

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)

Insert text

En la estrategia de internacionalización del centro, el programa Erasmus + desempeña un papel muy importante. De hecho, en el plan anterior (Plan Estratégico 2016-2020), el objetivo establecido por el centro en términos de internacionalización se basaba en la movilidad de los estudiantes en el Programa Erasmus +. El Plan Estratégico actual (2020-2023), además de ser más ambicioso, incluye entre sus objetivos prioritarios continuar con la movilidad de los estudiantes a través del Programa Erasmus +, ya que la visión de este programa se da desde el centro, lo que nos brinda una proyección internacional y moderna, además de una ventaja competitiva.

Bitoriano Gandiaga Fundazioa pertenece a Heziketa Teknikoko Elkartea-HETEL el cual es miembro de EfVET, con la posibilidad de beneficiarse de los proyectos en los que HETEL participa como asociación. Nuestro centro participa en las movidades Erasmus + que HETEL gestiona como consorcio, y nuestro personal docente tiene la oportunidad de visitar otras redes de centros europeos para conocer y llevar a los centros de la asociación las buenas prácticas observadas durante sus estancias. Todo esto nos ayuda a continuar entrenando y expandiendo nuestros planes de internacionalización y participación durante los próximos años.

El Departamento de Internacionalización ha tenido la figura de gerente de internacionalización desde el año académico 1998-1999, lo que garantiza el conocimiento y la experiencia en la gestión de becas. Para llevar a cabo la gestión de manera adecuada, este responsable participa periódicamente en las reuniones que se llevan a cabo para este fin en la asociación HETEL a la que pertenecemos.

Actualmente, Bitoriano Gandiaga Fundazioa participa en movilidad Erasmus + para realizar prácticas en empresas. Bitoriano Gandiaga Fundazioa, espera continuar participando en estos proyectos durante los próximos, aumentando si es posible el número de participantes cada año.

A continuación se explica cómo se ha implementado el Programa Erasmus + en cursos anteriores en términos del proceso de información, selección, preparación y seguimiento de estudiantes y acreditación (22 créditos).

La selección de los estudiantes que participan en el Programa Erasmus + se realiza a través del expediente académico, el nivel lingüístico y en función de las competencias transversales de los estudiantes que desean participar en él. Dada la variedad de ciclos de capacitación, se busca un equilibrio en el número de participantes en función del número de solicitudes. De esta manera, los únicos criterios que prevalecen en la selección de beneficiarios están regulados por los criterios exclusivamente citados, que se hacen públicos.

- El procedimiento para la selección de la movilidad de los estudiantes es el siguiente:

En el mes de octubre, el programa Erasmus + se presenta a los estudiantes de segundo año de formación profesional a través de una reunión. El programa Erasmus + se explica en la reunión, así como los criterios de selección para que los estudiantes sean beneficiarios de la beca de movilidad. Posteriormente, se abre un período para que todas las personas interesadas realicen la solicitud utilizando el formulario diseñado para tal fin.

- Los procedimientos de criterios de selección a aplicar son los siguientes:

El estudiante que no apruebe alguna materia del primer curso en el primer trimestre (antes de los exámenes de reparación) no será elegible para participar.

El puntaje final obtenido por cada candidato será la suma de los puntajes obtenidos en las siguientes secciones, hasta un máximo de 10 puntos:

1. 30%: expediente académico:

Calificación promedio de todos los módulos evaluados en la primera y segunda evaluación (hasta 3 puntos).

2. 30%: nivel de comunicación verbal en el idioma de destino

Este nivel será evaluado por profesores de inglés en un examen preparado para este propósito.

(Hasta 3 puntos)

3. 40%: calificación de los alumnos por parte de tutores y profesores de su año académico teniendo en cuenta:

(hasta 4 puntos)

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

- Responsabilidad y autonomía
- Motivación
- Capacidad para superar problemas
- Habilidades sociales

La puntuación final se determinará en la primera reunión de la segunda evaluación. Una vez realizada la selección, los resultados serán notificados a las partes interesadas.

El director de la escuela del programa Erasmus + puede excluir a cualquier estudiante que no cumpla con sus compromisos en el proceso de admisión: entrega de documentación, asistencia a reuniones, ...

