



# *PRIMER ENCUENTRO COORDINADORES ERASMUS FP*

## **Convocatoria 2009 SOLICITUD DE MOVILIDADES**



# Lifelong Learning Programme Application Form

## Erasmus Mobility for Higher Education Institutions

Before completing this application form, please read the relevant sections in the 2009 Call for Proposals published by the European Commission and by your National Agency and the Lifelong Learning Programme Guide for 2009, which contain additional information on closing dates, National Agency addresses to which the application must be sent, and specific priorities for the year 2009. Links to these documents and further information can be found on the Lifelong Learning Programme website:

[http://ec.europa.eu/education/programmes/llp/index\\_en.html](http://ec.europa.eu/education/programmes/llp/index_en.html)

Please note that this application form is to be used by higher education institutions (HEI) wishing to participate in the Erasmus Sub-Programme. In this form the institution can apply for different Erasmus actions (depending on the type of the Erasmus University Charter): Student mobility for studies abroad, student mobility for placements abroad, teaching assignments abroad for academics and invited staff from enterprises abroad and HEI staff training abroad. The submission deadline to the National Agencies is 13 March 2009.

In accordance with standard European Commission practice, the information provided in your application form may be used by the Commission to evaluate the Lifelong Learning Programme. The relevant data protection regulations will be respected.

EN

### SUBMISSION DATA

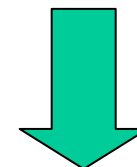
Programme	LIFELONG LEARNING PROGRAMME		
Sub Programme	ERASMUS		
Call	2009		
Action	ERASMUS Mobility HEI		
Round	1	Deadline	13/03/2009
National Agency			

Submit to a server

Submit by Email

Print Form

**NUEVO  
FORMU  
LARIO  
ON  
LINE**



**Más  
sencillo**



**A. APPLICANT INSTITUTION / ORGANISATION**

**A.1 Organisation**

Full Legal Name			
in Latin Characters			
Acronym			
ERASMUS ID code		EUC	
Legal Address			
Postal Code		Town	
Country		Region	
Website	http://		
Telephone 1		Telephone 2	
Fax			

**A.2 Legal Representative**

Title		First Name	
Last Name			
Position			
<input checked="" type="checkbox"/> The same address as the institution's address			

**A.3 Contact Person**

Title		First Name	
Last Name			
Position			
E-mail			
Telephone		Fax	
<input checked="" type="checkbox"/> The same address as the institution's address			

**B. ORGANISATION AND ACTIVITIES**

**B.1 Structure**

Profit / Non-profit		Public / Private	
Organisation Type	University or higher education institution (tertiary level) (EDU-UNIV)		

Datos del Instituto

Datos del Representante legal (director)

Datos de la persona de contacto

Estructura del centro

# Objetivos Erasmus que persigue el IES



## C. Objectives

### C.1 Relevance for the operational objectives of the programme

Please mark in the table below, the objectives of the Erasmus sub-programme that your application will address, in addition to the one already ticked (if any – leave blank if none):

- To improve the quality and to increase the volume of students and teaching staff mobility throughout Europe, so as to contribute to the achievement by 2012 of at least 3 million individual participants in student mobility under the Erasmus and its predecessor programmes (ERA-OpObj-1)
- To improve the quality and to increase the volume of multilateral co-operation between higher education institutions in Europe (ERA-OpObj-2)
- To increase the degree of transparency and compatibility between higher education and advanced vocational education qualifications gained in Europe (ERA-OpObj-3)
- To improve the quality and to increase the volume of co-operation between higher education institutions and enterprises (ERA-OpObj-4)
- To facilitate the development of innovative practices in education and training at tertiary level, and their transfer, including from one participating country to others (ERA-OpObj-5)
- To support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning (ERA-OpObj-6)

Please specify how and to what extent the mobility activities will contribute to the objectives selected above (maximum 1 page).



**Máximo: 1 hoja**

## OBJETIVOS OPERATIVOS

Programa de aprendizaje permanente



- Mejorar cualitativamente y aumentar cuantitativamente la **movilidad** de estudiantes y personal docente en Europa. (En 2012: 3.000.000 movilidades)
- Mejorar cualitativamente y aumentar cuantitativamente la **cooperación multilateral** entre las instituciones europeas de educación superior y entre éstas y las empresas.
- Aumentar la **transparencia y la compatibilidad** de las cualificaciones profesionales de estudios superiores, entre las instituciones de FP europeas.
- Facilitar el desarrollo y transmisión de **prácticas innovadoras** en educación y en concreto, en formación profesional.
- Apoyar el desarrollo de contenidos **innovadores**, basados en las TIC, servicios, pedagogías y prácticas para la **educación permanente**.

**D. Mobility**

**D.1. Mobility Flow Tables (Totals)**

Please provide in the tables below the number of mobilities you apply for in the academic year 2009/10, the estimated numbers of mobilities in 2008/09 and the actual numbers of mobilities achieved in 2007/08 (if applicable).

Please note that the "Average duration in months" can be indicated with two decimals.

**Staff mobility - Teaching assignments abroad  
(outgoing teaching staff and invited staff from enterprises abroad)**

When	Total Number of persons mobile	Average duration in days	Total Duration
2009/10 : Requested			
2008/09 : Estimated			
2007/08 : Actual			

**Staff mobility - HEI staff training abroad  
(training provided by enterprises and HEI)**

When	Total Number of persons mobile	Average duration in days	Total Duration
2009/10 : Requested			
2008/09 : Estimated			
2007/08 : Actual			

**Student mobility for studies abroad**

When	Total Number of persons mobile	Average duration in months	Total Duration
2009/10 : Requested			
2008/09 : Estimated			
2007/08 : Actual			



Programa de aprendizaje permanente

# Tablas de flujos de movilidad

- Número de personas
- Número de meses
- **TOTAL= Pnas x meses**

Student mobility for placements abroad

When	Total Number of persons mobile	Average duration in months	Total Duration
2009/10 : Requested			
2008/09 : Estimated			
2007/08 : Actual			



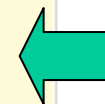
**D.2 Student Placement Strategy Description**

If your institution intends to send students abroad for a placement, please describe the placement strategy related to this specific grant application. Particular attention should be paid to the measures taken to improve student mobility for placements (max. 20 lines).

