

## **STATEMENT OF ERASMUS + POLICY. EA PEDRO ALMODOVAR**

### **GUIDELINES ERASMUS + PROGRAM 2021-2027**

In order to face the period 2021-2027 in the Erasmus + program, according to the new ECHE charter, if the granting of the same occurs after the presentation of the corresponding application, EA PEDRO ALMODOVAR has designed a strategy for the program that represents a continuity of the trajectory traveled to date and which has enabled the development of the program according to the Erasmus ECHE 2014-2020 Charter. This document sets out the main guidelines, including novel aspects of this strategy, the aspects which have already been implemented or are expected to be implemented in the future according to a temporary development plan, in which resources have been taken into account both materials as humans that the institution has got.

The information regarding the strategy, according to its main guidelines, will be accessible to the entire educational community: teaching staff, students and applicants to be students at the Institution. For this, it will be published on the website of the Institution. The necessary administrative mechanisms will also be established to supply all the detailed information that any interested person may request regarding any aspect of the EA PEDRO ALMODOVAR Strategy for the Erasmus + Program.

For the EA PEDRO ALMODOVAR Management Team, understanding the development needs of the staff and supporting their professional development around the Erasmus + program is an important priority, and for this, such development focuses both on staff who participate in international activities and in the support staff, ensuring the most efficient implementation of international activities and cooperation projects throughout the institution. The Management Team will promote and support initiatives of activities oriented to this end, such as training courses, webinars, projects organized around intercultural competences and communication, project management and the general improvement of the international and intercultural character of the Institution.

There is an Erasmus Department with the appropriate means for its work in the organizational structure of EA PEDRO ALMODOVAR. The people responsible for guaranteeing the development of this strategy are: The Management Team, The Erasmus + Coordinator of the Institution, the Heads of the Department of Higher Education, and the Tutors, with the rest of the teaching staff for collaboration in an integral plan. Likewise, there are student representatives through the School Board and group delegates whose collaboration is essential in its full implementation. In turn, for this, support will be requested whenever necessary from the Consejería de Educación of the Junta de Comunidades de Castilla La Mancha, specifically the Erasmus + Department, and the SEPIE National Agency.

#### **Main objectives:**

EA PEDRO ALMODOVAR considers the mobility of students and staff, as well as cooperation with other Higher Education Institutions, companies or other institutions, one of the central elements of its institutional policy.

The main objectives for this new period, in continuity with the previous one, are the following:

-Develop cooperation with partners from other countries, within the Institution's internationalization and modernization strategy.

-Promote and support the mobility of students and staff with special attention to individuals in difficult situations and through non-discriminatory practices.

-To promote measures for the development of transnational and integrated training activities.

-Assess the importance of the results of the projects as well as give them visibility both in individual mobility and in cooperation projects with strategic partners.

-Taking into account the results, as well as internally monitoring the results of European and international mobility to date to improve its development.

These objectives are applicable in all K1 and K2 actions of the Erasmus + program that EA PEDRO ALMODOVAR develops within the Erasmus + program

This Erasmus Policy Statement will be published on the EA PEDRO ALMODOVAR website within one month of the ECHE Charter being granted by the European Commission and may be used by the Erasmus + National Agency, SEPIE, as a tool to monitor compliance with the ECHE Charter and the following guidelines.

**EA PEDRO ALMODOVAR undertakes in this strategy to:**

**- Fully respect the principles of non-discrimination, transparency and inclusion established in the Program.**

EA PEDRO ALMODOVAR will develop fair, transparent and coherent procedures in a documented way when selecting students or staff for mobility projects, in accordance with the commitments made in the granting of the ECHE Charter, as well as the contracts signed with the SEPIE National Agency. In the same way, it will act when collecting opinions, requests or claims throughout the mobility process by the mobile students/staff.

EA PEDRO ALMODOVAR will have measures to ensure compliance with article 21 of the Charter of Fundamental Rights of the European Union, as already described in the Institution's Rules of Operation and Coexistence, extended of course for all projects of mobility.

**-EA PEDRO ALMODOVAR will ensure equal access and opportunities with special attention to people in situations of difficulty for economic, social, cultural, geographical reasons, health reasons or reasons such as diverse abilities or educational difficulties, giving support while respecting strictly privacy.**

Measures will be developed by the Institution as requesting specialists or appointing assistants to the mobile students/staff for the specific case, special learning techniques, specific support measures for activities, tests or exams and adapted classrooms and accessible itineraries for the case of disability. The Institution will study each specific case and take specific measures especially in case of special needs. There will be close cooperation with meetings and continued dialogue of the assistant staff appointed for these cases with the Erasmus +

Coordinator in relation to the promotion, selection and management of mobility for learning or traineeship.

Particular attention will be paid to blended mobility programs that alternate physical mobility with virtual mobility, and the Center will guarantee, according to the principles of the ECHE Charter, the same treatment for this type of mobility as for physical long learning mobility projects.

In the Operation and Coexistence rules of EA PEDRO ALMODOVAR, special mention will be made of the need for access to programs guaranteeing equal opportunities for all Higher Education students at the Institution, as well as from the Management Team and teaching staff appropriate follow-up will be carried out to ensure compliance. In addition, the need for absolute equality in academic treatment with respect to mobile students, in the use of services or any resource of the Institution on equal terms with other students will be included.

**-EA PEDRO ALMODOVAR will ensure the recognition of credits automatically (based on the European Credit Transfer and Accumulation System - ECTS) successfully obtained by people who have made the mobility abroad in the corresponding period. This also includes blended mobility**

This aspect is based on The Council Recommendation on Automatic Mutual Recognition to member states that they should take the necessary measures to make it fully effective in 2025, without carrying out isolated and independent procedures by the institutions. For this, it will be clearly reflected in the Learning Agreement prior to mobility and will be confirmed in the transcription of registers according to European Credit Transfer and Accumulation System ECTS. The regulations of the user guide of the member states that determine the immediate transfer of credits in the student's record without work or other additional evaluation of the student will apply. This also applies to blended mobility.

EA PEDRO ALMODOVAR will ensure the full implementation of ECTS credits as a guarantee of quality of mobility activities and transparency of recognition processes. This facilitates the transfer of credits between institutions, encouraging the mobility of students and making the obtaining of degrees flexible for students who carry out mobility. The ECTS credits corresponding to a full academic year of full-time training are 60, with all the work developed from it. Similarly, the student should not expect to obtain more credits, although they would be allowed to exceed this number if they wish, complying with all the corresponding procedures.

The following aspects are essential to prepare and register mobility with the ECTS credit system:

**a) An up-to-date Course Catalogue on the website of the Institution.**

This aspect constitutes one of the priority points according to the Monitoring Guide of the ECHE Charter, whose task corresponds to the National Agencies, SEPIE in this case, so special interest will be put into its preparation and implementation as soon as possible.

The ECTS USER'S GUIDE 2015 will be taken as a reference for its realization.

- b) The learning agreement signed by the sending and destination institution, the company or traineeship organization and the student, before starting the mobility
- c) A Transcript of records indicating the number of credits obtained and the degrees achieved. In the same way, for the traineeship mobilities, the corresponding Transcript of work or Traineeship work certificate will be prepared.

**The recognition of credits** derived from the activities carried out in the Erasmus + program, constitutes another of the priority points according to the ECHE Charter Monitoring Guide, so it will be an essential aspect to be taken into account by our Institution, in the line of work maintained throughout the experience of Erasmus + Projects.

- d) Proof that work abroad has been recognized as reflected in the learning agreement.

