

EPLUS2020

Call: EACEA-03-2020

(Erasmus Charter for Higher Education 2021-2027)

Topic: ECHE-LP-2020

Type of action: EPLUS2020-ACR

Proposal number: 101005485

Proposal acronym: CIFP Santa Catalina

Deadline Id: EACEA-03-2020-1

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How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

1 - General information

Topic ECHE-LP-2020

Type of Action EPLUS2020-ACR

Call Identifier EACEA-03-2020

Deadline Id EACEA-03-2020-1

Acronym **CIFP Santa Catalina**

Proposal title **To continue the mobility projects and the exchange of ideas with other European Institutions (European training centres, companies, etc.)**

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months

86

Fixed keyword 1

Curricular education activities with enterprises

Fixed keyword 2

Education-enterprises partnerships

Fixed keyword 3

Mobility (virtual and blended)

Fixed keyword 4

Quality assurance

Free keywords

continuity - European Institutions - training centres - On the job training - students - teaching staff - collaboration

Application language

English

Abstract*

Centro Integrado de Formación Profesional Santa Catalina (hereinafter referred to as CIFP Santa Catalina) is a Higher Education Institution operating under the Regional Government of "Castilla y León" that has been active since it was first awarded its ECHE. Its objective is to further develop mobility projects with its students and staff. Thus, it intends to provide its Higher Level Vocational Training Students the opportunity to follow the module "On the Job Training" in different areas, including such as Computing and Communications, Electricity and Electronics, Trade and Marketing, Physical and Sports Activities or the field of Administration and Management. CIFP Santa Catalina also aims to offer its already graduated students the possibility of doing internships in foreign countries, as well as its staff the option of participating as observers in other Higher Education Institutions in Europe. CIFP Santa Catalina is open to the possibility its staff collaborates with European companies dedicated to the professional fields included in its education supply. The Students will improve their language skills. Their acquired cultural knowledge will allow them to obtain a broader view of the world and the open-mindedness required to assume new challenges without fear of the unknown. They will be able to establish new links and projects, as well as to develop some of the so-called SoftSkills such as communication, decision making, responsibility or teamwork, thereby supplementing the HardSkills developed by the Students during their training. The Institution has the tools it needs to monitor its Students in the country of destination. Therefore, the results obtained have been very positive so far. Conversely, the spreading of the experience lived by the Students serves as a reference to promote and continue with the participation in this and other community projects. Hence, CIFP Santa Catalina is applying for a new ECHE to give continuity to its mobility strategy.

Remaining characters

3

Proposal Submission Forms

Proposal ID 101005485

Acronym CIFP Santa Catalina

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under Horizon 2020 or any other EU programme(s)? Yes No

Please give the proposal reference or contract number.

XXXXXX-X

Declarations

1) We/I declare to have the explicit consent of all participants on their participation and on the content of this proposal.	<input checked="" type="checkbox"/>
2) We/I confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted.	<input checked="" type="checkbox"/>
3) We/I declare: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation (Regulation No 2018/1046) - to have the financial and operational capacity to carry out the proposed project	<input checked="" type="checkbox"/>
4) We/acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions .	<input checked="" type="checkbox"/>
5) We/I acknowledge and authorize the collection, use and processing of personal data for the purpose of the evaluation of the proposal and the subsequent management of the grant/prize (if any). We/I acknowledge and authorize that the data may also be used for the monitoring and evaluation of the EU funding programme, the design of future programmes and communication purposes.	<input checked="" type="checkbox"/>

The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. If the proposal to be retained for EU funding, the coordinator and each beneficiary will be required to present a formal declaration in this respect.

Note:

For **multi-beneficiary applications**, the coordinator vouches for its own organization and that all other participants confirmed their participation and compliance with conditions set out in the call. If the proposal is retained for funding, each participant will be required to submit a formal declaration of honour confirming this.

