

ERASMUS POLICY STATEMENT (EPS) 2021-2027

I-STRATEGY, OBJECTIVES AND IMPACT

The European Professional Centre of Madrid at Villaviciosa de Odón is a Vocational Education and Training (VET) Centre that offers two-year Training cycle programs. The Centre is linked to Universidad Europea de Madrid S.A.U., and shares several departments and procedures, but as a Professional Centre it has its own status. Through our participation in the Erasmus+ programme we wish to drive modernisation and internationalisation at our institution, as well as contribute to building a European space for education, learning and research without borders; help economic growth; promote social cohesion and consolidate our European identity –in all its diversity and multiculturalism– in current and future generations. Likewise, by collaborating in the program, the Professional Centre reinforces its Strategic Internationalisation Plan. The key points of this plan are as follows: 1) Further digitization and simplification of mobility processes; 2) Advancement in the Bologna process; 3) Increase in the satisfaction and proportion of mobility students, that can only be managed as outgoing internship students according the Spanish regulation of Training Cycles (and not as Incoming/Outgoing study stays with other European Professional Centres); 4) Signing of new agreements that are both beneficial and realistic with companies of interest; 5) Increase in staff mobility and recognition.

In addition, our participation in the Erasmus+ programme strengthens the Institution's Modernisation Plan. Projects outlined in this plan include, among others: 1) Process Simplification and Automation Plan, in which three projects stand out: 1.1) the Customer Relationship Management (CRM) platform; 1.2) the Student Portal; 2) Quality, Self-assessment and External Assessment & Recognition Plan; 3) Student and Staff Health & Safety Improvement Project.

With these action vectors we have set the following objectives, in alignment with the initiatives established by the European Commission for the development of an Education Area and with our Strategic Internationalisation and Modernisation Plan, in order to foster student and staff mobility for internships, academic purposes, research and employability throughout Europe:

1. Contribute the consolidation of the Bologna process and the increase of international stays among students and staff. As outlined in our Internationalisation Plan, it is our objective to promote the international mobility program, extend agreements and deepen our knowledge of the operation of certain companies networks in the places of destination, to be able to consolidate and increase both the quantity and quality of our international mobility. In this regard, the goal is to Foster the values of European identity, such as “unity in diversity” and other values such as human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are acquired travelling abroad as well as on campus –integrated in day-to-day learning within subjects, activities and clubs– and are in line with the Institution's stated mission, to “contribute to social progress with [...] entrepreneurial spirit and ethical value”.

2. Encourage the learning of Foreign languages. We are working towards this objective, set in our Internationalization Plan, from various angles: 2.1) Fostering student training and Staff mobility; 2.2) Promoting the teaching of Language subjects in the different Cycles, and encouraging the Online Language support courses offered by the institution.

3. Support inclusion by promoting –thanks to the Erasmus+ Programme– students and staff mobility from all origins and diverse socio-economic backgrounds throughout Europe, without discriminating against absolutely anyone, as established by the Institution's Diversity Policy.

4. Promote the institutional plan for digitization and a culture of environmental sustainability, by working in the simplification, digitalization and automation of processes. In this effort to modernise, the MoveON platform has been implemented, which registers international internship mobility, and the UEValua internship management system, which digitally simplifies the process of Training registration and avoids unnecessary trips and shipments. This simplification and digitization policy is supported by the "zero paper" policy, aligned with the EWP - Erasmus Without Papers - policy of the European Commission, which aims to raise awareness among students and staff of the need for environmental conservation and the fight against climate change.

5. Promote the acquisition of competencies defined within the general principles of the stage of Vocational Training and the recommendations of ECHE, such as: 5.1) Development of key professional, personal and social skills in Vocational Education and Training (VET). Among which are interpersonal skills and the peaceful resolution of conflicts, respect for others and rejection of violence, prejudice of any kind and sexist behavior; 5.2) Promotion of effective equality of opportunities, with special attention to equality between men and women, 5.3) Focus efforts on guaranteeing conditions of universal accessibility and with the necessary support resources, in each case, for people with disabilities; 5.4) Lifelong learning, by fostering the incorporation of people into the different training offers and the reconciliation of learning with other responsibilities and activities; 5.5) Cultivate the key competencies for lifelong learning, according to the ECHE recommendations, such as: Letters; multilingualism; Numerical, scientific and engineering skills; Active citizen engagement; Entrepreneurship; Cultural awareness and expression; Digital and technological competences, etc.