EA PEDRO ALMODOVAR will develop a work structure at the Institution in this regard with the corresponding publication on the website. It will detail the terms, conditions and practices of the recognition procedures in a transparent manner. Abnormal or extraordinary situations will be taken into account, based on previous experiences, in which the student, on his own initiative, may have decided not to obtain certain credits. The recognition procedures must ensure that mobility activities are registered in a transparent manner, for this the original course, the names of subjects of the destination institution in the national language and in English and that the credits obtained abroad in the course will be clearly recognized as an integral part of the student's degree curriculum.

**EA PEDRO ALMODOVAR will recognize the credits obtained by the student in mobility**, study or traineeship without the student having to develop additional courses, work or exams at the Institution.

Mobility participants are considered full-time students and are considered to complete the proportional part of credits corresponding to the duration of the mobility as recommended by the ECTS Credit User Guide. It has already been mentioned that the number corresponding to a complete academic year is 60, and that obtaining a lower number will not justify the prolongation of their studies or the imbalance of the workload of future studies. In the case of external mobility, outside the scope of the 48 member countries of the European Area of Higher Education, if the ECTS credit system is not used, EA PEDRO ALMODOVAR will develop a compatible recognition system, which ensures its transparency. This system will be established according to credits based on the student's workload and learning outcomes.

**-EA PEDRO ALMODOVAR will not charge fees to mobile students in credit mobility for tuition, registration, exams or access to laboratories or library resources.**

Likewise, EA PEDRO ALMODOVAR, as a receiving institution for students of credit mobility at grade level from another Institution, will not make any financial charge for tutoring, registration or examinations of these students or in their access to laboratories, library or other resources that the Institution has free access to our students.

If EA PEDRO ALMODOVAR should charge small amounts for photocopies, work material, insurance, student associations ... it will be reflected in the Course Catalogue of our institution for mobile students so that they have the information prior to the start of their mobility.

EA PEDRO ALMODOVAR will only charge fees in cases of full degree mobility or in the case of students registered in more than one Center or University, within the context of the Joint Master Degrees.

Participants in mobility must be allowed during the duration of the mobility to maintain any subsidy, guarantee or credit in relation to access to education or similar support that they already receive in their country.

These principles are strictly adhered to in EA PEDRO ALMODOVAR and appropriate follow-up will continue to be carried out to guarantee compliance.

**-EA PEDRO ALMODOVAR will ensure the quality of mobility activities and cooperation projects throughout the application and implementation phases.**

EA PEDRO ALMODOVAR will ensure quality support to teaching staff for preparing applications for mobility and cooperation projects, to follow the quality standards defined in the ECHE Charter that affect the mobility of participants of our Institution and provide support and monitoring during and after the implementation phase of mobility and cooperation projects in terms of management participation, resources and recognition of teaching staff.

In the case of traineeship mobility, EA PEDRO ALMODOVAR will ensure the quality of the traineeship at the destination company or institution in the appropriate way before and during the mobility period. When necessary this will include a visit by the coordinator or institution staff to the future student traineeship company financed by the Institution as organizational support or a visit support and supervision during the mobility period.

The EA PEDRO ALMODOVAR will regularly evaluate the opinions and impressions received by the participants through reports from them, both from people who leave the Institution and those received in it, and will take appropriate measures to resolve the problems indicated by these reports. The School will hold a meeting to determine an effective mechanism to inform administrative staff about issues of confidentiality and privacy.

**- EA PEDRO ALMODOVAR will implement the program's priority lines:**

**. By developing the necessary steps to implement digital mobility management in line with the technical standards of the European Student Charter Initiative.**

EA PEDRO ALMODOVAR will ensure that the corresponding staff are informed about the digitalization roadmap and will take active measures to implement the minimum requirements for the management of digital mobility at a scheduled time. It will actively promote digital learning and training opportunities for relevant administrative staff and relevant teaching staff within the Institution to give rise to the ability to implement digital mobility management. EA PEDRO ALMODOVAR will promote the use of the Erasmus + mobile application to arrival or departure students and, to the extent possible, will ensure that useful information about the Institution and the host community are accessible through this application for students received by us.

**.Promoting sustainable practices in all activities related to the program.**

EA PEDRO ALMODOVAR will make efforts to promote responsible behavior and consistent with sustainable practices among its participants. It will take advantage of the opportunities the program offers to support more sustainable ways of travel and reduce the negative impact that mobility has on the environment. EA PEDRO ALMODOVAR will develop its own sustainability strategies and connect them with the concepts of mobility and internationalization.

**. Encouraging the participation of people with fewer opportunities in the program.**

EA PEDRO ALMODOVAR will designate tutors who specifically assist people in situations of economic, cultural or social difficulty or others as people with special needs so that they have full availability of the options for participation in the Program, especially encouraging them. At the same time, they will be closely monitored by these tutors and by the Erasmus + Coordinator of the institution when they participate in these mobility programs, both incoming and outgoing students, before, during and at the end of the period, with special attention to the aspect of registration and credit recognition. The support will be not only through human resources but also financially through the Erasmus + guarantee for special needs.

Special attention will be paid to the adaptability of the spaces and resources of the Institution to attend people with special needs and the appropriate educational framework will be created to provide a satisfactory educational attention for people in difficulties who participate in mobility through the program. Timely information in this regard will be given through the Institution's website. It will also be done through financial support through Erasmus + top-up grants or other resources available in the Institution.

**.Promoting civic engagement and encouraging staff and students to get involved as citizens before, during, and after their participation in the Mobility Project.**

According to studies such as the Erasmus + Impact Study, the program fosters a positive attitude towards multicultural awareness and a stronger feeling of European identity among mobile students. The ESNsurvey 2019 survey shows that students with exchange experience are much more engaged in civil society organizations than the average for young Europeans. They are more interested in voting at a European level, but they are less likely to do so due to the difficulties that the exchange itself entails in accessing their right to vote. In this context, there is a clear opportunity to create added value by promoting and organizing activities that allow mobility participants to be civically engaged, develop their skills beyond the ordinary education system, become volunteers and take an active part in local society. This not only encourages the integration of mobility participants in host societies but is very important for teaching staff and local students and other members of the community as it ensures internationalization at home, helps to overcome prejudice and leads to tolerance of cultural diversity. For EA PEDRO ALMODOVAR, the involvement of students and staff through volunteering and active citizenship is also an essential aspect of our strategy. We will work in activities with staff and students in which both the host and the mobile students share their experiences with potential students for mobility and groups prone to it but with fewer opportunities. These activities will explain how to overcome the obstacles foreseen through the program.

EA PEDRO ALMODOVAR will promote and organize projects and activities that improve the skills and competencies of students and staff in active citizenship, for example the Erasmus Student Network's SocialErasmus Project. This project aims to better integrate international exchange students into local society by organizing volunteer opportunities to ensure that the exchange of values takes place between international students and the local community. Another example is the ESAA-funded Project WE AfriHug which aims to promote European and international understanding through the Erasmus + program.

**EA PEDRO ALMODOVAR also undertakes to:**

Regarding participation in mobility activities:

In our Institution we think that learning mobility helps people to increase their professional, social and intercultural skills, as well as their ability to access employment. This is the cornerstone of the internationalization and modernization of education and the main tool for the further development of the European Education Area. In order to achieve successful, efficient and sustainable high-quality results, it is necessary to organize clearly defined activities, before, during and after mobility, within a structure of institutional mobility culture that encompasses the entire educational community.

