

ERASMUS POLICY STATEMENT

Erasmus Policy statement (EPS): our strategy

Centre d'Estudis Politècnics is an institution that has been devoted to education for more than 50 years. During this time, we have trained more than 35,000 students who develop their activity in various fields and productive sectors. We are a HEI located in the centre of Barcelona and so we are a welcoming place for students from all different backgrounds and locations, always promoting a society open to differences and changes. We have been involved in a process of own pedagogical innovation based on achieving excellence through active methodologies with Project-Based Learning and Service Learning as its core activities so to empower our students based on a careful combination of transversal technical skills and their own studies which has been and will be positively influenced by international mobility, as new possibilities of cooperation in innovative pedagogical approaches will be open.

Internationalisation is a common part in our institution's everyday life and so we will work towards the promotion and support of the Programme, this is why it is (and will be) part of our policy, previously discussed at all levels in our institution, which is to be monitored and improved through the Erasmus+ Programme lifecycle. By participating in Programme, the institution intends to develop the key actions to achieve the institution's internationalization and modernization goals, as well as promoting the achievement of the European Education Area objectives and so aim to better include international aspects in our educational curriculum. As said, we are committed to tracking and regularly evaluating our mobility process on a yearly basis during the period of the Erasmus+ programme so as to ensure all agreements offer the best opportunities to both students and staff, and HEIs and enterprises. When necessary, we will make any corrective measures necessary to improve our strategy and agreements.

Thanks to collaborating and establishing connections with institutions around Europe (and outside), we aim to better understand the idiosyncrasy of each educational system and the labour market in the areas that correspond to our mobility, both for students and staff, in order to advance towards a common European framework in the training of our students and staff and in detecting their needs.

This way, we will actively promote all the activities under the Erasmus+ Programme (before, during and after) to all our students, staff and community and will support them in everything regarding their mobilities, as we intend to increase, year by year, the number of participants in our projects, putting special emphasis on those sectors underrepresented inside and outside the institution always showing documented processes non-discriminatory, transparent and coherent. We are aware of the problems some sectors of society are facing, this is why we are active on social projects from our surrounding community and internationalisation will become part of them, as well, by increasing our cooperation projects on social matters.

We want to improve our students and staff competitiveness in the European labour market, making them better professional and with more social and intercultural skills. The institution has always promoted civic engagement, which will be also done thanks to our participation in the Programme so to increase it. This is why we will do our best to make public all information related to the Erasmus+ Program and in which programmes they will be able to get involved. We are convinced that a regular education for teachers will improve our quality standards which will offer students relevant skills.

Continuing being part of the Erasmus+ Programme, we will focus on providing our students and staff the opportunity to improve their competences and skills with special attention to those that bring them closer to the labour market, and towards social cohesion embracing European Union's Charter of Fundamental Rights; increase the values of entrepreneurship, self-employment and self-esteem; improve language skills, and increase their intercultural awareness by promoting participation in European society, thus promoting the EU's own values.

Student and staff mobility will allow us to meet and share experiences with educational, social and professional institutions that will favour modernization and internationalization of our education and institution, and the search for a common European framework of skills and values to face the new reality



that lies ahead and so we will be able to share and develop knowledge of pedagogical advances in the education sector at a European level in order to achieve key competences for lifelong learning.

Being digital will be one of our cores and so we will actively promote and make use of all the proposals from the Programme in this regards, such as the European Student Card, Erasmus+ Mobile App, Erasmus Dashboard and as well as the Erasmus Students Network in order to better increase the scope of our participation in the Programme. Blended mobility will be part of our mobility projects as it will, even more, strengthen the access to the Programme and maintain the international value of mobility, but at the same time provide answers to possible family, economic and psychological difficulties and to the possible social barriers that physical mobility may generate. This way we intend to further reinforce transversal competences, eSkills for the digital era, creativity and flexibility. Moreover, we intend, thanks to the Programme, to continue to improve the use of ICTs and virtual platforms, to enable more effective and personalized learning experiences, teaching and research methods and so help build inclusive and interconnected higher education systems, without forgetting that, through the digitalisation of our institution and, thus, our participation in the Programme, we will help build inclusive and interconnected higher education systems.

To end up, all institution will be involved in the Programme and so the International Mobility Department, together with the Direction, Pedagogical and Administration departments, will work towards actively disseminating the Programme throughout the institution and community and outside them, and the outcomes and benefits gained thanks to our cooperation projects, always in a sustainable way.

Erasmus actions we will take part in, how they will be implemented in practice at our institution and how our participation in these actions will contribute to achieving the objectives of our institutional strategy.