En cuanto a la participación de la movilidad del profesorado, la difusión de la movilidad se lleva a cabo y en función del objetivo a perseguir y las características de la movilidad, la selección se realiza entre los profesores candidatos. Se prioriza la igualdad de oportunidades teniendo en cuenta el historial de movilidad de cada uno de los docentes. Las diferentes posibilidades de movilidad provienen de la Asociación HETEL, por lo que no tienen una fecha fija establecida en el tiempo, que se repite en todos los cursos.

El centro y el profesor/a se comprometen a garantizar la calidad de la enseñanza dirigida a los alumn@s afectados por la movilidad que se realiza.

In the centre's internationalization strategy, the Erasmus + Program plays a very important role. In fact, in the previous plan (Strategic Plan 2016-2020) the objective set by the center in terms of internationalization was based on the mobility of students in the Erasmus + Program. The current Strategic Plan (2020-2023), in addition to being more ambitious, includes among its priority objectives to continue with student mobility through the Erasmus + Program, since the vision of this program is given from the center, giving us an international projection and modern, plus a competitive advantage.

Bitoriano Gandiaga Fundazioa belongs to Heziketa Teknikoko Elkartea-HETEL which is a member of Efvet, with the possibility of benefiting from the projects in which HETEL participates as an association. Our centre participates in the Erasmus+ mobilities that HETEL manages as a consortium, and our teaching staff has the opportunity to visit other European centre networks in order to get to know and bring to the centres of the association the good practices observed during their stays. All this helps us to continue training and expanding our plans for internationalization and participation during the coming years.

The Department of Internationalisation has had the figure of internationalisation manager since the 1998-1999 academic year, which guarantees knowledge and experience in the management of scholarships. In order to carry out the management in an adequate way, this responsible participates periodically in the meetings that are held for this purpose in the HETEL association to which we belong.

Currently, Bitoriano Gandiaga Fundazioa participates in Erasmus+ mobilities for internships in companies. Bitoriano Gandiaga Fundazioa, hopes to continue participating in these projects during the next ones, increasing if possible the number of participants each year

The following explains how the Erasmus + Program has been implemented in previous courses in terms of the process of information, selection, preparation, and monitoring of students and accreditation (22 credits).

The selection of the students participating in the Erasmus + Program is made through the academic record, linguistic level and based on the transversal competences of the students who want to participate in it. Given the variety of Training Cycles, a balance in the number of participants is sought based on the number of applications. In this way, the only criteria that prevail in the selection of beneficiaries are regulated by the exclusively cited criteria, which are made public.

- The procedure for the selection of student mobility is as follows:

In the month of October, the Erasmus + program is presented to the 2nd-year Professional Training students through a meeting. The Erasmus + program is explained at the meeting, as well as the selection criteria for the students to be beneficiaries of the mobility grant. Subsequently, a period is opened for all interested persons to make the request using the form designed for that purpose.

- The selection criteria procedure to be applied are as follows:

The student who fails any subject of the first course in the first trimester (before reparatory exams) will not be eligible to participate.

The final score obtained by each candidate will be the sum of the scores obtained in the following sections, up to a maximum of 10 points:

1. 30 %: academic record: Average rating of all the modules evaluated in the first and second evaluation (up to 3 points).

2. 30 %: level of verbal communication in the target language: This level will be evaluated by English teachers in an exam prepared for this purpose. (Up to 3 points)

3. 40 %: student qualification by tutors and teachers of their academic year taking into account: (up to 4 points)

- Responsibility and autonomy.
- Motivation.
- Ability to overcome problems.
- Social skills.

The final score will be determined in the first meeting of the second evaluation. Once the selection is made, the results will be notified to the interested parties.

The head of the school of the Erasmus + program can exclude any student who does not fulfill their commitments in the admission process: delivery of documentation, attendance at meetings, ...

As for the participation of the mobility of the teaching staff, the dissemination of mobility is carried out and based on the objective to be pursued and characteristics of mobility, the selection is made among those candidate teachers. Equal opportunities are prioritized taking into account the mobility history of each of the teachers. The different possibilities of mobility come from the HETEL Association, so that they do not have a fixed date established in time, which is repeated in all courses.

The center and the teacher undertake to guarantee the quality of teaching aimed at the students affected by the mobility carried out.