**BEFORE MOBILITY:**

**-EA PEDRO ALMODOVAR will ensure that the selection procedures for mobility activities are fair, transparent, coherent and documented.**

EA PEDRO ALMODOVAR will ensure the quality of the selection processes according to the aforementioned principle. By defining these procedures, our Institution will ensure equal access to all potential participants, especially those with fewer opportunities, and will have complaint procedures available to mobility participants and future applicants. In the case of international credit mobility, EA PEDRO ALMODOVAR will organize trips or provide pre-financing of the anticipated student scholarship to enable more inclusive mobility.

The selection procedures, with all their conditions, will be made public through the EA PEDRO ALMODOVAR website and there will be administrative mechanisms so that students can make the necessary queries, complaints or request further information in any specific aspect.

**-EA PEDRO ALMODOVAR will publish and regularly update the Course Catalogue through the website of the Institution, in advance of periods of mobility, in order to be transparent to all parties and allow mobile students to make choices with complete information on the following courses.**

Therefore, EA PEDRO ALMODOVAR will prepare a Course Catalogue, available on the website that will be updated at least annually, which contains three main parts: Institution Information, information on study plans (general description and individual description of the courses) and general information for students. In the preparation of this Catalogue, the articles of the ECTS User Guide will be included, taking the ECTS USER'S GUIDE 2015 as a reference for its drafting, as previously mentioned. The EA PEDRO ALMODOVAR will clearly indicate the specialties and courses to be taught in Higher Education, the practical or laboratory subjects and the

necessary subjects or modules as well as optional subjects/modules in each specialty, in which language each course will be taught and will specify the possibility of access it for mobile students (indicating prerequisites such as the language level required). EA PEDRO ALMODOVAR will clearly indicate courses not taught in the host language and those that are not open to mobile students. Likewise, any relevant information on the traineeship program requirements will be indicated along with the number of credits. The Course Catalogue written by EA PEDRO ALMODOVAR following its own design criteria and technical aspects will be easily accessible to the user and will try to include a file section that contains previous editions to make it easier to follow changes in the regulations of study plans or exam. Despite the difficulties that updating this Course Catalogue pose in terms of its rapid availability, we will try to make it available the spring before the corresponding academic year, in order to allow future participants to prepare their learning agreements in advance of their mobility.

**- EA PEDRO ALMODOVAR will publish and update information on the grading system used and the grade distribution tables for all study plans. It will ensure the information in a clear and transparent way for the students about the procedures of recognition and conversion of grades. EA PEDRO ALMODOVAR will therefore guarantee transparency related to different national practices, so that the ratings given in all countries, subject areas or institutions can be understood and compared correctly. In this way, students will be aware of the existence of different qualification systems and practices and will receive explanations about the recognition procedures in this regard.**

EA PEDRO ALMODOVAR grading system will be clearly explained and will include information on the statistical distribution of grades in the various degree programs. Special attention will be paid to the use of pre-established conversion tables within the framework of integrated double / multiple / joint degree courses.

It is one of the goals of EA PEDRO ALMODOVAR to use the digital mobility management tools developed in the context of the European Student Charter Initiative. This may include the use of the EGRACONS platform linked to the Paperless Erasmus Network, which further facilitates fully digitized and automatic recognition procedures. In order to carry out this process with guarantees regarding conversion tables and distribution of grades, EA PEDRO ALMODOVAR process will be based on the ECTS User Guide.

**- EA PEDRO ALMODOVAR will carry out mobility with the purpose of studying and teaching only within the framework of previous agreements between institutions. These agreements will 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 mobility participants. In the same way, the ECTS User Guide will be consulted in order to develop the conversion tables and distribution of grades.**

The work structure for Institutional Agreements created by EA PEDRO ALMODOVAR is based on relationships of mutual interest between Institutions, on a high degree of compatibility between study plans between Institutions, as well as on quality criteria shared by both at the time to select students or staff for mobility activities and the temporary planning of each phase, in agreement between the Institutions. This structure places special interest in the detailed monitoring and adaptation of the Agreements when necessary.



For EA PEDRO ALMODOVAR, the basis for successfully carrying out Erasmus + mobility activities (necessary for the mobility of students for studies and the mobility of teaching staff) are the Inter-institutional Agreements between the Institutions that are holders of the Erasmus Charter for Higher Education. These inter-institutional agreements will be based on a comprehensive understanding of the associated Institution, the compatibility of academic profiles (level / standards considered adequate for mobility activities) and a relationship of trust between the Institutions in academic decision-making. Each Institution must decide who is responsible for initiating, signing and implementing these agreements. EA PEDRO ALMODOVAR will publish the list of responsible persons on its website for contact and consultation. The agreements, once signed, will be strictly followed, so they will be viable and will be signed only after consultations have been carried out at the relevant levels within the institutions themselves. There are two basic premises regarding these agreements:

- 1.- EA PEDRO ALMODOVAR will avoid signing agreements that are not going to be active.
- 2.- EA PEDRO ALMODOVAR will guarantee that a balance is achieved between academic interests and other factors that influence institutional decisions (such as geographic and subject area balance). For this, the agreement will identify specific shared quality requirements for the planned exchanges (for example, mobility numbers per academic year, recommended language levels, information on qualification systems, visa, insurance and housing, as well as additional requirements, if applicable, as selection criteria for the nomination of students and staff or measures to prepare, receive and integrate Erasmus + participants, as well as basic timelines (calendar for the nomination of mobile students by the sending Institution, acceptance of the nominees and the issuance of the Transcript of the Registers after the study period abroad by the receiving Institution, which normally should not be more than five weeks after the end date of the mobility period). EA PEDRO ALMODOVAR and our partner institution will specify if they have the infrastructure to host the Students and staff with disabilities, providing contact details and directions on what services are available. The information contained in the Interinstitutional Agreements will be kept updated.

The quality requirements will be reflected in the inter-institutional agreement, although they may differ from one topic to another; Each agreement will indicate the contact details of those responsible for Erasmus + in the institution, to face a complaint or claim by a participant. EA PEDRO ALMODOVAR will regularly monitor the number of existing agreements and, according to our needs, will make strategic decisions to update and optimize our mobility offer. Agreements will also be signed with institutions from non-associated third countries that are not obliged to request the Erasmus Charter for Higher Education, which will lead them to commit to respecting the principles contained in the Erasmus Charter for Higher Education.

While prior inter-institutional agreements are mandatory for Erasmus + exchanges between HEIs (to study and teach), they are not a prerequisite for mobility between HEIs and other stakeholders, such as companies (including HEIs acting as a receiving organization for students and trainees). In this case, all the provisions to guarantee high-quality mobility will be established by EA PEDRO ALMODOVAR in the traineeship learning agreement or in the mobility agreements for the staff training.

**For EA PEDRO ALMODOVAR it will be an essential requirement to sign these Agreements prior to mobility, and it cannot be carried out without this condition.**

EA PEDRO ALMODOVAR will develop the Inter-institutional Agreements through the Erasmus Without Paper Program once the system is fully implemented and validated, as soon as possible.

