be recognised as the module Training at the Workplace and the students will be awarded with the corresponding ECTS credits. The work carried out will be related to the professional skills of the certificate the students are taking.

2. Students will participate in supplementary mobilities once they have obtained their Higher Education certificate. Students will be awarded with Europass Mobilities for those internships.

3. Teachers and trainers will participate in mobilities to diverse companies related to the professional modules they teach. In that sense, they will update their practical knowledge in particular fields and will improve their professional skills with the objective of transmitting that knowledge to colleagues and future students.

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.

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

Teniendo en cuenta el Plan de Internacionalización del C.I. María Ana Sanz, nuestro centro quiere fomentar las movilidades tanto de alumnado como de profesorado a países de la UE. Dichas movilidades servirán para reforzar tanto las competencias profesionales como las competencias lingüísticas adquiridas a lo largo del ciclo formativo del alumnado. En cuanto al profesorado, consideramos que la práctica en empresas del sector profesional supone un valor que puede ser compartido en la comunidad educativa y profesional a la que pertenecemos.

Nuestro centro colabora en la recepción y búsqueda de empresas para el alumnado y profesorado que proviene de otros países de la UE. Cabe destacar el interés de algunas empresas de la zona por contar con alumnado de movilidad Erasmus + de diversos países de la UE. Ya contamos con una bolsa de pequeñas y medianas empresas que colaboran con nuestro centro.

De acuerdo a nuestro Plan de Internacionalización, nos gustaría conseguir las siguientes metas en los próximos cinco años:

- Conseguir al menos 15 estancias formativas de 3 meses para los estudiantes por cada curso escolar.
- Conseguir al menos 2 experiencias profesionales del profesorado en cada curso escolar.
- Proporcionar al menos 5 estancias formativas para el alumnado de otros países de la UE.
- Proporcionar estancias formativas para el profesorado de otros países.
- Colaboración con diferentes centros para elaborar proyectos conjuntos.

Taking into account María Ana Sanz's Internationalisation Programme, our school would like to promote European mobilities both for students and teachers. Those mobilities will enhance the professional and linguistic skills gained throughout the period of study. As regards teachers, we consider that training periods in different companies within the EU will provide the acquisition of knowledge and skills that can be shared within the educational community and the professional fields our school belongs to.

Our school collaborates in the reception and search of companies for students and teachers coming from other European countries. We would like to highlight the interest of some local companies to host students from European mobilities. We have a list of small and medium companies which collaborate with our school in the reception of mobility students.

Following our Internationalisation Programme we would like to achieve the following goals in the next five years:

- Achieving at least 15 internships with a duration of 3 months for our students each school year.
- Achieving at least 2 internships with a duration of a minimum of 2 weeks for our teachers each school year.
- Getting at least five internships for students coming from other European countries.
- Providing internships for teachers coming from other European countries.
- Collaborating with different schools and colleges

## 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.

El C.I. María Ana Sanz hace que se cumplan los principios de no discriminación, transparencia e inclusión de la Carta Erasmus.

Como centro público la misión y los valores de nuestra institución cumplen con los principios de la Carta Erasmus.

- Transparencia: se ofrece a todos los miembros de la comunidad educativa las mismas oportunidades y la comunicación llega por distintas vías para que todos conozcan las diferentes convocatorias, etc.

- No discriminación. Los valores del centro defienden la igualdad y la no discriminación en ningún ámbito (raza, sexo, procedencia económico-social, creencias religiosas, etc)

- Inclusión. Porque se ofrecen posibilidades de participación en las diferentes medidas a todos los estudiantes y profesores del centro que puedan estar interesados en tomar parte en algunas de las medidas que se propongan en el marco de la estrategia de Internacionalización del Centro

El centro velará por aquellos estudiantes con menores oportunidades facilitando la búsqueda de financiación adicional de los programas, de tal manera que las condiciones económicas o personales de los estudiantes no sean un obstáculo para la realización de moviidades internacionales.

C.I. María Ana Sanz guarantees the principles of non- discrimination, transparency and inclusion of the Erasmus Charter.

As public institution, our mission and values fulfil the principles of the Erasmus Charter.

- Transparency: all the members of the educational community have the same opportunities and communication reaches them via diverse ways so everyone is informed about all available announcements.
- Non-discrimination: the values of our school follow the principles of non-discrimination and equality according to race, sex, socio-economic backgrounds, religious beliefs, etc.
- Inclusion: all the students and teachers are informed and given the opportunity of participating in the activities proposed in the Internationalisation Programme of our school.

Our school will guarantee that those students coming from a low socio-economic background can have access to mobility programmes. Additional financing vías apply to those students.

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>.