We strongly recommend that at the end of the mobility period, the mobility is certified using a Europass mobility certificate, which can be accessed on the following site:

<http://europass.cedefop.europa.eu/europass/home/vernav/InformationOn/EuropassMobility/navigate.action>

**Máximo: 20 líneas**



**E. NATIONAL INFORMATION**

National Question 1

National Question 2

National Question 3

**Estrategias para la movilidad de prácticas**

## F. DECLARATION OF HONOUR

### To be completed by the person legally authorised to sign on behalf of the applicant organisation

I, the undersigned, certify that all information contained in this application, including the description of the project, is correct to the best of my knowledge and that I am aware of the content of the annexes to the application form.

I confirm that my institution/organisation has the financial and operational capacity to complete the proposed project.

I take note that under the provisions of the Financial Regulation applicable to the general budget of the European Communities, grants may not be awarded to applicants who are in any of the following situations:

- a) are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- g) in their grant application, are subject to a conflict of interest;
- h) in their grant application, are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.

I confirm that neither I nor the institution for which I am acting as legal representative are in any of the situations described above, and that I am aware that the penalties set out in the Financial Regulation may be applied in the case of a false declaration.

In the event that my grant application is successful, I authorise the Commission / the Agency to publish on its website or in any other appropriate medium:

- the name and address of the beneficiary of the grant; for networks, the name and address of the members;
- the subject of the grant;
- the amount awarded and the rate of funding of the costs of the approved project.

*Note: For Lifelong Learning Programme: Also considered to be public bodies are: all schools and higher education institutions specified by Member States (participating countries), and all institutions or organisations providing learning opportunities which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives*

Please tick the statement below that applies to the organisation you represent:

- I declare that the organisation I represent:
- Is a public body
- Is a private body that is considered to be a "public body" in the terms defined by the Decision establishing the Lifelong Learning Programme as specified above
- Is a private body

By signing this application form, I accept all the conditions set out in the Call for proposals xxxxx of the Lifelong Learning Programme (2007-2013), including the general conditions of the European Commission published on the XXX Agency website.

Done at: \_\_\_\_\_ Date / / \_\_\_\_\_ (day/month/year)

Signature: \_\_\_\_\_ Stamp of the applicant organisation

Name and position in capitals:

### PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency to which the form must be submitted. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. ([http://www.edps.europa.eu/00\\_home.htm](http://www.edps.europa.eu/00_home.htm)).



Declaración  
de veracidad  
de datos  
y  
compromiso  
financiero



# PLAZOS



2008	
ENE	
FEB	
MAR	
ABR	
MAY	
JUN	
JUL	
AGO	
SEP	
OCT	
NOV	← <b>Fecha límite: 29 Noviembre</b> Solicitud CUE 2009
DIC	

2009	
ENE	<b>13 de Febrero</b> Presentación EILC por IO
FEB	←
MAR	← <b>13 de Marzo</b> Solicitud fondos OM
ABR	
MAY	
JUN	
JUL	
AGO	
SEP	
OCT	
NOV	
DIC	

# NOVEDADES

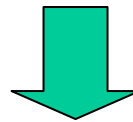
Programa de aprendizaje permanente



## ■ DEFINICIÓN DE EMPRESA:

Toda organización que realice una actividad económica en el sector público o privado, cualquiera sea su tamaño, estatus jurídico o su sector económico (incluida la economía social).

Incluye:



- Autónomos
- Empresas familiares
- Asociaciones que realizan acts. ecs.

# EMPRESAS



- **Pueden ser elegibles como empresas para prácticas, en algunos casos: HEI**
- **No son elegibles para prácticas:**
  - Instituciones europeas con un programa de formación.
  - Organizaciones que gestionan programas comunitarios.
  - La representación diplomática nacional del país del estudiante en el país de acogida.

# ORGANIZACIÓN DE LA MOVILIDAD

Programa de aprendizaje permanente



- El seguro ya no se incluye en OM (beca del estudiante)
- Ya no habrá distinción entre las tarifas de OM para estudios y prácticas
- Ya no habrá distinción entre países tipo A y tipo B (mayor/menor índice de coste de vida)
- Mínimo por institución (OM): 500 €
- En el nº de movilidades se incluye:
  - Alumnos, profesores y personal del centro que se desplaza fuera
  - Personal extranjero invitado

# ORGANIZACIÓN DE LA MOVILIDAD

- Si el nº de movilidades  $>$  nº estimado en el Contrato de Subvención



No se puede revisar la cantidad

- Si el nº de movilidades  $<$  nº estimado en el Contrato de Subvención



Se reduce la cuantía de la beca OM (salvo que la diferencia sea  $<$  10%)

(mínimo 500 €)



ORGANISMO AUTONOMO  
PROGRAMAS EDUCATIVOS  
EUROPEOS (OAPEE)

# DIVISIÓN ERASMUS

P<sup>o</sup> del Prado 28 – 28014 MADRID  
Tlf: 91 506 56 85 / Fax: 91 506 56 89  
[www.oapee.es](http://www.oapee.es) / [erasmus@oapee.es](mailto:erasmus@oapee.es)