**-EA PEDRO ALMODOVAR will ensure that outgoing mobility participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the required level of language proficiency and to develop their intercultural competences.**

EA PEDRO ALMODOVAR will ensure that staff and students participants in mobility are sufficiently prepared for their mobility periods, even when it comes to the new blended mobility format . This includes preparing for the differences between the sending and receiving Institutions / companies and the practices between the sending and receiving countries, as well as for the cultural and linguistic challenges that will be encountered during mobility. The language training of the students will be supported by the Institution, they will be provided with clear, direct and personalized information on aspects such as visa requirements, health insurance, civil liability or other necessary and their coverage and limitations, accommodation options, in the Institution's website for incoming students, in accordance with local student associations and support through activities for training in the cultural aspects of each country. In addition, in the specific case of exchanges with non-associated third countries, emphasis will be placed on the development of global citizenship skills, which can be organized in different ways:

- Conferences on intercultural communication.
- Meetings / discussion groups with staff or students with experience in mobility.
- A document on the website with comments from former participants in mobility or through social networks.
- The participation of students in the offer of support will be encouraged through different activities.
- Student organizations that organize projects and activities in this regard will be promoted and supported, like Erasmus Student Network, Erasmus Mundus Association, garagErasmus, Oceans, ESAA, student unions, ESU, AIESEC, AEGEE, etc.
- Students will be encouraged to identify their skills prior to mobility and monitor their development during and after the mobility period, to better understand the added value of mobility in improving intercultural skills (reference: the Erasmus Skills project)

EA PEDRO ALMODOVAR considers language preparation as a crucial element to ensure success in mobility outcomes (staff / student satisfaction, coping with daily challenges and pressure during the study / training period and improving rates of passed exams). EA PEDRO ALMODOVAR and its partner Institution will agree on the level of competence required in the language of training in the receiving Institution or in the workplace and (if different) the local

language that the participant must have at the beginning of the mobility ( The level of competence will be defined in the course catalogue, in the inter-institutional agreement, in the learning or grant agreement in the case of traineeship, and in the mobility agreement in the case of company invited staff or training of staff in an organization that is not a Higher Education Institution). EA PEDRO ALMODOVAR will guarantee that the staff have at least the minimum level of competence required in the selection stage. However, the selection criteria of the students will take into account both the language skills of the main language in the selection stage and the ability of the students to improve their language skills (through online tools such as the OLS language assessment and the support offered by the European Commission or any other type of support) to achieve the minimum level required at the start of mobility abroad (level to be specified and agreed in the learning agreement). When necessary, EA PEDRO ALMODOVAR will ensure that any necessary language instruction is actually carried out before departure. EA PEDRO ALMODOVAR will try to provide this training in the semester prior to the start of mobility, within the framework of its general policy for the teaching of foreign languages. The Institution will ensure that outgoing mobility participants have reached the required level of proficiency prior to departure, which should be measured according to the Common European Framework of Reference for Languages. EA PEDRO ALMODOVAR will organize, as appropriate, language courses at different levels and for specific fields of study. In addition, it has the OLS Platform by the European Commission whose program will be optimized to the greatest extent possible. EA PEDRO ALMODOVAR will recommend that participants take advantage of the linguistic support offered by the European Commission to learn any other language besides the main language of training abroad.

**-EA PEDRO ALMODOVAR will ensure that students 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 companies and the mobile participants.**

#### 1. Student mobility:

EA PEDRO ALMODOVAR considers the Learning Agreement fundamental to guarantee the success and the transparent transfer of credits in the mobility of both students for study and traineeship purposes. This agreement will be signed by the three parties involved: the student, the EA PEDRO ALMODOVAR and the receiving Institution / company / organization before the mobility takes place.

##### a.- Student mobility for studies.

EA PEDRO ALMODOVAR has an Erasmus Coordinator who will advise in collaboration with the corresponding Head of the Department, to students in the choice of specific subjects or modules or other learning / training activities in associated HEI. This coordinator has the authorization to sign the Learning Agreement and, after the return of the students, manage through the Head of the Department, the recognizing of the credits obtained during the mobility. There will be a guarantee that there will be coherence and correspondence between the final recognition of credits and the Learning Agreement signed before the mobility or modified during the mobility, through a document signed by all the teachers involved of the corresponding department. EA PEDRO ALMODOVAR will also guarantee the transparency and reliability of the procedure for mobile students..

EA PEDRO ALMODOVAR will do its utmost to minimize the changes in the original learning components outlined in the learning agreements, and will urge the student and the receiving or sending Institution to do so. To this end, EA PEDRO ALMODOVAR as receiving institution will provide transparent information about the options offered and will be very clear about the enrollment deadlines in the chosen courses (and about any restrictions regarding the number of admitted students, classrooms, etc., that may be applicable). EA PEDRO ALMODOVAR will avoid changes in the Course Catalogue as receiving institution once students have begun their studies.

EA PEDRO ALMODOVAR as the sending institution will be well informed about the requirements in the receiving HEI and will provide sufficient guidance to students so that they can make appropriate decisions for both associated HEIs. In addition, our Institution will study all alternative options before the start of the mobility period. It will inform students that they must respect the deadlines and understand that changes to the learning agreement will be made only in exceptional cases. To this end, EA PEDRO ALMODOVAR will offer incoming students a period of 2 weeks after regular classes have started for them to make appropriate modifications to their learning agreements. Any change will be agreed and validated by any agreed procedure by the three parties.

EA PEDRO ALMODOVAR recognizes that the learning agreements are binding on all three parties and require that, upon successful completion of the mobility period, the sending HEI will recognize the credits obtained by the student and document them in the student's records, so that they can be transparently identified. All the credits that the student obtains to his degree during the mobility period originally agreed in the learning agreement (or a revised and approved version of it) will be recognized by the sending Institution and counted towards the student's degree without requiring the student to take further courses, assignments or exams.

EA PEDRO ALMODOVAR will publish on its website the contact details of those responsible people for signing and recognizing the learning agreements, as well as the relevant information on the learning agreements.

In the case of integrated double / multiple / joint degrees, completing a learning agreement for mobility within the degree partnership will not be a prerequisite, since this mobility follows pre-established and agreed study paths which are a compulsory part of the degree.

#### b.- Student mobility for traineeships

The learning agreements for traineeships abroad will follow similar procedures. However, EA PEDRO ALMODOVAR will devote special attention to writing the learning agreement for the traineeships, since the tasks to be carried out in a particular workplace will be listed and the corresponding learning outcomes, which are relevant to the final title will be agreed. In addition, a plan will be specifically drawn up to monitor the traineeship activities that EA PEDRO ALMODOVAR and the mobility partner will then carry out.

EA PEDRO ALMODOVAR has developed its own ways of implementing and evaluating traineeship activities. Therefore, the methodology adopted for the evaluation of the student's

performance during the traineeship activities (including the time and place of the evaluation) will be clearly described in the learning agreements and will be signed by the three parties (student, EA PEDRO ALMODOVAR and company or training institution).

The EA PEDRO ALMODOVAR will refer to the updated templates on both types of learning agreements on the Erasmus + website: <https://ec.europa.eu/programmes/erasmus-plus/>

In this regard, EA PEDRO ALMODOVAR has established the objective of deepening the management and clarity of the Learning Agreement, in its two modalities, for study and traineeship mobility.

The procedures for the preparation, completion, modification and approval of the Learning Agreement will be detailed for the information of the students, indicating the responsible person / s of the teaching staff.

The procedures will be adapted according to the Department affected by mobility, with two different disciplines: Graphic Design and Interior Design.

The criteria that the Institution has for selecting HEIs for the associations will be made available to students.

The degree of compatibility between study programs of the EA PEDRO ALMODOVAR and the HEI associated for mobility will be made explicit for the students to get the adequate information before choosing and carrying out the mobility.

The way of validation of credits and the registration of them within the evaluation- registration system, the results, the value in the file of the activities carried out in mobility, the persons responsible for this recognition, as well as the procedure of Completion of the Diploma Supplement will be clearly defined for the students knowledge by our Institution.

All this information will be offered to the students, giving them the possibility of presenting claims or clarifications regarding all these aspects.

