



ERASMUS UNIVERSITY CHARTER

Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

-IC-200X-1-ERASMUS-EUC-1

Correspondence language: EN

Erasmus Policy Statement original language: EN

If the original language is not English, French or German, the Erasmus Policy Statement should also be provided in one of those three languages

Erasmus Policy Statement translation language: not applicable

Acknowledgement of receipt

Applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to confirm the receipt of their Erasmus University Charter (EUC) application. If by **14.03.2007** the application has not been registered on the website, the applicant should contact the EACEA EACEA-EUC@ec.europa.eu.

A.1. Identification of the applicant institution

Full legal name of the institution in the national language	ETEO KOOP. ELKARTEA		
Translation of this name in English	ETEO Coop Society		
Erasmus ID code of the institution	NEW 2007		
Internet address	http://www.eteo.mondragon.edu		

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	LANDER BELOKI		
Title (optional) (e.g. Prof., Dr, etc.)	DR	Gender	Male
Department/Unit	DIRECTION		
Official function within the institution	DIRECTOR		
Phone (including country and area codes)	+ 34/943 718009/		
Fax (including country and area codes)	+ 34/943 718162/		
E-mail address (only one address)	lbeloki@eteo.mondragon.edu		
Legal address of the institution Street/Nr. Post code & Town Country Code, Country	Larraña 16, Apartado 58 20560 Oñati ES, Spain		

A.3. Erasmus institutional co-ordinator - contact person

First name and surname	Silbia Sarasola		
Title (optional) (e.g. Prof., Dr, etc.)	Dra.	Gender	Female
Department/Unit	ETEO KOOP. ELKARTEA		
Official function within the institution	HEAD INTERNATIONAL RELATIONS		
Phone (including country and area codes)	+ 34/943 718009/		
Fax (including country and area codes)	+ 34/943 /718162		
E-mail address (only one address)	ssarasol@eteo.mondragon.edu		
Correspondence Street/Nr. Post code & Town Country Code, Country	Larraña 16, Apartado 58 20560 Oñati ES, Spain		

A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>			
Foundation year of your institution			1960
Level of degrees awarded			
First cycle degrees			Yes
Second cycle degrees			No
One-tier degrees			No
Third Cycle(without PhD)			No
<u>Doctoral degrees</u>			No
Number of students enrolled in 2005/2006 on <u>higher education</u> courses		Part-time	0
		Full-time	106
Number of students graduated in 2005/2006		First Cycle	104
		Second Cycle	0
		One-tier degrees	0
		Third Cycle(without PhD)	0
		Doctoral degrees	0
Number of teaching staff (total) in 2005/2006			26
Number of teaching staff (full-time equivalent) in 2005/2006			7.5
Number of administrative staff (full-time equivalent) in 2005/2006			2.27
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)			0.25
First year of participation in Erasmus Programme with funding from the European Community			2003

B**Fundamental principles**

The institution agrees to comply with the following:

YES

01 Inter-institutional agreements have been signed with all the institutions for the mobility purposes	<input checked="" type="checkbox"/>
02 No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students	<input checked="" type="checkbox"/>
03 Full recognition is given to students for satisfactorily completed activities during their mobility period	<input checked="" type="checkbox"/>
04a Highest quality is ensured for: the organization of student and staff mobility	<input checked="" type="checkbox"/>
04b Highest quality is ensured for: the organization of student placements (optional, ref. EPS - D4)	<input checked="" type="checkbox"/>
05a Curriculum information is up to date, easily accessible, transparent	<input checked="" type="checkbox"/>
05b An academic credit transfer system is applied	<input type="checkbox"/>
The vocational system is not involve in credit transfer system but the practical training in companies will be legally recognize by the Bask Government	
06 Equal academic treatment and services are ensured for home and Erasmus students	<input checked="" type="checkbox"/>
07 The integration of visiting Erasmus students in the activities of the institution is supported	<input checked="" type="checkbox"/>
08 Transcripts and information are provided in a timely manner to incoming Erasmus students and their institutions	<input checked="" type="checkbox"/>
09 Erasmus teaching activities are facilitated and acknowledged	<input checked="" type="checkbox"/>
10 The institution promotes and gives visibility to the Erasmus activities	<input checked="" type="checkbox"/>
11 The Erasmus Charter and the EPS are publicized in the institution and are easily accessible to the students	<input checked="" type="checkbox"/>
12 The institution complies with the non-discrimination objectives set out in the Lifelong Learning Programme	<input checked="" type="checkbox"/>

C**Information on the organisation of mobility**

1.a Recognition matters: Is your institution using ECTS (ECTS credits, learning agreement, transcript of records) to facilitate academic recognition of Erasmus study periods abroad?