El centro aplicará la implantación y el uso de la Tarjeta Europea del Estudiante (European Student Card) en los plazos que vaya facilitando la Agencia Nacional SEPIE y teniendo en cuenta la necesidad de que los estudiantes tengan acceso inmediato a las aplicaciones electrónicas que se van a implantar con el nuevo programa.

El centro intentará adaptarse al calendario de actuaciones previsto

Año 2021 - Gestionar acuerdos interinstitucionales y acuerdos de aprendizaje en línea

Año 2022 - Enviar y recibir comunicaciones telemáticas de los estudiantes

Año 2023 - Intercambiar transcripciones de registros relacionados con la movilidad de los estudiantes

<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)

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Dado que nuestro centro participa en un consorcio de Grado Superior con Carta de Calidad promovido por el Gobierno de Navarra, seguiremos las instrucciones que se marquen desde el coordinador del Consorcio y procuraremos una rápida adaptación a estos sistemas telemáticos que facilitarán la gestión de la documentación y la comunicación con los estudiantes que participen en actividades de movilidad transnacional.

Además nuestro centro cuenta con un proyecto propio para movilidad de estudiantes de Grado Superior y por lo tanto, atenderá con prioridad las indicaciones del SEPIE con respecto a la puesta en marcha de las herramientas digitales que se van a lanzar con el nuevo programa.

Los representantes del centro o coordinadores del proyecto asistirán a las reuniones que organice la Agencia Nacional para tener información de primera mano y poder poner en marcha la adaptación de estos nuevos sistemas desde el primer año de su implementación.

Our school will implement the use of the new European Student Card on the dates set by the National Agency (SEPIE) making sure the accessibility by the students to the electronic applications that new program will offer.

Our school will try to follow the proposed calendar:

- 2021 – to manage inter-institutional agreements and online learning agreements
- 2022 – to send and receive student nominations and acceptances
- 2023 – to exchange transcripts of records related to student mobility

Due to the fact that our school participates in common programmes of Higher Education mobility together with the Government of Navarra, we will follow the instructions of our coordinator (the Government of Navarra) and we will ensure a rapid adaptation to the telematic ways for the management of documentation from our students and communication with mobility participants.

Furthermore, our school has its own mobility Project for Higher Education and will implement the new digital applications of the new programme.

The Responsible of Internasionalitation of our school will attend the meetings held by the National Agency (SEPIE) in order to gather essential information and be able to use the new applications from the very beginning.

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

Dado que las principales actividades que pueden llevar a cabo los estudiantes en sus prácticas formativas están relacionadas con las empresas de su sector profesional, el centro y el Gobierno de Navarra priorizarán como empresas colaboradoras a aquellas que cumplan alguno de estos requisitos:

- Empresas que cumplan con la ISO 14001 Medioambiental
- Empresas que fomenten la economía circular y los procesos de promoción del uso de energías limpias.
- Empresas que tengan entre sus objetivos transversales la preocupación por el reciclaje y la conservación del medio ambiente.

As the main tasks that are students can put into practice during their internships are related to their professional field, our school and the Government of Navarra will prioritise those companies that comply to at least one of the following requirements:

- Companies with comply with ISO 14001 Environmental.
- Companies that promote circular economy and use of clean energy.
- Companies whose transversal goal is recycling and the preservation of the environment.

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

Los programas de formación en los que el centro va a participar, tanto con alumnos como con profesores, estarán vinculados a otros aspectos de carácter social y cultural que promueva el conocimiento de otras personas, de otras culturas. En definitiva, no se pretende que los estudiantes o el profesorado actúe de forma individual, sino que comparta sus experiencias con otros estudiantes o profesores de diferentes países.

Nuestro centro como receptor de alumnado y profesorado de movilidad europea, además de buscar empresas para que realicen su prácticas formativas, organizará encuentros entre alumnos, visitas culturales, actividades lúdicas, viajes a lugares de interés histórico. Dichas actividades quieren promover el intercambio cultural entre ciudadanos

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Europeos y que los alumnos conozcan los valores de la cultura europea.

The training programmes in which both students and teacher will take part will focus on socio-cultural aspects that will promote interaction between people from diverse cultures. We would like our students and teachers to share their experience with participants from different countries.

Our school as host of students and teachers from European mobility, apart from searching for companies for internships, will also organise meetings with visiting students and staff from abroad and from our school. Those students and teachers will also participate in cultural visits, leisure activities, trips to historic sites, promoting that way cultural exchange among European citizens and the knowledge of European values.

## 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>.

Nuestro centro organiza movibilidades de dos tipos para el alumnado:

1.- Por un lado, aquellas que facilitan la realización del módulo de FCT en una empresa de otro país de la Unión Europea. En este caso, los estudiantes reciben el reconocimiento de 22 créditos ECTS que les permiten obtener el Título de Técnico Superior en una Actividad Profesional. Además, tendrán la certificación Europass, que les emitirá el centro Educativo y que validarán tanto desde las Autoridades Regionales como desde la Agencia Nacional.