## 2. Staff mobility

EA PEDRO ALMODOVAR will ensure that the compulsory mobility agreement (Inter-institutional Agreement) between HEIs / sending and receiving organizations for the purpose of teaching or receiving training, will stipulate the activities to be carried out by the staff member. This agreement will be reached after discussion between the two HEIs / organizations, taking into account aspects such as requirements / institutional strategy, academic justification, expected results and outcomes, and the competencies of the staff member.

EA PEDRO ALMODOVAR considers that one of the main obstacles to staff mobility is their job responsibilities, and will try to facilitate staff mobility by establishing a system to replace staff while on mobility. In the case of teaching mobility, this can be done with the receiving HEI partner by organizing mutual exchanges with a teacher from that HEI. It will also consider as an interesting possibility to organize two-way exchanges between the Institution and the world of work (business, companies / companies, etc.) and to combine the mobility of students and

staff. In the same way that EA PEDRO ALMODOVAR sends recent students / graduates to do traineeships at workplaces abroad, it will also promote the invitation of personnel from those companies / contractors to teach at the Institution, and thus bring the reality of work closer to students who do not carry out mobility and start projects of mutual interest.

For EA PEDRO ALMODOVAR, staff training mobility will be part of the Institution's human resources / professional development policy. Likewise, it will pay special attention to cooperation projects for innovation and the exchange of projects of good practices, taking as a reference the REALISE project (Realising the potential of international mobility of staff in higher education).

**-EA PEDRO ALMODOVAR will actively support incoming mobile participants throughout the accommodation search process.**

EA PEDRO ALMODOVAR as receiving organization will clearly explain to the participants in the mobility what accommodation options are open and what are the conditions for renting the accommodation (for example, costs, registration details and accommodation contract, responsibilities), in order to minimize any problems upon arrival. This will be done at least two months in advance of the mobility period and will involve EA PEDRO ALMODOVAR taking stock of the housing situation for mobile students, in order to be aware of any potential obstacles to find accommodation and how to overcome them. It will propose solutions to potential problems participants face by collaborating with housing providers, student organizations, or other stakeholders that offer accommodation, and will work to ensure the quality and affordability of student housing.

EA PEDRO ALMODOVAR will make the availability of information about this aspect on its website, together with the contact details of the consultant for the accommodation of the Institution. This information will include details on student accommodation, frequently asked questions, comments on past student experiences, and details on any possible fraud or discrimination attempts that may be found. If applicable, the contact details of the student organizations will be made available to the students on the Institution's website, since it is an important source of information.

EA PEDRO ALMODOVAR will offer support and guidance in case students experience fraud or discrimination, to overcome the problem.

EA PEDRO ALMODOVAR as sending institution will also assist mobile participants in their search for accommodation by contacting, when necessary, their counterparts at the receiving IES / company / organization or by contacting former mobile participants who are willing to help find accommodation with future students. The Institution will attend to mobile students especially in this aspect, since they are mostly affected by the problem of access to housing according to the HousErasmus + Study.

In international credit mobility, the student grant may be used to pay the accommodation deposit.

**- EA PEDRO ALMODOVAR will provide assistance related to obtaining visas, when necessary, for both incoming and outgoing mobility participants.**

EA PEDRO ALMODOVAR will help its mobile teaching staff and outgoing students and, where appropriate, as a receiving institution, teaching staff and incoming students who need a visa, issuing, in a timely manner, the documentation required by the staff / students (that is, letters that confirm the staff / student status at the Institution) for the visa application. EA PEDRO ALMODOVAR as the receiving institution will provide information on visa requirements and the time necessary to apply for it through its website for mobile participants. In addition, the website will include contact details for the Institution person who can help resolve visa-related problems, with a description of the services offered and the support that can be provided.

In cases where it is difficult to obtain visas (for example, when diplomatic missions are not located in the countries of residence; in situations where postal applications are not accepted, etc.), EA PEDRO ALMODOVAR will try to help contact diplomatic representatives to facilitate the procedure, although the visa application is the responsibility of the mobile participant, as will also be reflected on the website.

This information is valid also in the case of residence permits. In the case of international credit mobility, EA PEDRO ALMODOVAR will use funds from specific projects and / or organizational support in the most inclusive way to cover the costs related to obtaining visas, partially or totally.

**-EA PEDRO ALMODOVAR will provide assistance related to obtaining insurance, when necessary, for both incoming and outgoing mobility participants.**

In general, insurance is the responsibility of the participant in mobility, although EA PEDRO ALMODOVAR as receiving institution will inform mobile participants of cases in which insurance coverage is not provided automatically. In those cases where specific types of insurance are required in the framework of mobility activities (for example, medical insurance in those countries that are not covered by reciprocal national medical insurance agreements, or accident / third-party insurance where such insurance is required for planned mobility activities), EA PEDRO ALMODOVAR as sending and receiving institution will provide the necessary assistance to ensure that mobile participants have sufficient insurance coverage. The agreed solution will be mentioned in the inter-institutional agreement (student mobility for studies / teaching staff mobility), in the learning agreement (student mobility for internships) or in the mobility agreement for training staff.

In the case of international credit mobility, EA PEDRO ALMODOVAR will use funds from projects specific to it and / or organizational support in the most inclusive way to cover the costs related to obtaining insurance, partially or totally.

**-EA PEDRO ALMODOVAR will ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.**

## **DURING MOBILITY:**

**- EA PEDRO ALMODOVAR will guarantee equal academic treatment and quality of services for incoming students.**

EA PEDRO ALMODOVAR as receiving institution will ensure that incoming mobile participants are offered the same academic treatment (i.e. rights and responsibilities with respect to teaching and tutoring, exams, grading, procedures for claims, etc.) and access to the facilities as students of the Institution. The details of these rights and responsibilities will be published on the website in the language of academic training taking into account the Erasmus Student Charter and will be explained during the initiation week of mobile students (which will be organized for all new participants in incoming mobility at the beginning of each period / semester / year). In addition, academic and administrative contact persons will be available throughout the mobility period to provide any additional explanations that may be necessary and to help resolve any issues that may arise.

In the case of mobility of incoming students from non-associated third countries, EA PEDRO ALMODOVAR will provide students with their grant as soon as possible upon arrival.

EA PEDRO ALMODOVAR will guarantee the quality of activities and services for students, not only through quality guarantee mechanisms at the level of mobility for studies, but also when it comes to mobility for traineeships and staff mobility periods , particularly hosted at workplaces outside higher education, ensuring a good learning experience and beneficial results of the period abroad. EA PEDRO ALMODOVAR as receiving institution will define the learning objectives and results in a clear way for the applicant and will offer support to achieve them during the traineeship or staff training period, as well as support to establish themselves in the host environment. EA PEDRO ALMODOVAR as sending institution will guarantee that clear learning and follow-up objectives are established with the student or staff member, supporting them if any problem arises during their mobility period.

**-EA PEDRO ALMODOVAR will promote measures that guarantee the safety of both outgoing and incoming mobility participants.**

EA PEDRO ALMODOVAR will communicate to incoming and outgoing students and teaching staff any potential risk or threat to their safety that may be encountered during their mobility and will offer guidance on how to prevent them, as well as what to do in case of emergency. It will offer information on health insurance plans, accidents and theft insurance and advise students to hire them. EA PEDRO ALMODOVAR will try to develop an institutional strategy on security and prevention in the exchange (The Coimbra Group Guidelines for universities on security protocols for mobility will be taken as a reference).