- in all faculties/departments No
- in some faculties/departments No

1.b Recognition matters: Will your institution use ECTS as an internal credit accumulation system?

- in all faculties/departments Yes
- in some faculties/departments No

2. Diploma Supplement

Does your institution award a Diploma Supplement to students? Yes

3. Support for teaching staff mobility: What provision will be made to facilitate and support ERASMUS teaching staff mobility?

- a) Additional financial support from your institution Yes
- b) Acknowledgement of teaching activity abroad as an important part of academic career Yes
- c) Help with practical arrangements (travel, accomodation etc.) Yes
- d) Other (please specify) No

4. Support for disabled students/teachers: Will your institution provide special facilities for:

- a) Erasmus students/teachers with visual disability? Yes
- b) Erasmus students/teachers with hearing disability? Yes
- c) Erasmus students/teachers with other physical disability? Yes

Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

a) ETEO KOOP. ELKARTEA (www.eteo.mondragon.edu) is a vocational training institution. It trains students in the fields of administration and commerce and marketing. It has a very tight link with the Business Studies Faculty of Mondragon University (www.mondragon.edu) and both institutions share a part of the teaching and administrative staff. It is a member of HETEL (www.hetel.org) an association of 21 Vocational Training Schools set up in 1987 to promote and improve the vocational training in the Basque Country and of Mondragon Corporación Cooperativa, MCC (www.mcc.es), the 7th industrial group in the ranking in Spain. As a member of HETEL association, ETEO has counted with the support of the association in order to apply for, manage and disseminate Leonardo mobility projects sending students abroad. In order to take part in European programs ETEO has also been supported by Confebask, the organization who represents and defends the interests of the Basque companies. In this way, ETEO works in line with the Copenhagen and Lisbon objectives, so that Europe should become an economy based on the most innovative knowledge and the most competitive economy in the world. To be present in this innovative labour market, our students need to perform in Europe. Therefore, one of the objectives of ETEO's strategic plan is the internationalization. This objective is reflected in our Annual Plan (promote students and professors' exchange) with the following indicator: "number of students going out". Following this indicator our strategies for the Erasmus activities in this new Lifelong Learning Programme are: 1) Continue offering our students, with increasing quality, following the recommendations marked by the "European Quality Charter for Mobility", the possibility of carrying out the compulsory module of Practical Training (workplacement) in an European company. Every year, since 2001 we apply for a project for about 8 or 10 students from the different disciplines taught in our Centre. 2) Receive Erasmus students from other European countries for workplacements or for regular training. 3) Start teacher and administrative staff mobility. Therefore, we are committed to encourage our teachers to take part in this program. 4) Initiate our participation in multilateral projects and networks.

b) To give visibility to the Erasmus Policy Statement, the actions that will be carried out are: Presentation in classes and informative meetings. The EPS will be published on our web and the activities carried out within the Erasmus program will be reported by local media.

Our mission says that our institution exists to transform the society, contributing to more just social order, fostering the personal and community development in a balanced and sustainable way. One of the values of our institution is Social Responsibility. Our principles strengthen the participation of disabled students and workers and ensure to comply with non-discrimination objectives.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.

ESEO KOOP. ELKARTEA is committed to implementing a Total Quality Management System based upon the European Foundation for Quality Management 's model (EFQM) as a way of assessing continuous improvement .In 2006, we obtained the Silver Q-Basque Award to Management Quality. ESEO is also implementing PBL pedagogical method in all the degrees. Such a commitment is likewise reflected in our mobility activities. The coordinators of European Projects in all most of the Centres belonging to HETEL meet at least once a month in order to reach common agreements on how to carry out the mobility activities. Unfortunately, Vocational Training in Spain does not count with the ECTS-ECVET credit transfer system. On 19 and 20 May 2005, the Ministers of Higher Education of the Bologna Signatory States confirmed the three priorities defined at the Berlin meeting in September 2003: the degree system, quality assurance and recognition of degrees and study periods. Following these priorities, the Spanish Government has published the Real Decreto 1538/2006. According to it, the ECVTs credits for Vocational Education and Training will be implemented in a maximum of two years' time.