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)

Insert text

Objetivos estratégicos de internacionalización (2020-2024)

1. Objetivos

Objetivo1: avanzar en un modelo de escuela más internacional

Avanzar en un modelo de escuela más internacional en términos de movilidad y acogida que permita, por un lado, aprender, compartir y aportar nuevas metodologías para mejorar las competencias de los estudiantes y, por otro lado, proporcionar a los estudiantes y profesores experiencias internacionales para mejorar sus competencias transversales y profesionales para trabajar en un mundo globalizado, que es una de las habilidades cada vez más demandadas.

Dentro de este objetivo, también marcamos la recepción de estudiantes y docentes de otros centros extranjeros con el objetivo de crear redes de cooperación que permitan, por un lado, aprender y compartir experiencias en la contribución de nuevas metodologías de aprendizaje y, por otro lado, para desarrollar proyectos conjuntos de mejora.

Desde 1998, Bitoriano Gandiaga Fundazioa ha participado en el proyecto europeo Leonardo y Erasmus Mobility para estudiantes y personal. También participamos en un proyecto que brinda asesoramiento técnico y capacitación de docentes en la escuela de formación profesional única en el Sahara, en los campos de la electricidad y la renovación de energías.

La recepción de estudiantes extranjeros ha sido irregular, por lo que ha habido años en los que los estudiantes han sido recibidos ininterrumpidamente, mientras que otros no, debido a circunstancias fuera del control de la escuela.

OBJETIVO 2: Participación en proyectos internacionales KA2

Participación en proyectos internacionales con otros centros que permiten identificar y desarrollar redes internacionales de conocimiento en el campo de la formación profesional: emprendimiento, habilidades transversales para el empleo tecnológico, metodológico.

Nota: Este objetivo es nuevo y se ha establecido en la Estrategia del Centro (Plan Estratégico 2019-2023) que entró en vigor durante este año académico y está alineado con el 5º Plan Vasco de Formación Profesional.

Objetivo 1: Avanzar en un modelo de escuela más internacional en términos de movilidad y bienvenida.

Subobjetivo, 1.1. Movilidad estudiantil:

Indicadores:

- 1.1.a. Organización de sesiones informativas con los alum@s.
- 1.1.b. Preparación y entrega de la información con el socio de envío.
- 1.1.c. Gestión de apoyo logístico para participantes.
- 1.1.d. Para actuar como una conexión entre socios intermediarios - compañías - socios de envío.
- 1.1.e. Envío y monitoreo general de licencias en la plataforma OLS para soporte de idiomas.
- 1.1.f. Cumplimiento de un informe intermedio y final para enviar a la Agencia Nacional.
- 1.1.g. Actualización de los datos de los participantes en la Herramienta de movilidad.
- 1.1.h. Gestión financiera: pagos a los participantes tal como se especifica en los Acuerdos de movilidad.
- 1.1.i. Difundir la experiencia a través de reuniones, redes sociales, sitios web ... etc.

Subobjetivo, 1.2. Movilidad docente:

Indicadores:

- 1.2.a. Organización de sesiones informativas para docentes.
- 1.2.b. Preparación y entrega de documentación en colaboración con la Asociación de Centros de Formación Profesional HETEL
- 1.2.c. Colaboración con HETEL en apoyo logístico a los participantes: organización del viaje, alojamiento y seguro.
- 1.2.d. Difundir la experiencia a través de reuniones, redes sociales, sitios web ... etc.

Subobjetivo, 1.3. Recepción de estudiantes y profesores extranjeros:

Indicadores:

- 1.3.a. Para contactar con centros colaboradores.
- 1.3.b. Organizar la recepción de personas.

Objetivo 2. Participación en proyectos internacionales con otros centros.

Indicadores:

- 2.1.a. Participación en el grupo de Relaciones Internacionales HETEL.
- 2.1.b. Colaboración en la difusión de proyectos internacionales de centros asociados a HETEL.
- 2.1.c. Crear una estructura estable en los centros para participar en Proyectos Internacionales.
- 2.1.d. Recopilación de señales para participar en proyectos internacionales.

Strategic Objectives of Internationalization (2020-2024)

1. Objectives

Objective1: To advance in a more International School Model

To advance in a more international school model in terms of mobilities and welcome that allows, on the one hand, to learn, share and contribute new methodologies for the improvement of students' competences and, on the other hand, to provide students and teachers with international experiences to improve their transversal competences and professionals to work in a globalized world, which is one of the skills increasingly in demand.