**-EA PEDRO ALMODOVAR will fully integrate the participants in the incoming mobility in the student community and in the daily life of the Institution. They will be encouraged to act as ambassadors for the program and share their mobility experience.**

EA PEDRO ALMODOVAR as receiving institution will do everything possible to ensure that all incoming mobile participants feel part of the student and academic community, fully integrating them into their academic / work and social activities and avoiding any possible



segregation in any aspect like accommodation options (for example avoiding the concentration of mobile participants). In addition, EA PEDRO ALMODOVAR will create the conditions for mobile students to join social organizations (student associations, sports clubs, music or theater groups, debate societies, etc.) at the local level. It will also encourage mobile students to start and organize their own social events, enabling wider interaction with local students so that they can share specific aspects of their culture. It will also inform about the possibilities of part-time jobs in the educational field available to mobile students.

Upon arrival, the greatest possible support will be provided so that participants receive training in Spanish, recommending courses or individual, face-to-face and / or online training. In addition, EA PEDRO ALMODOVAR, through its Erasmus + Coordinator and the assigned tutors, will provide support for practical issues related to social, psychological, and health problems ... As it was said previously, there will also be specific staff for the academic field to deal with aspects like timetables, attendance, homework, relationship with teachers of Department...of mobile participants.

EA PEDRO ALMODOVAR will pay special attention to establishing plans that help Erasmus + participants to act as ambassadors for mobility, by sharing their experiences with students interested in the program or with future students who are still enrolled in school education. These plans will focus on the values of mobility, social commitment and active citizenship promoted through Erasmus +. Furthermore, the Institution will be able to maintain existing plans of this type, for example, the SocialErasmus scheme of the Erasmus Student Network.

**-EA PEDRO ALMODOVAR will provide adequate tutoring and support sessions for mobility participants, including those pursuing blended mobility.**

a) Student mobility for studies

The tutoring and support arrangements will be programmed in the EA PEDRO ALMODOVAR Course Catalogue as receiving institution in the general information section for students, including the people and contact addresses in the respective areas. The information published through the website of the Institution will include details about the culture and daily life of Spain.

EA PEDRO ALMODOVAR will attach particular importance to the Welcome and Orientation Week within the support procedures as a good way to provide incoming students with the necessary information on practical and administrative aspects while allowing them to meet local students and other mobile students. This welcome and orientation week will be an essential opportunity to address concerns among incoming students and to reduce any psychological pressure they may feel during their first encounters at the Institution.

EA PEDRO ALMODOVAR will make every effort to integrate mobile students, for example through a 'friendship cooperation system' where local students assist incoming mobile students before and during the mobility period. Local students will be able to assist incoming students by welcoming them at the arrival train or bus station, helping them find accommodation and explaining the daily cultural challenges they might face in Spain. The EA PEDRO ALMODOVAR will have as a priority in this regard to establish a student network (the

references for this are the Erasmus Student Network, the student unions, ESU, AEGEE, AIESEC, as well as other relevant networks operating in different national contexts). They will be able to develop the “friendship cooperation system” and share good practices with other sections of Europe. The services provided under this system will be extensible to the members of the teaching staff in mobility.

EA PEDRO ALMODOVAR as receiving institution will designate academic tutors to deal with problems related to academic issues (course schedules, student attendance, courses, relations with academic staff, student participation and monitoring online activities in the case of blended mobility).

EA PEDRO ALMODOVAR will provide details of the complete support system (academic, administrative, social, etc.) on its website, which will be available to mobile participants in advance.

. b) Traineeship Student mobility.

EA PEDRO ALMODOVAR will appoint a tutor, different from the Erasmus + Coordinator to support the mobile student during the period in the company or organization. Their role will be to provide support, advice and information to the student about life and experience in the company or organization (company culture, code of good conduct, etc.). The contact details of both the Erasmus + Coordinator and the tutor will be specified in the Learning Agreement.

c) All types of mobility.

EA PEDRO ALMODOVAR will designate members of its teaching staff with whom the mobile participants can contact in case of problems, as well as to deal with the social and psychological issues that students and staff in mobility may have. In turn, it will provide details of the professional assistance centers for health / psychological problems.

**-EA PEDRO ALMODOVAR will provide appropriate language support for incoming mobility participants.**

EA PEDRO ALMODOVAR as receiving institution is aware of the needs of mobile students and will provide adequate linguistic support in this regard. This support must be adapted to the differences in mobile participants and may be offered online, through intensive courses during the orientation week or as semester / year courses (in groups, as individual enrollment or as subject-specific courses).

Special attention will be paid to learning the local language, even if it is not the language of instruction, to ensure better social integration.

EA PEDRO ALMODOVAR will allocate credits to these language classes and report the results in relation to the Common European Framework of Reference for Languages. However, when EA PEDRO ALMODOVAR acts as the sending institution, it will guarantee that its outgoing mobility participants are linguistically prepared according to the specifications indicated in the Interinstitutional Agreement. In addition, the Institution will count on the assessment of languages and the support of the new Program of the European Commission. Mobile

participants will be encouraged to use this tool to learn other languages that are important to them if they so choose.

#### **AFTER MOBILITY**

**-EA PEDRO ALMODOVAR will provide incoming mobile students and their sending institutions with transcripts of records. A complete, accurate and timely record of their achievements will be provided to the student and their sending institution at the end of their mobility period, within a specified period.**

This aspect is also another of the **priority points in the Guide to monitoring the ECHE Charter** by the National Agencies, for which reason EA PEDRO ALMODOVAR will pay special attention to compliance.

##### a) Student mobility for studies

EA PEDRO ALMODOVAR as receiving institution will send a transcript of records within a period stipulated in the Interinstitutional Agreement (with a limit no greater, under normal conditions, than five weeks after the evaluation of the mobile student in the Institution). In case of acting as sending institution, EA PEDRO ALMODOVAR, once it has received the transcript of records, will carry out the recognition procedures and inform the mobile student about their results. The record transcription template will be part of the Learning Agreement.

The format of the transcription of records will be adapted in accordance with the requirements of both institutions, all the information elements of the standard form being contained in any adapted version.

The EA PEDRO ALMODOVAR will guarantee that the information in the transcription of records is developed under a transparent recognition of the period of study abroad, providing the title of the units, / modules / subjects of the course, with the respective course codes (according to mention in the course catalogue), the duration of the course units, Grades and ECTS credits. The institutional rating system will be clearly explained including distribution tables of ECTS ratings for the department or study program. The transcript of records will be signed, stamped and dated so that it is considered a legally valid document. EA PEDRO ALMODOVAR will decide who should prepare the document and will designate a person responsible for signing it. Mobile students will have clear information about the staff who is responsible and will have the possibility to contact them in case of unforeseen circumstances or delays.

EA PEDRO ALMODOVAR as receiving institution, in accordance with legal requirements, will keep records of the academic achievements of mobility participants during a legal period, providing information whenever requested by mobile participants or official bodies on their behalf.

In agreement with the Consejería de Educación of Castilla La Mancha Government, there will also be the possibility of recognizing non-official or not strictly academic activities, such as linguistic training, multidisciplinary activities, workshops, volunteering ... in the form of credits from the EA PEDRO ALMODOVAR free configuration

b) Student mobility for traineeships

EA PEDRO ALMODOVAR will request the company or traineeship organization to issue a certificate attesting to the traineeship activities of the mobile participants (This certificate will refer to the duration, traineeship tasks and, where possible, competencies developed).