International mobility is and will be an essential part of the institution's policy and thus internationalisation and modernisation strategy. As stated in the table above, the institution intends to participate in KA1 and KA2 projects, including these student mobilities for studies and traineeships, staff mobility for training and teaching (blended mobility included) and partnerships for cooperation and exchanges of practices and partnerships for innovation. We will target students and staff from all fields, always ensuring they receive fair treatment.

We aim to work together with other institutions across borders and so new partners will be found ensuring their non-discrimination, transparency and inclusion policy matches the institution's and so the new principles for the Charter; current agreements with partners will also be modified to meet them. We will establish new agreements with partners from different European countries, with no language restrictions so as to offer a wide range of linguistic opportunities for all participants. These partnerships will focus on mutual benefit and reciprocity, being achieved directly through staff mobilities, the institution's own contacts or existing ones.

To achieve a successful implementation of our institutional strategy regarding international mobility, the following actions will be implemented when managing our projects.

Regarding the steps before the mobility, we will:

- publish the ECHE and the Erasmus Policy Statement in our webpage both in English and Spanish.
- clearly state information about contact details of the departments involved in mobility in English and Spanish.
- actively promote the activities of the Programme undertaken by the institution (further explained in section 2.3).
- encourage participation of underrepresented segments.
- promote the European Student Card and the Erasmus+ Mobile App.
- provide detailed information to participants about all aspects of the Programme, including accommodation, insurance and visa assistance for all participants in English and Spanish.



- publish course catalogues on our website: general information and description, individual course units, teaching languages and subjects open to incoming students or incoming teaching staff in English and Spanish.
- detail the rules for participating in mobility activities for future participants, ensuring transparency and fairness by preserving the participants' identity during the selection process.
- select participants under a fairly designed process, made public and transparent at all stages.
- publish the grading system and clearly explain it, ensuring transparency in English and Spanish.
- provide all selected participants with the Erasmus Student Charter and explain it in English and Spanish.
- sign all agreements prior to mobilities with clearly defined learning outcomes and objectives.
- sign Inter-institutional agreements for student mobility for studies and staff mobility for teaching.
- foster the signature of inter-institutional agreements for student mobility for traineeships and staff mobility for training to ensure quality and long-lasting opportunities for participants, always having in mind its future continuance.
- keep an active use of the OLS and Mobility Tool platforms.
- sign all agreements before the beginning of the mobilities clearly stating all the information about mobilities, assessment and recognition.
- provide language training and assistance to participants prior to their arrival (including incoming/outgoing students and staff): OLS (for outgoing students) and specific language training courses and materials, fostering the proficiency level required by the institution and the receiving HEIs/enterprises and both face-to-face and online.
- promote the learning of second languages in the OLS platform.
- include a formative unit in the foreign languages and Professional Training and Guidance modules about the internationalisation of education, intercultural education and Erasmus+.
- Inclusion of risk prevention: Professional Training and Guidance modules include a unit on the prevention of risks in the work area of each specialty.
- promote the learning of the local language between incoming and outgoing students. In the case of incoming students, they will be attending Catalan courses provided by the institution or the local government.
- ensure the substitution of outgoing staff and promote simultaneous staff exchanges between HEIs as part of the institution's mobility policy.
- appoint a mentor for incoming participants and foster the same for our outgoing students. In the case of student mobility for traineeships, we will encourage enterprises/institutions to appoint a mentor different from the supervisor. In the case of our institution, one of the coordinators of the International Mobility Department will be in charge of the mentoring as he is, as well, a psychologist.

During the mobility, we will

- regularly contact receiving and sending institutions/enterprises in order to monitor mobilities and apply any changes, if necessary. Mid-term evaluation forms will be provided to the receiving institutions/enterprises to evaluate participants.
- visit outgoing students at their receiving countries to strengthen mobility control.
- make sure all participants (incoming and outgoing) are fairly treated in their receiving destinations and are taking the most profit from their mobility activities by establishing weekly online meetings.
- make sure none of the participants (incoming and outgoing) are not charged for their mobility activities.
- integrate our Orientation Department so students will have additional help when emotionally dealing with social and psychological matters.
- support all participants in the acquisition of skills during their mobility.



- help all participants settle in their host society by providing them useful information on aspects such as transport, food, volunteering and cultural leisure.
- provide insurance cover for all participants and make sure they understand the coverage and risks while developing their mobility. A special unit on risk prevention is included in all our courses in the Professional Guidance and Training module.
- encourage participants to take part in the Erasmus Student Network.
- establish a "local buddy system" for students and staff (further explained further on).
- make sure staff are replaced while they are abroad.