2.- Por otro lado, se llevarán a cabo movibilidades para graduados que fomenten el conocimiento empresarial y la experiencia en un campo profesional. En este caso, los estudiantes conseguirán una certificación de la empresa y la emisión del Certificado Europass Mobility, donde se registrará toda la actividad llevada a cabo en la empresa de acogida durante el periodo de formación.

Our school organises two kinds of mobilities for students:

1.- On the one hand, students fulfil their module FCT (on the Job Placement or Internship) in a company in another European country. In this case, students are awarded with 22 ECTS credits which are necessary to obtain their Higher Technician Certificate in a particular professional field. On top of that, students will given the Europass certification that will be validated by school, regional authorities and the National Agency for Erasmus Mobilities (SEPIE).

2.- On the other, already graduated students will carry out mobilities in order to get to know other European companies and get experience in their professional fields. In this case, students will obtain a certificate from the companies and the Europass Certificate Mobility which will contain all the tasks fulfilled during their training period.

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

Nuestro centro promoverá la movilidad del profesorado.

Los conocimientos que se adquieren en la realización de prácticas o de observación en ámbitos productivos de un determinado sector suponen un enriquecimiento que los formadores pueden difundir en sus respectivos Departamentos Didácticos.

Por este motivo, el centro solicitará a las autoridades regionales (Gobierno de Navarra) la emisión de un certificado por cada movilidad en el que se hagan constar los créditos de innovación correspondientes a los días trabajados durante el periodo correspondiente.

Por otro lado, en función de la normativa sobre certificación de actividades transnacionales emitida por el Gobierno de Navarra, los profesores que participen en proyectos de cooperación (Acción KA2), tendrán un reconocimiento anual en créditos de innovación por el tiempo empleado en el desarrollo del proyecto.

Our school will promote teachers' mobilities.

We consider that the skills acquired during internships as well as the observation of production and work of particular professional fields enriches future teaching practise. Moreover, teachers can share the knowledge acquired with their

<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))

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colleagues at school.

For the previous reasons, our school will request from the regional authorities (Government of Navarra) a certificate for each mobility with credits according to the job carried out and the time spent.

Furthermore, the teachers participants in international mobilities for cooperative projects (KA2) will be given a certificate with innovation credits according to the duration of the project.

## 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.

El vínculo por el que se accede a la política de Erasmus del centro es el siguiente:

<http://www.mariaanasanz.es/el-centro/programas-europeos>

Nuestro centro promocionará entre todos los estudiantes y profesorado todas las actividades propuestas en el Plan de Internacionalización de centro.

Todas las actividades de movilidad europea serán publicadas en el Facebook del centro:

<https://www.facebook.com/cimariaanasanz/?ref=hl>

Además se enviará información escrita y visual sobre las distintas movilidades a los medios de comunicación locales.

The link for Erasmus mobilities of our school is:

<http://www.mariaanasanz.es/el-centro/programas-europeos>

Our school will promote among students and members all the staff all the activities proposed in the Internationalisation Programme of the school.

All the European mobilities will be published on the school's Facebook:

<https://www.facebook.com/cimariaanasanz/?ref=hl>

Written and visual information about European mobilities will be sent to the regional newspapers.

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.

Nuestro centro contempla la difusión como uno de los aspectos importantes de su Plan de Internacionalización.

- 1.- La difusión a través de la página web de las actividades llevadas a cabo tanto por estudiantes como por el profesorado
- 2.- La difusión de los contenidos técnicos de actividades llevadas a cabo por el profesorado entre los compañeros y miembros de sus departamentos didácticos.
- 3.- La promoción del programa a través de encuentros con anteriores participantes que puedan orientar y animar a futuros participantes.
- 4.- La vinculación de profesores con otras instituciones de Formación superior que puedan fomentar la participación en proyectos de colaboración o de buenas prácticas.
- 5.- Envío de información a la prensa local de las actividades de internacionalización desarrolladas por el centro.
- 6.- Difusión a través de una futura cuenta de Instagram

Our school prioritises the publication of information regarding European mobilities, as stated in the Internationalisation Programme.

- 1.- Mobilities of both students and teachers will be published both on the school's web and Facebook page.
- 2.- Technical skills and knowledge acquired during teachers' training periods will be shared with colleagues particularly within the members of their didactic departments.
- 3.- Mobility programmes will also be promoted organising meetings with former participants who can transmit their experiences to future participants.

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- 4.- Teachers will visit and collaborate with different Higher Education institutions for future projects.
5. Information about mobility programmes will be sent to the local media for its publication.
6. – An Instagram account will be created for the difussion of mobility programmes.