**-EA PEDRO ALMODOVAR will ensure that all ECTS credits earned for learning outcomes successfully achieved during a study / training period abroad, including during blended mobility, are fully and automatically recognized as agreed in the Learning Agreement and confirmed by the transcription of records / traineeship certificate. They will be transferred without delay to the student's records, will be counted for the student's title without any additional work or evaluation of the student and will be able to be verified in the transcript of the student's records and the Diploma Supplement.**

**-EA PEDRO ALMODOVAR will ensure the inclusion of satisfactorily completed study and / or practical mobility activities in the final record of student achievements (the Diploma Supplement).**

EA PEDRO ALMODOVAR will issue a Diploma Supplement to accompany each degree awarded to a student, using the template developed by the European Commission, the Council of Europe and UNESCO, as agreed by the 48 European countries that belong to the European Area of Higher Education. According to this agreement, each graduate in their respective country must receive the Diploma Supplement (DS) automatically, free of charge and in at least one of the main European languages in addition to the national language. EA PEDRO ALMODOVAR will publish on its website the information related to the Diploma Supplement.

Any mobility activity abroad will be made explicit in the corresponding part of the Diploma Supplement: together with modules / subjects / units studied at EA PEDRO ALMODOVAR as sending institution. The Diploma Supplement will collect the list of modules / subjects, training activities carried out during the student's mobility period and will indicate where these mobility activities were carried out.

In the case of double / multiple / joint degrees, the Diploma Supplement will indicate the name and status of the partner Higher Education Institution that grant the degree and the respective languages of instruction / examination. In addition, an explanation of the graduation / qualification scheme agreed by the Institutions that grant it, will be provided.

**-EA PEDRO ALMODOVAR will encourage and support mobile participants upon their return to act as ambassadors for the Programme, promote the benefits of mobility and actively participate in building communities of former students.**

EA PEDRO ALMODOVAR as sending entity will do its best to guarantee that mobile participants are not penalized, either in terms of qualification or professional progression, for their study / training / teaching period abroad. On the contrary, it will value their experience and spread it as a practice to be followed by other students, inviting them to become ambassadors of the programme.

Within these practices, EA PEDRO ALMODOVAR will organize meetings or events where mobile participants will be able to share their experience and the impact of mobility on their personal and professional development, as well as within the Institution. Former participants will also be able to write and publish their testimonies regarding the mobility experience, as well as participate in fairs, Erasmus days or volunteer activities.

To this end, EA PEDRO ALMODOVAR, as the sending institution, will first provide administrative and academic advice to assess the results of the mobility and advise participants on their return on the best way to use the skills acquired abroad. In addition, it will help participants in reintegration into their social, educational or professional environments, providing tutorials and social platforms, creating group activities and involving students who have participated in mobility in situations that require intercultural competences, such as the “system of friendship cooperation” for incoming mobility participants.

EA PEDRO ALMODOVAR as sending entity will support the formation of communities of former students by contacting those students who have participated in mobility and committing them to improve the experience of the following generations, inviting them to promote the Programme and organizing activities where they can share the benefits of their exchange. Special efforts will be made to involve local student organizations with experience in such activities and efforts will be made to create students networks for this purpose.

**-EA PEDRO ALMODOVAR will ensure that staff receive recognition for their teaching and training activities carried out during the mobility period, based on a mobility agreement and in accordance with the institutional strategy.**

EA PEDRO ALMODOVAR will systematically use the results of staff mobility for the structural reform of the Institution. Therefore, international staff mobility must become an integral part of professional development. EA PEDRO ALMODOVAR will actively support the mobility of teaching staff by establishing a strategy that will lead to this activity, identifying the professional development needs of members of the teaching staff and the necessary preparation. This strategy will include different measures that promote mobility, with its development being part of the ordinary workload. Staff work hours will be adapted to meet mobility demands and, whenever possible, temporary replacements will be made during the mobility period. Cultural / linguistic readiness will be available to mobility staff and mobility teaching and training activities will be recognized as a component in any assessment of teaching staff members.

The training activities, teaching or learning visits will be counted in the Institution for sending to the Consejería de Educación de JCCM, for evaluation and allocation of training credits, both by the ordinary way of teacher training, as well as by Erasmus + Department of the Consejería de Educación de JCCM. The Management Team will also take into account the training received by the teaching staff in order to assign specific functions to the staff in managing the Institution’s activity. In addition, there will be teaching staff who will carry out mobility for the design and development of the EA PEDRO ALMODOVAR Erasmus + institutional strategy, in order to improve it in specific aspects or in its formal structure. They will be invited to share and disseminate their training for teaching and good practices in other HEIs, as well as

participation or initiative in cooperation projects with receiving institutions, offering the possibility of new mobility.

On the EA PEDRO ALMODOVAR website, a register of the mobility activities of its teaching staff will be drawn up in order to invite it to other HEIs in Europe, in order to extend the training received to other practices.

**-EA PEDRO ALMODOVAR will ensure through the Erasmus + Coordinator, the Heads of Department and the corresponding tutors that the results and outcomes of the mobilities are followed up, evaluated and disseminated as a way to improve international cooperation and mobility activities.**

The results will be used systematically for the benefit of the institution, promoting internationalization at the Institution, thus improving the intercultural skills of students and staff, whether or not they have been mobile. The results will be used in academic practice and will be disseminated also using the website of the Institution, providing participants with the results of cooperation projects and Erasmus + mobility opportunities as well as their financing possibilities. After mobility, Erasmus + participants will therefore have the opportunity to present and disseminate their experience as well as their newly acquired skills. In addition, EA PEDRO ALMODOVAR through its Erasmus + and Career Guidance department will probe the contribution and impact of mobility on the ability of the students who have carried it out to obtain employment.

#### **PARTICIPATION IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS**

**- EA PEDRO ALMODOVAR will ensure that cooperation activities contribute to the fulfillment of the institutional strategy.**

The purpose of cooperative projects is for higher education institutions to work together across borders with other stakeholders to achieve common goals in the field of education and training. In the case of European projects, the main beneficiary is in the EU Member States or third countries associated with the Program, and when it comes to international projects, the main beneficiary is a non-associated third country. Accordingly, EA PEDRO ALMODOVAR will make informed decisions about the ad-hoc strategy or associations they intend to form, taking into account the priorities of the corresponding European policy, geographic and thematic priorities, outcomes of previous projects and the institution's ability to participate. EA PEDRO ALMODOVAR will actively contribute to the outcomes of the project and ensure its wide-scale integration in the institution itself.

Participation in European and / or international projects will be seen as a central aspect of the institution's internationalization and modernization strategy and will be based on an analysis of the specific needs of the Institution. The expected results of any participation in cooperation projects will be sustainable and balanced and will lead to the future development of EA PEDRO ALMODOVAR's international participation.

EA PEDRO ALMODOVAR will allocate spaces and resources specifically for the development of Cooperation Projects and will support training in intercultural skills and in important aspects of mobility, both for students and for teaching staff.

**-EA PEDRO ALMODOVAR will promote the opportunities offered by cooperation projects and will provide important support to staff and students interested in participating in these activities during the application and implementation phase.**

EA PEDRO ALMODOVAR will be open and will support the project initiatives presented by its staff. Once committed to a certain project, it will become involved, as coordinator and/or partner, and will support participation at all levels of the Institution. EA PEDRO ALMODOVAR will provide important support to the staff involved in the management of the project and the participation of other staff members will be considered a key component in their evaluation.

EA PEDRO ALMODOVAR, in accordance with its internationalization strategy, will previously establish specific support measures that will allow participating staff and students adequate time to carry out their work on the project. In addition, sufficient resources will be allocated to support the project, providing adequate administrative support, both in logistics and financial management.

The Institution will pay particular attention to examples of good practices as they suggest the implementation of transparent systems of staff development, evaluation and promotion through which participation in transnational / international activities and European projects contributes to the professional recognition of staff (including promotion) and the academic recognition of the students.

**-EA PEDRO ALMODOVAR will ensure that cooperation activities and their results are sustainable and that their impact benefits all partners.**

EA PEDRO ALMODOVAR will participate in European and international cooperation projects proactively, establishing the objectives for its participation from the beginning, deciding what role they intend to play and what results they hope to achieve.

Participation in such projects will be integrated into the EA PEDRO ALMODOVAR modernization and internationalization strategy and will be based on an analysis of specific needs. Participation will be undertaken with the aim of not only benefiting the institution itself, but also benefiting other participating institutions and the broader academic sector, that is, the higher education system at national or European level.

The expected results of any participation in cooperation projects will be sustainable (being able to be used by the association after the end of the project, the results being reusable or allowing the Institution to get involved in other future activities) and balanced (with the benefit of all partners) and , therefore, they will lead to a further development of the European Higher Education Area, in general, and to the international participation of EA PEDRO ALMODOVAR, in particular.

**-EA PEDRO ALMODOVAR will promote learning activities and use the results of the projects in a way that maximizes its impact on individuals, other participating institutions and the academic community in general.**

EA PEDRO ALMODOVAR will take the appropriate arrangements to ensure that the dissemination of projects is carried out from the beginning of project activities (it will try to

accommodate ongoing projects on its website, will make presentations, publications ...). In addition, the project results will be disseminated and its benefits will be shared both within participating institutions and beyond. Within the general policies of dissemination and visibility of EA PEDRO ALMODOVAR, proactive measures will be included to guarantee the visibility of the implementation of the projects and their results, as well as access to the greatest number of people in the educational community, for their benefit. The impact of the projects on the staff and students who do not carry out mobility is considered very important, for which reason it will be regularly monitored in order to evaluate this impact.

Activities to promote this aspect will be planned by EA PEDRO ALMODOVAR by working on the development of international competences, cultural awareness, opportunities for virtual or blended mobility, inviting international teachers and integrating projects of students with an international focus on Higher Design Studies subject schedules, as well as providing opportunities for local students to work alongside incoming mobile students on academic projects that ensure that local students benefit from the presence of mobile students at the Institution. All this will be done under the premise of spreading in the educational community and abroad to the greatest extent possible. To this end, it will be ensured that dissemination is incorporated into the support conditions for project participants and mobility actions, assigning adequate time, resources and spaces for this purpose to disseminate their experiences and exploit the results of the project. This will include initiatives to share new knowledge and create new opportunities derived from the new relationships created. Platforms can be created online, linked to the networks or to the website of the Institution in which results are presented at the institutional or departmental level, as appropriate. For this purpose, a link may appear with the results already achieved in all the projects of which the Institution has formed part on its website. This will include a clear mention of the staff participating in the project. It is an objective of EA PEDRO ALMODOVAR in each project to contribute regularly to the Results Platform of the Erasmus + Project throughout the life cycle of the project, as well as in the completion stage.

The results of all the activities of the Erasmus + program will contribute to strengthening, improving and disseminating the EA PEDRO ALMODOVAR's internationalization and modernization strategy, reinforcing international cooperation and opening the Institution abroad for the benefit of the Erasmus space and the institution itself. For this purpose, working groups will be created consisting of teaching staff with experience in mobility, a representative of the Management Team and the Erasmus + Coordinator of the Institution, as well as the corresponding coordinators of cooperation projects, where appropriate, whose function will be to monitor and consolidate the implementation of the internationalization strategy through practice.

#### **IMPLEMENTATION AND MONITORING PURPOSES**

**-EA PEDRO ALMODOVAR ensures through this document that the long-term institutional strategy and its relevance to the objectives and priorities of the Program are described in the Erasmus Policy Statement.**

EA PEDRO ALMODOVAR does not consider the Erasmus Policy Statement (EPS) or its development as a separate document for the ECHE Charter. The Erasmus Policy Statement has



considered in depth the individual profile of the Institution and its way of working. To this end, representative academic and administrative staff with international experience has taken part in its preparation. The EPS of EA PEDRO ALMODOVAR is part of a broader institutional strategy, in the long term, of internationalization that takes into account, on one hand, the profile, strengths and weaknesses of the Institution and, on the other, the priorities European policies for higher education.

This EPS aims to clearly reflect a good understanding of the objectives and priorities of the Erasmus + Program, contain objectives for mobility and cooperation activities and projects, but at the same time tries to be realistic with respect to the objectives of the Institution to participate in the Program. It has already been done and will be from now on, through the School Council that its contents are debated at all levels of the Institution (Management team, teaching staff and students may express their opinions and make suggestions).

**-EA PEDRO ALMODOVAR will ensure that the principles of the Charter are well communicated and applied by staff at all levels of the Institution.**

The text of the Charter and the Erasmus Policy Statement will be made visible and easily accessible for consultation by students and staff. They will be shown on the Institution's website in Spanish and English. The Erasmus Policy Statement will be discussed in the School Board and in the Faculty. The principles of the Charter will be incorporated into the institution's standard documents and will be applied through an implementation plan designed by the Management Team in collaboration with the Erasmus + Department, through this Department and those of Higher Studies in Graphic Design and Interior Design, with the follow-up and monitoring of their Heads of Department and Erasmus+ Department in a task that reaches tutors and all Higher Education teachers.

**-EA PEDRO ALMODOVAR has taken as reference the documents "ECHE guidelines" and "ECHE self-assessment" in order to ensure the implementation of the principles of the Charter.**

This is based on the fact that the ECHE Guidelines are based on the good practices of various institutions in Europe, so the staff responsible for the implementation of the Erasmus + program and the internationalization strategy within the EA PEDRO ALMODOVAR have taken them into account in their drafting and will have them for implementation.

The EA PEDRO ALMODOVAR according to its profile and particularities will find its own solutions for any problem that may arise, although the common framework suggested by the Guidelines will be respected to achieve the best possible implementation of the objectives of the Institution and the Program, as well as the understanding and compatibility across Europe.

The ECHE self-assessment tool has been used by the Institution in the Erasmus+ Coordinator model to achieve a better awareness of the aims and objectives of the Program and its impact on the development of internationalization within the Institution. Furthermore, the ECHE self-assessment tool is a benchmark for establishing short and long-term objectives and whenever new program activities are introduced within the Institution. Such benchmarking activities will

be carried out in a structured manner and with the specific objective of increasing staff awareness as well as demonstrating institutional development.

**-EA PEDRO ALMODOVAR will regularly promote activities supported by the Program, together with its results.**

The Institution will have a clear strategy and the necessary tools to promote both Program activities and results. The activities of the Erasmus + program will be published in a bilingual way on the website. Furthermore, the information on the Program will be clearly identified and recognized, being fully integrated into the daily institutional information flows.

**-EA PEDRO ALMODOVAR will show the Charter and the Erasmus Policy Statement related prominently on the website of the Institution and in all other relevant channels.**

According to the prerequisite, the Charter and the related Erasmus + Policy Statement will be displayed on the website of the Institution in a place that is easily accessible from the main website of the Institution. It will show that the entire Institution is committed to the Charter. The web link will also be provided for the Erasmus + Project Results Platform.

**On behalf of EA PEDRO ALMODOVAR, I acknowledge that the implementation of the Charter will be monitored and that a violation of any of the above principles and commitments may lead to its withdrawal by the European Commission.**

Signed: Pedro María Lozano Crespo

Headmaster of EA PEDRO ALMODOVAR