False statements or incorrect information may lead to administrative sanctions under the Financial Regulation 2018/1046.

Personal data will be collected, used and processed in accordance with Regulation 2018/1725 and the [Funding & Tenders Portal privacy statement](#).

Please be however aware that, to protect EU financial interests, your data may be transferred to other EU institutions and bodies and be registered in the EDES database. Data in the EDES database is also subject to Regulation 2018/1725 and the [EDES privacy statement](#).

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1	Centro Integrado de Formación Profesional Santa Catalina	Spain	

2 - Administrative data of participating organisations

PIC	Legal name
949232689	Centro Integrado de Formación Profesional Santa Catalina

ECHE Reference Code	Institution Code
239999-EPP-1-2014-1-ES-EPPKA3-ECHE	E BURGOS18

Short name: Centro Integrado de Formación Profesional Santa Catalina

Address

Street Montelatorre 11

Town Aranda de Duero

Postcode 09400

Country Spain

Webpage <https://www.fpsantacatalina.com>

Specific Legal Statuses

Legal personyes

Public bodyyes

Non-profityes

Industry (private for profit).....no

International organisationno

International organisation of European interestno

Secondary or Higher education establishmentyes

Research organisationno

Enterprise Data

Based on the below details from the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

SME self-declared status.....01/01/1900 - no

SME self-assessment unknown

SME validation sme..... unknown

Proposal Submission Forms

Proposal ID **101005485** Acronym **CIFP Santa Catalina** Short name **Centro Integrado de Formación Profesion**

Department(s) carrying out the proposed work

No department involved

Department name

Name of the department/institute carrying out the work.

not applicable

Same as proposing organisation's address

Street

Please enter street name and number.

Town

Please enter the name of the town.

Postcode

Area code.

Country

Please select a country

Proposal Submission Forms

Proposal ID **101005485** Acronym **CIFP Santa Catalina** Short name **Centro Integrado de Formación Profesiona**

Person in charge of the proposal

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title

Mr.

Sex

Male Female

First name **JOAQUIN**

Last name **CUBILLO ARRIBAS**

E-Mail **09012187@educa.jcyl.es**

Position in org.

Headmaster

Department

Centro Integrado de Formación Profesional Santa Catalina



Same as organisation name

Same as proposing organisation's address

Street

Montelatorre 11

Town

Aranda de Duero

Post code

09400

Country

Spain

Website

<https://www.fpsantacatalina.com/>

Phone

+349 47546351

Phone 2

+xxx xxxxxxxxxx

Fax

+349 47048065

Type of organisation

- Higher education institution (tertiary level)
- School/Institute/Educational centre - General Education (secondary level)

Information related to eligibility criteria

	Yes	No
Applicant is an HEI established in a Programme Country.	<input checked="" type="radio"/>	<input type="radio"/>
The applicant institution is eligible by National Authorities of Programme Countries.	<input checked="" type="radio"/>	<input type="radio"/>
I confirm that I have received a notification from my Erasmus+ National Agency stating that I am allowed to apply for the light procedure.	<input checked="" type="radio"/>	<input type="radio"/>

Warning: You must comply with the content of all the checkboxes.



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 1.1
4 March 2020





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.**

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	11.02.2020	Initial version
1.1	04.03.2020	Changes in page 10, 1st box after the Erasmus Policy Declaration

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 monitor 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 Area¹ 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)

CIFP Santa Catalina is a Higher Education Institution operating under the Regional Government of “Castilla y León” that has been active since it was first awarded its ECHE. Its objective is to further develop mobility projects with vocational school students and teachers of the professional fields of Computing and Communications, Electricity and Electronics, Trade and Marketing, Physical and Sports Activities and Administration and Management.