Within this objective, we also mark the reception of students and teachers from other foreign centres with the aim of creating cooperation networks that allow, on the one hand, to learn and share experiences in the contribution of new learning methodologies and, on the other hand, to develop joint projects for improvement.

Since 1998, Bitoriano Gandiaga Fundazioa has taken part in Leonardo and Erasmus Mobility European project for students and staff. We also take part in a project providing technical advice and training of teachers in the unique vocational training school in Sahara, in the fields of electricity and renewing energies.

The reception of foreign students has been irregular, so that there have been years in which students have been received uninterruptedly, while others have not, due to circumstances beyond the school's control.

OBJECTIVE 2: Participation in KA2 International Projects

Participation in International Projects with other Centers that allows identify and develop international knowledge networks in the field of Professional Training: entrepreneurship, transversal skills for employment; technological, methodological.

Note: This objective is new and has been set out in the Centre's Strategy (Strategic Plan 2019-2023) which came into force during this academic year and is aligned with the 5th Basque Vocational Training Plan.

Objective 1: To advance in a more international school model in terms of mobility and welcome.

Sub-objective, 1.1. Student mobility:

Actions:

- 1.1.a. Organization of information sessions with the students.
- 1.1.b. Preparation and delivery of the information with the shipping partner.
- 1.1.c. Management of logistic support for participants.
- 1.1.d. To act as a connection between intermediary partners - companies- shipping partners.
- 1.1.e. Shipping and general monitoring of licenses on the OLS platform for language support.
- 1.1.f. Fulfilment of an intermediate and final report to send to the National Agency.
- 1.1.g. Updating of the participants data in the Mobility Tool.
- 1.1.h. Financial management: payments to participants as it is specified in the Mobility Agreements.
- 1.1.i. To spread the experience through meetings, social networks, websites...etc.

Sub-objective, 1.2. Teacher mobility:

Actions:

- 1.2.a. Organization of information sessions for teachers.
- 1.2.b. Preparation and delivery of documentation in collaboration with the Association of Vocational Training Centers HETEL
- 1.2.c. Collaboration with HETEL in logistical support to participants: organization of the trip, accommodation and insurance.
- 1.2.d. To spread the experience through meetings, social networks, websites...etc.

Sub-objective, 1.3. Reception of foreign students and teachers:

Actions:

- 1.3.a. To contact with collaborating centers.
- 1.3.b. To organize the reception of people.

Objective 2. Participation in International Projects with other Centers.

Actions:

- 2.1.a. Participation in the HETEL International Relations group.
- 2.1.b. Collaboration in the dissemination of International projects of centers associated to HETEL.
- 2.1.c. To create a stable structure in the centers to participate in International Projects.
- 2.1.d. Gathering signals to participate in International Projects.

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)

Insert text

Objetivo 1: Avanzar en un modelo de escuela más internacional en términos de movilidad y bienvenida

Subobjetivo, 1.1. Movilidad estudiantil:

Indicador 1.1 .: Número de alumn@s:

Número de estudiantes en ciclos de formación de nivel intermedio y superior que realizan sus prácticas obligatorias en empresas europeas. Nuestro objetivo es permitir que cada estudiante tenga la posibilidad de tener su período de prácticas obligatorio (aproximadamente 13 semanas), en una empresa en el extranjero, siempre que cumplan con los criterios de selección. Teniendo en cuenta las solicitudes y el número de becas ejecutadas en los últimos años, el promedio de participación en las becas de movilidad es de 4 estudiantes por curso.

Subobjetivo, 1.2. Movilidad docentes:

Indicador 1.2 .: Número de docentes.

Número de docentes desplazados: para realizar al menos 1 movilidad de un profesional por año.

Subobjetivo, 1.3. Recepción de estudiantes y profesor@s extranjeros:

Indicador 1.3.: Recepción realizada SÍ / NO (Valor esperado: SÍ)
Se indica si se ha realizado una recepción, ya sea por alumnos o profesores.

Objetivo 2: Participación en proyectos internacionales con otros centros.

Indicador 2.1.a.: Captura de señales de proyectos internacionales.
En este indicador, se cuentan los proyectos potenciales en los que podemos participar como colaboradores con otras entidades en términos de materia.

