



# ERASMUS CHARTER FOR HIGHER EDUCATION 2014-2020

*The European Commission hereby awards this Charter to:*

ESCOLA SANT FRANCESC SL

## The Institution undertakes to respect the following principles:

- + Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.
- + Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system). Ensure the inclusion of satisfactorily completed study and / or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).
- + Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

The Institution further undertakes to:

### - When Participating in Mobility Activities -

#### Before Mobility

- + Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- + Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.
- + Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- + Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.
- + Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
- + Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- + Provide guidance to incoming mobile participants in finding accommodation.

#### During Mobility

- + Ensure equal academic treatment and services for home students and staff and incoming mobile participants.
- + Integrate incoming mobile participants into the Institution's everyday life.
- + Have in place appropriate mentoring and support arrangements for mobile participants.
- + Provide appropriate linguistic support to incoming mobile participants.

## After Mobility

- + Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.
- + Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.
- + Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- + Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

### - When Participating in European and International Cooperation Projects -

- + Ensure that cooperation leads to sustainable and balanced outcomes for all partners.
- + Provide relevant support to staff and students participating in these activities.
- + Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

### - For the Purposes of Visibility -

- + Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website.
- + Promote consistently activities supported by the Programme, along with their results.

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

MARÍA CINTA CAMÍ  
Legal representative

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**D****Erasmus Policy Statement (Overall Strategy)*****D. Erasmus Policy Statement (Overall Strategy)***

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

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

Translation language [EN]

a) The selection of schools will be based on the education options offered, being complementary to those offered by CESF. To get this information we will access lists provided by local and foreign government agencies, such as chambers of commerce, city councils and educational and professional associations. We will analyze all the information and select the most suitable for our education project.

The selection of companies will be based on commercial activities compatible with our degrees. We will value the collaboration with educational institutions where the working language is preferably English or French, although we will not discard other languages. We will consider that the company might offer career opportunities to our students in the future.

b) We will preferably select countries where English or French is the main language. We will also consider other languages and other European and non-European countries.

c) CESF will promote these programs to students currently studying higher degrees of the following Vocational Training courses:

International Trade, Marketing Management, Secretarial Studies, Administration and Finance Studies. The objectives will focus on the student's achieving a high level of fluency in the foreign language and also on the experience they can get with companies specializing in foreign trade in financing, transactions, logistics, product launch projects, and Sales Plans. Telecommunications and IT. The main targets will be the students achieving a high level of fluency in the foreign language, as well as their participation in various technical projects.

Pre-School Education. The main targets will be the students achieving a high level of fluency in the foreign language, as well as their participation in different educational project systems.

Original language [ES]

La selección de centros de enseñanza se realizará en base a los estudios ofrecidos, que sean complementarios a los impartidos por CESF. Para conseguir esta información accederemos a listas facilitadas por los organismos oficiales locales y extranjeros, como Cámaras de Comercio, Ayuntamientos y asociaciones educativas y profesionales. Analizaremos toda la información y en base a esto seleccionaremos las más adecuadas para nuestro proyecto educativo.

La selección de empresas se realizará en base a las actividades comerciales compatibles con nuestras titulaciones. Se valorará la colaboración con centros educativos, donde el idioma de trabajo sea el inglés o francés preferentemente, sin descartar otros idiomas. Evaluaremos la posibilidad de que la empresa pueda suponer una futura salida profesional para nuestros alumnos.

b) Seleccionaremos aquellos países preferentemente en los que el inglés o el francés se usa como lengua habitual.

También consideraremos otros idiomas y países europeos y no europeos.

c) El CESF promoverá la inserción en estos programas a los alumnos de Grado Superior de:

Comercio Internacional, Marketing, Secretariado y Administración y Finanzas. Los objetivos se centrarán en que los alumnos adquieran una gran fluidez en la lengua extranjera, así como la experiencia con empresas de comercio exterior, en temas de financiación, transacción, logística, proyectos de lanzamiento de productos, o realización de Planes de Venta. Telecomunicaciones e Informática. Los objetivos se centrarán en que los alumnos adquieran una gran fluidez en la lengua extranjera, así como la participación en diferentes proyectos técnicos.