ESEO will follow the decisions taken by the Spanish Government on this matter and will implement this ECVT systems according to its remarks. This credit transfer system will enable our students to study in other vocational training schools in Europe and will also enable other students from Europe to study in ESEO. In order to carry out this successfully, we have established a process: 1)Selection of beneficiaries; 2)Preparation; 3) Study programme to follow 4)Tutorial; 5)Validation of competencies. Until now, we only have had mobility for students in work placements and this was accredited by EUROPASS. It was also recognized by the Spanish Government Education Department as equivalent to the 400/300 hour Practical Training in the Company module.

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

Our measures to ensure mobility quality for work placement students are: 1) Work placement agreement: Agreements and letters of intent are signed with the host organizations. 2) Selection of beneficiaries: After diffusing the project to students and teachers, the beneficiaries are selected by a committee basing on students ' academic reports, language level and personal attitude. 3) Preparation of beneficiaries: Beneficiaries will receive information about all the process to follow (development of the placement, required documents, economic conditions, trip, tutorial process) and a linguistic preparation will be ensured. 4) Contact with host organization: The host organization receives information about the students profile and CV. The host organisations will receive this information at least two months before the actual work placement takes place. Based on this information, the host organisation will find a suitable work placement for the student and will put him into contact with the tutor in the company. The host organisation will also help the students find accommodation. 5) Signature of contract: The coordinator, the student and the host organisation will sign a contract assuming responsibility for the project. 6) Tutoring/Supervision:There will be two tutors (one in the host company and the other in ESEO). The student will send to the tutor at ESEO a report every 15 days. For the final evaluation the tutor at ESEO will ask to the tutor in company a report about the student. 7) Validation of competences: The placement is a compulsory module in the students curricula (the 400/300 hour module of practical training in companies)and it will be recognized accordingly. The students will receive the Europass certificate. 8) Administrative aspects: Collect all the documents from students and host organisations to elaborate final reports. 9) Dissemination of the project: through our web, through HETEL association and through the local media.

ERASMUS

University Charter

2007/2008 - 2013/2014

The European Commission hereby awards this Charter to:

UNIVERSITY of EUROPE

(hereinafter "the Institution")

The Institution agrees to comply with the following fundamental principles of Erasmus mobility:

- Mobility shall be carried out only within prior inter-institutional agreements;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, and accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

ERASMUS

Extended University Charter
2007/2008 - 2013/2014

The European Commission hereby awards this Charter to:

UNIVERSITY of EUROPE

(hereinafter "the Institution")

The Institution agrees to comply with the following fundamental principles of Erasmus mobility:

- Mobility shall be carried out only within prior inter-institutional agreements;
- No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students
- Full recognition must be given to students for satisfactorily completed activities specified in the compulsory *Learning Agreement*.

The Institution also agrees:

- to ensure the highest quality in the organisation of student and staff mobility
- to ensure that curriculum information is up to date, easily accessible and transparent and that an academic credit transfer system (ECTS or similar) gives transparency to the procedures
- to ensure equal academic treatment and services to home and Erasmus students
- to support the integration of visiting Erasmus students in the Institution's activities
- to provide incoming Erasmus students and their home institutions with transcripts containing full, and accurate and timely information at the end of their mobility period abroad
- to facilitate and acknowledge Erasmus teaching activities
- to promote and give visibility to the activities supported by the Erasmus programme
- to publicise this Charter and the related Erasmus Policy Statement of the Institution
- to comply with the objectives on non discrimination set out in the Lifelong Learning Programme.
- to ensure the highest quality in the organisation of student placements.

This Charter entitles the Institution to apply to its National Agency and to the European Commission for grant support for Erasmus activities.

Violation of this Charter may lead to its withdrawal by the Commission.

Endorsement of the application

"I, the undersigned, Head and legal representative of the applicant institution,

- *certify that the information contained in this application is complete and correct to the best of my knowledge. All Erasmus activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;*
- *agree to the content of the Erasmus University Charter outlined above and commit my institution to respect and observe these obligations;*
- *confirm that the information given in the application submitted online and in this paper version is identical;*
- *agree to the publication of the Erasmus Policy Statement by the European Commission.*

Place:

Name:

Date (dd/mm/yy):

Original *signature of the legal representative of the Institution (as identified in section A.2 above)*

Original *stamp or seal of the Institution*