After the mobility, we will

- issue digital copies of the agreements, Transcript of Records and/or Traineeship Certificates, not more than five weeks after their completion, following the ECTS user's guide upon completion and personal interview.
- recognize mobilities through certification and issuing the corresponding Diploma Supplements, free of charge and in English and Spanish.
- ensure automatic recognition by reinforcing the presence of the Pedagogical Administration Department.
- make use of our institution's outgoing students who are offered the same documents and opportunities from their receiving institutions/enterprises.
- ensure staff are recognised for their mobility activities in their annual evaluation and development report training hours, adapted to the staff's need including all information relevant to their profile.
- ensure the projects' outputs and mobility actions results are promoted and are open after their completion.
- invite previous participants to participate in testimonials, informative sessions, open days, news articles and social media of the institution. Moreover, all participants will write a memory of their mobility which will be made digitally available to previous participants' consent.

Last but not least, aiming to ease all the process of mobilities management, the institution will be using the Erasmus Dashboard following the European Student Card Initiative milestones in which, by 2025, all our students (incoming and outgoing) will be enjoying the benefits from the European Student Card Initiative; we will, of course, also actively manage the OLS and MT+ platforms.

Envisaged impact of our participation in the Erasmus+ Programme on our institution

International mobility has been and will be an essential part of our institution's policy, this is why we expect a high inside and outside our institution through our participation in the Erasmus+ Programme. Our institution will focus on the impact at a European level, inside and outside partnerships and targeting students, staff and the institution and partners' community.

The benefits of our participation will be intended to be long-term and so ensure the sustainability of our actions under the Programme. All institutions involved in the project will be national or international and so the impact will be in these lines and in different educational levels including formal and non-formal ones thanks to the participation of associated partners and stakeholders.

We will set up an Impact Evaluation Commission in order to monitor our participation in the Programme which will be composed of the Direction of the institution with the help of the International Mobility Department. This commission will write reports which will be disseminated to the institution's community and will make use of the ECHE self-assessment tool.

We will set a series of procedures in order to monitor the impact which will focus on:

- increasing our capacity to cooperate at an international level with institutions from Europe and thus strengthen innovation and entrepreneurship.



- improving our management methods by constantly reviewing them and learning from other institutions' good practices.
- offering new mobility opportunities for students and staff which will be more attractive and related to their needs.
- increasing the diversity of participants.
- accessing funding and projects thanks to the widening of our international scope.
- participating in KA2 projects and thus improving our management and follow-up skills.
- exchanging knowledge with other HEIs.
- digital transformation of the management and implementation of the projects.

These measurement procedures will include data collection, individual and group interviews, surveys, and will also be analysing data contained in the participant's reports on MT+. The Impact Evaluation Commission will analyse every year the impact of the institution's participation in the Programme and so the timeline will be set on an annual basis comparing results every year of the duration of the Programme. Of course, we intend to achieve all our objectives by the end of the Programme and make steps every year to achieve them.

Regarding digitalisation, we will set the milestones from the European Student Card Initiative and so during the year 2021 we will digitally manage inter-institutional agreements and online learning agreements. In 2022, we will nominate and accept students digitally and in 2023, we will electronically exchange transcripts of records in case of student mobility.

By 2025, all our students (incoming and outgoing) in/to Europe should enjoy the European Student Card Initiative.

The factors that will be taken into account and compared on a yearly basis, focusing on their maintenance or increase during the years are:

- grade of the National Agency in the projects' final reports assessment.
- number of participants that see an improvement in their professional, transversal and linguistic skills.
- number of participants using foreign languages more actively in their professional environment after their mobility.
- number of participants expressing the intention to participate more actively in the political and social life of the institution and their community.
- number of incoming students attending Catalan language (local language) courses.
- number of participants perceiving an increase of their European feeling.
- number of participants perceiving a strengthening professional network.
- number of participants satisfied with their mobility recognition.
- number of teachers including CLIL methodologies after their mobility.
- number of participation/invitation in KA2 projects.
- number of partners participating in the institution's projects.
- project financing amount in the different calls.
- number of participants satisfied with our institution's support.
- number of participants satisfied with their receiving institutions/enterprises support.
- number of participants satisfied with the Programme of their mobility.
- number of staff using innovative teaching methods.
- number of hosting countries.
- graduates with fewer opportunities participating in mobility.
- number of male and female participants (wishing to express their gender).
- number of former participants taking part in the promotion of the Programme.
- number of digital inter-institutional agreements
- number of online learning agreements.
- number of digital nominations.
- number of digital acceptances.
- number of electronic transcripts of records.
- number of participants holding the European Student Card.

Finally, the Impact Evaluation Commission will check and adapt the analysis factors throughout the project in order to better analyse the impact of our participation in the Programme.