These mobility projects include, among others:

- to follow the module “On the Job Training”
- to do internships on the part of already graduated students
- observation periods on the part of teachers in other Higher Education Institutions in Europe

We are currently living in a globalised world in which it is essential to approach citizens from other places and countries. CIFP Santa Catalina has been aware of this fact for more than 10 years. Since it was first awarded its ECHE it has been really involved in experiences related to student and teacher mobility, and that is why it intends to obtain a new ECHE for the period 2021-2027. It is hoped that the participants continue to develop their linguistic skills and their social skills when learning about new cultures. It is also hoped that they establish new links and collaborations through mobility projects. All this contributes, of course, to a broader view of Europe and the world on the part of the participants.

CIFP Santa Catalina will take advantage of all the student and teacher experiences to update the method of application of the procedures acquired in different areas, such as educational administration, teaching, and the general management of the Institution.

This application of new procedures includes technological, methodological and language aspects which are well-known in Europe. The new ECHE will award CIFP Santa Catalina broad views of other European Institutions that may be able to adopt in the not too distant future to improve and modernise. Unified criteria and collaboration strategies with other European Institutions will constitute other means to update and promote teaching at CIFP Santa Catalina.

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)

In the case of being awarded a new ECHE, CIFP Santa Catalina will offer those Higher Level Vocational Training students who request it the possibility of following the module “On the Job Training” in foreign countries. The mobility of already graduated students to do internships abroad will also be promoted, as well as that of teachers who may submit proposals to participate in other European Institutions as observers. Similarly, CIFP Santa Catalina allows the possibility of accepting students and teachers from other European countries to receive training and implement mobility projects, as well as to exchange their views. All this will take place within a European framework of collaboration between Institutions.

These actions will be implemented in the prescribed form and manner, and respecting deadlines, through the filing and submission of the documentation needed to participate in such mobility projects. During mobility projects they will be monitored to assess the way in which they are being implemented. In this way it can be used the feedback required to introduce possible improvements in future calls.

At the end of the mobility projects their efficiency and effectiveness will be assessed, as well as the meeting of objectives. These will be considered as satisfied when the participants in any mobility project have improved their level of linguistic skills in a foreign language and when they themselves state that the mobility project has helped

¹ 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

them to obtain a broader view through a personal interview or talk or written testimony. They will also be considered as satisfied when they have obtained the recognition of their studies in the foreign country.

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)

The envisaged impact of our participation in the Erasmus + Programme is to improve the service offerings of our Institution in such a way that the students and the teachers can acquire new language and professional skills.

CIFP Santa Catalina, as it is certified under the ISO 9001:2015 Standard, has indicators to measure and assess all the procedures that are developed with our students.

In the case of the Erasmus+ programme, two indicators have been incorporated. They both allow measuring the number of students who apply for a mobility grant, as well as the number of students who develop said grant in a country of the European Union.

The indicators are analysed quarterly and annually. They help to meet the targets planned at the beginning of the academic year and establish measures to enhance and improve the experiences carried out.

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.

Measures are taken at CIFP Santa Catalina to respect the principles of non-discrimination, transparency and inclusion of the students and the staff. Such measures are coordinated and developed through three positions present in the functional organisational chart of the Institution:

- The coexistence coordinator will be in charge of analysing and proposing measures to avoid any discrimination circumstance.
- The responsible for equality analyses and proposes measures concerning inclusion matters.
- The standards included in the Internal Regulations of the Institution, and the Regional, National and European standards on non-discrimination and inclusion.

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 website².

The following measures will be implemented:

- Complementary activities which will be developed throughout the academic year and which will allow to advertise and inform about the European Student Card and about the Erasmus+ mobile App. These complementary activities will also inform about the benefits of enjoying these mobility projects.
- Information distribution about the card and the App through advertising on the webpage and the educational window of the Institution, thus allowing the education community to know about the experiences implemented and the tools available for that purpose.