Educación Infantil. Los objetivos se centrarán en que los alumnos adquieran una gran fluidez en la lengua extranjera, así como la participación en los diferentes sistemas y proyectos educativos.

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Original language [ES]

En un inicio el CESF participará en los Programas de Prácticas en Empresa. No descartamos que en un futuro participemos en Programas de Estudio para alumnos y profesores.  
Una vez obtenida la Carta Erasmus y cuando nos llegue la información de los posibles Programas a los que podemos acceder, CESF realizará una charla explicativa a todos los alumnos y profesores del centro. También se convocará a todas las familias de nuestros alumnos a una charla en la que se explicará todos los programas con las condiciones y ventajas que la participación supondrá para los alumnos.  
Asimismo CESF incluirá en un lugar preferente de su web toda la información, estrategia, selección y programas en los que el centro participará.

Translation language [EN]

Initially, CESF main target is to participate in the Work Placement Programme. Nevertheless, we will consider our participation in future programmes for students and teachers.  
Once the Erasmus Charter is obtained and we receive the information on the different possible programmes that we can apply to, CESF will give an informative talk to all our school students and teachers. Families will also be invited to an informative talk to learn about the conditions and benefits of the students' participation in the programmes.  
CESF will include all the programmes, information, strategies and election criteria in a prominent place in its web.

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda\*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Translation language [EN]

CESF's commitment to these programs is very high.  
We believe in the importance of both students and teachers participation on the modernization and internationalization of our school programme in order to gain greater competitiveness in today's market.  
In a global and international world like ours, international apprenticeship is vitally important to get a good command of foreign languages as well as to form partnerships for the development of joint projects.  
We are convinced that our students' participation in international projects will help them receive better training and greater career opportunities in the near future.  
The implementation of the programs will be as follows:  
Once the Erasmus Charter is obtained, our school will find out which programmes are suitable with our academic programme.  
In the academic year 2013/2014:  
We will participate in the Company Internship Program Abroad, which will be offered to the students of International Trade Studies. We expect a minimum participation of 50% of the students enrolled in this course. We will also offer this possibility to the rest of Vocational Training courses.  
In terms of teachers mobility we will inform about the educational training programmes in which we can participate.  
In the academic year 2014/2015:  
We expect a full implementation of the Company Internship Program Abroad and we will consider our participation in other academic programmes.  
We will also continue promoting mobility for our teachers.

Original language [ES]

El compromiso del CESF con estos programas es muy alto.

Creemos que es muy importante la participación, tanto de alumnos como de profesores para conseguir la actualización de conocimientos, la modernización y la internacionalización de nuestro centro para ofrecer la mayor competitividad en el mercado actual.

En un mundo global e internacional como el nuestro, es importantísimo los intercambios internacionales para conseguir una fluidez de las lenguas extranjeras y la colaboración con otros centros para poder desarrollar proyectos comunes.

Estamos convencidos de que la participación de nuestros alumnos en proyectos internacionales supondrá una mejor preparación y por tanto, una mayor salida profesional en un futuro inmediato.

La implementación de los Programas se realizará de la siguiente forma:

Una vez obtenida la Carta Erasmus, el centro se informará de todos los Programas a los que podemos acceder.

Para el curso 2013/2014:

Participaremos en el Programa de Prácticas de Empresa en el Extranjero, que ofertaremos a los alumnos de Comercio Internacional. Esperamos una participación mínima del 50% de los alumnos matriculados en este curso. También ofertaremos esta posibilidad al resto de cursos que impartimos.

En cuanto a la movilidad con el profesorado informaremos de las convocatorias en las que podemos participar.

Para el curso 2014/2015:

Esperamos una implementación total del Programa de Prácticas de Empresa en el Extranjero y estudiaremos la participación en Programas de Estudios.

Continuaremos con la promoción de la movilidad para nuestro profesorado.