Indicador 2.1.b.: Número de participaciones en proyectos internacionales.
Este indicador refleja el número de participaciones en proyectos internacionales. Como es un indicador de un objetivo lanzado durante este año escolar, se establece el cronograma del valor objetivo esperado para este indicador. Durante este curso, el establecimiento de una estructura o equipo para abordar estos proyectos tiene prioridad para que el valor esperado para este indicador sea 0.

Cronología de los valores objetivo de los diferentes indicadores:

Indicador	Curso 2019-20	Curso 2020-21	Curso 2021-22	Curso 2022-23
1.1.	>4	>4	>4	>4
1.2.	>1	>1	>1	>1
1.3.	SI	SI	SI	SI
2.1.a	>2	>2	>2	>2
2.1.b	0	1	1	2

Objective 1: To advance in a more international school model in terms of mobility and welcome

Sub-objective, 1.1. Student mobility:

Indicator 1.1.: Number of students:

Number of students in intermediate and higher level training cycles who carry out their compulsory internships in European companies. Our objective is to enable every student to have the possibility of having their mandatory internship period (approximately 13 weeks), in a company abroad, as long as they keep to the selection criteria. Taking into account the applications and the number of scholarships executed in the recent years, the average of the participation in the mobility scholarships is of 4 students per course.

Sub-objective, 1.2. Teachers mobility:

Indicator 1.2.: Number of teachers

Number of displaced teachers: to perform at least 1 mobility of a professional per year.

Sub-objective, 1.3. Reception of foreign students and teachers:

Indicator 1.3.: Reception done YES/NO (Expected value: YES)

It is indicated if a reception has been carried out, either by students or teachers.

Objective 2: Participation in International Projects with other Centers.

Indicator 2.1.a: Capturing signals from International Projects.

In this indicator, potential projects in which we can participate as collaborators with other entities in terms of subject matter are counted.

Indicator 2.1.b: Number of participations in International Projects.

This indicator reflects the number of participations in international projects. As it is an indicator of an objective launched during this school year, the schedule of the expected objective value for this indicator is set. During this course, the establishment of a structure or team to tackle these projects takes precedence so that the expected value for this indicator is 0.

Timeline of the target values of the different indicators:

Indicator	School year 2019-20	School year 2020-21	School year 2021-22	School year 2022-23
1.1.	>4	>4	>4	>4
1.2.	>1	>1	>1	>1
1.3.	YES	YES	YES	YES
2.1.a	>2	>2	>2	>2
2.1.b	0	1	1	2

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.

Insert text

At the Bitoriano Gandiaga Fundazioa Foundation, the selection of the students participating in the Erasmus + Program is carried out under the principles of non-discrimination and transparency in all areas, in addition to guaranteeing full and equitable access to participants from all origins, paying special attention to the inclusion of those with fewer opportunities.

The selection of the students is carried out exclusively under the criteria of the academic record, linguistic level and based on the transversal competences of the students who want to participate in it (this has been explained in detail in section 1).

At the beginning of the course, a meeting is held with all the students of the 2nd Year Training Cycles, explaining the details of the Erasmus + Program and making the application sheet available to all interested parties to take part in mobility.

At the Bitoriano Gandiaga Fundazioa Foundation, we have an internal scholarship concession regime in place for all those families that are in a vulnerable situation for various reasons and have financial problems to meet the expenses derived from the education of their children. This aid granted by the Foundation aims to ensure that no person is excluded for financial reasons throughout the apprenticeship.

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.

Insert text

The European Student Card Initiative will be included in the exhibition of the mobility program for students, as well as promoting the use of the program's Erasmus + mobile application for selected students. The center undertakes that this initiative is carried out in such a way that the Head of International Relations of the center will ensure its obligatory compliance.

The center aligns with the European institutions so that, the goal is to have a full deployment of the Initiative during 2021. By this time, higher education institutions participating in the future Erasmus+ programme will be expected to use the Erasmus Without Paper network to exchange student mobility data. The use of the Erasmus Without Paper network by these institutions will become obligatory according to the below milestones:

- 2021 - to manage inter-institutional agreements and online learning agreements
- 2022 - to send and receive student nominations and acceptances
- 2023 - to exchange transcripts of records related to student mobility

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

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