All the measures will be implemented according to the timeline indicated on the European Student Card Initiative website. This means that within a reasonable time paper will no longer be used in the procedures related to the Erasmus+ Programme

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

Environmentally friendly practices will be implemented and promoted as follows:

- Through complementary activities developed throughout the academic year by all the departments and professional fields.
- Environmentally friendly standards such as recycling, reuse of equipment and materials, etc. are established on a daily basis in the curricular contents of the educational cycles.

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

Civic engagement and active citizenship among outgoing and incoming students will be promoted as follows:

- Through lectures, meetings, workshops and complementary activities developed throughout the year.
- Through the curricular contents of the educational cycles.

² https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

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 Recognition³.

Erasmus training internships are recognised by the Regional Government of “Castilla y León”, provided that the time requirements and the skills acquired and demonstrated are met.

All these requirements are included in a contract signed by the company supervisor, the school supervisor and the student before mobility. After mobility a certificate in which it is stated that the requirements have been met is obtained. Once it is obtained, full automatic recognition is direct on the part of the educational institutions of the autonomous community of “Castilla y León”.

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

Those teachers interested in participating in these programmes will have the support of the governing body and of the departments. The governing body will take responsibility for the teaching of their student groups during the period of absence and / or will request the support staff necessary to continue serving the needs of the students.

The tasks implemented by the staff during mobility will be published and registered through a report delivered at the end of the mobility. Such report will be a useful document for future mobility projects.

Mobility is fostered through the dissemination of previous experiences, as well as through the promotion of the activities developed.

The personal and professional recognition of this mobility will be in charge of the interested party and the governing body. The governing body will disseminate the experience through the means which are available and will recognise the tasks developed.

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.

We will host the EPS:

- in the website of the Institution: www.fpsantacatalina.com
- in the advertising documents of the institution

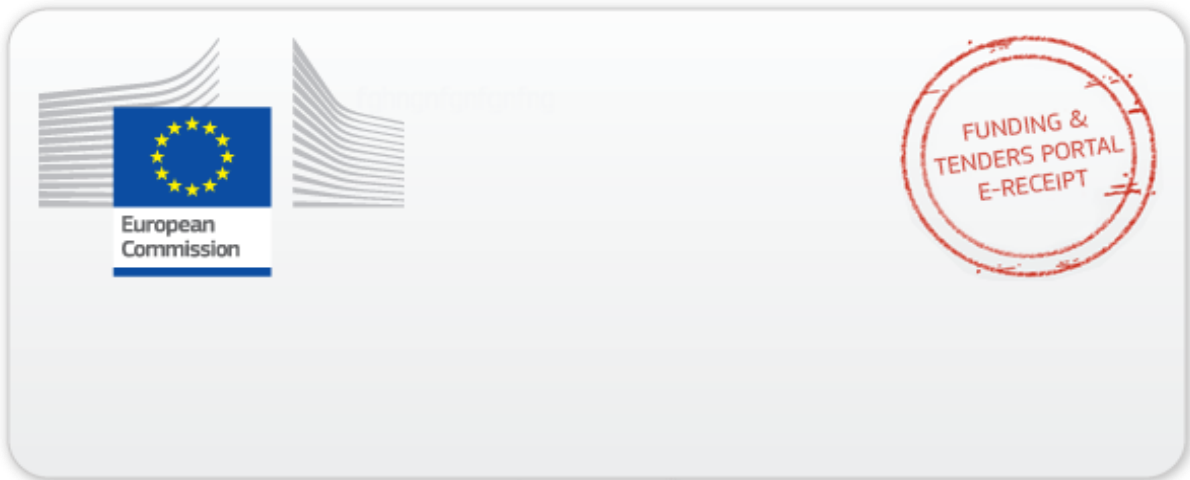
The activities supported by the Erasmus Programme will be promoted:

- Through the complementary activities developed throughout the academic year.
- Through staff meetings

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.

The principles of this Charter will be published on the noticed board of the Institution and in its website (www.fpsantacatalina.com) The staff will also be informed in due time and proper form about the participation in mobility programmes.

³ 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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<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq>