

IES MARIA SARMIENTO

ERASMUS FOR HIGHER TECHNICAL EDUCATION POLICY

The Erasmus University Charter (EUC) establishes the fundamental principles of all Erasmus activities, which must respect the institutions of higher education.

IES MARIA SARMIENTO aims Erasmus University Charter for the 2014-2020 period that allows the participation in all activities of the Erasmus program including practices in European companies by the students of technical education superior.

Erasmus Charter of fundamental principles

For our part we are committed to comply with the following fundamental principles:

- 1 To sign agreements with the institutions with which we develop actions of mobility.
2. Do not charge remuneration for concepts of education, registration, examinations, access to laboratories and libraries received Erasmus students.
- 3 Give students recognition, by means of official document by the activities successfully completed during their period of mobility.
4. Ensure the highest quality, using our certified procedures of quality ISO 9001:2008, for the organisation of mobility of students and staff. Applying this quality practices of students.
- 5 Keep the curriculum information up-to-date, clear and easily accessible.
6. Apply a system of transfer of academic credits (22 ECTS).
7. Ensure the same services and academic treatment for Erasmus students enjoyed by our students.
8. Promote the integration of Erasmus students received in the activities of the institution, doing days of reception as that performed for our new students increased with training courses in Spanish language.
- 9 Provide information and qualifications obtained received Erasmus students and their institutions.
10. Facilitate and officially recognize Erasmus teaching activities.
- 11 Promote and give visibility to Erasmus activities on the web and in the media of our region.
- 12 Advertising in the institution and make easily accessible to students Erasmus Charter and the Erasmus policy statement.
- 13 Compliance with the objectives of non-discrimination set out in the lifelong learning programme.

Erasmus policy statement

1. Strategy of the IES MARIA SARMEINTO

The **IES MARIA SARMEINTO** is a public institution that offers various types of official teachings among which is as outstanding with the degrees of higher technical education: a) Administration and finance b) electrotechnical systems and automated.

Teaching and quality employment are its two large pillars, always with the quality as a goal. We now join the European area of higher education. Our openness and commitment to the quality we want is complete with a policy of internationalization. We have participated in the recent past in European programmes, mainly through the development of the Leonardo programmes and practices of teachers in our Center from countries of the European Union.

We also perform an annual exchange of students with these countries. Our goal is to continue to promote projects.

Maximum visibility is given to Erasmus actions by issuing reports, organisation of conferences and advertising in press and on our website. Also, the Charter and the Erasmus policy statement will be announced to the educational community, permanently displayed in our web.

2. Quality of academic mobility activities

The highest quality is the objective of the IES MARIA SARMIENTO for mobility management.

Participating teachers are selected on the basis of the proposal of activities to be developed by the departments.

The tutors assist the foreign student upon arrival at our Institute, facilitating their integration, particularly in the housing.

Procedures shall be established to disseminate information: guides in Spanish and English, personalized advice and language courses, and participates in programs of language training for teachers.

We want to contribute to improve the language skills of our students and professors through specific actions.

3. Quality of practices of students activities

Due to our experience of many years and hundreds of concerted undertakings, we aim to achieve the highest quality, taking advantage of previous experience in the Organization of practices for students.

The selection of the companies will follow the same procedure that for the practices of our students who are evaluable part of their technical degree studies. To that end, be signed agreements with companies of reception in the country of destination. In this process there will be other collaborating institutions in relation to search companies, signing of agreements and job counseling.

The development of the program also include complementary activities such as informative workshops and intensive language courses.

Monitoring and recognition of the internship period will require complete European notebook of practices, where to include two student reports about his work the Center tutor and guardian of the company. The quality and utility of the process will be verified through surveys and information from students in practices, and academic tutor of the same notebook. The internship period will be recognized according to the curriculum.