Indicators:

- Goal 1 (Mobility); Indicator: % of mobility stays, number of new agreements, satisfaction of the participants (developed in point 2.2). Timeline: measurement each year; Strategic goal designed each year, in a three year length.
- Goal 2 (Languages); Indicator: measurement of level of Foreign Language of the participants before and after mobility. Timeline: measurement each year; Strategic goal designed each year, in a three year length.
- Goal 3 (Inclusion); Indicator: number of participants with special needs. Timeline: measurement each year; Strategic goal designed each year, in a three year length.
- Goal 4 (Digitalization): Indicator: implementation of Full Erasmus Without Papers requirements. Timeline: measurement each year; Strategic goal designed each year, in a three year length.
- Goal 5 (Professional competencies); Indicator: measurement of the professional performance evaluation of the participants each academic year. Timeline: measurement each year; Strategic goal designed each year, in a three year length.

II- GENERAL ORGANISATION AND MANAGEMENT

The international strategy will be led by the director of the Professional Centre together with the Head of the International Mobility Unit (the latter from the the Vice-Rectorate for Students and University Life at Universidad Europea de Madrid, to which the Center is linked in operational matters). The promotion of the program and the support and follow up of the participating students, as well as the administrative support of their mobility, will be carried out by the Professional Careers Service Counsellors, together with the Coordinator of the Erasmus+ project of the International Mobility Unit of the Institution. In the academic and competence monitoring of the student, the tutor of the Internship mentor of the Centre and the mentor assigned by the company.

Regarding the promotion and management of the Incoming and Outgoing staff mobility, this will be managed through the Head of the department of the outgoing staff member, or the Head of the department which will receive the incoming staff member, as well as with the support of the Head of Studies of the Professional Centre, together with the International Mobility advisors of the Institution. Also, the Erasmus Project coordinator will give administrative support (grants, paperwork, etc.) to the outgoing staff members.

The contact details of our institution's international office dealing with implementing and organising Erasmus+ Programme activities will be hosted at:

<https://universidadeuropea.com/en/study-ue/international-mobility/>

III- QUALITY ASSURANCE AND MONITORING AND EVALUATION STRATEGY

By participating in this process and in the Erasmus Programmes, also provides us with a great opportunity for improvement given by the external assessment from the ECHE and the national agency SEPIE. In this spirit of measurement, analysis and continuous improvement, in the academic year 2025-26 we will pilot the ECHE Self-assessment, analysing the Training mobility in 2024-25. The quality of programme implementation will be managed by both the Head of the International Mobility Unit and the Head of Studies of the Professional Centre, by measuring the established indicators, and analysing the results in the institution annual self-assessment reports, as well as in the ECHE Self-assessment reports. Likewise, this annual diagnostic report will feed into the Institution's Strategic Internationalisation Plan.

The improvement targets for each indicator will be established each year from the follow up report. In general, these will be established in such a way as to generate sustainable improvements ranging from 2-10% gains per annum, depending on the item. The main quantitative and qualitative indicators of the mobility program will be, among others:

- 1) Percentage of outgoing mobility with respect to the total number of eligible students (students who can enrol the course "Training in working centres").
- 2) Decrease in the attrition rate (%) among outgoing students during the preparation of their stay.
- 3) Number of agreements with European companies per program.
- 4) Percentage of the Erasmus budget spent as compared to the assigned budget.
- 5) Satisfaction questionnaires of both students & staff.

All the improvements, reflected in the strategic objectives of the Institution Internationalization Plan, must be not only quantitative but also qualitative, improving the perception of the participants through different implementation initiatives: 1) Increase information available on processes and destinations before the stay (from the first year of studies, so that they are aware of the need to improve their second or third language) as well as specific information for incoming staff; 2) Increase the monitoring of outgoing students and outgoing/incoming staff during their stay, focusing particularly on those participants with fewer opportunities and on the integration of incoming participants; 3) Count on the alumni community as ambassadors to promote the programme to future participants; 4) Expand the automation and simplification of processes; 5) Simplify communication with students by centralising and professionalising communications through a sole interlocutor, the International Mobility advisor, who will carry out both administrative processes as well as academic ones –in coordination with the Internship advisors; 6) Persist in the strategic search for quality agreements with European companies for our students and staff, focusing on relatively newer programs that, for this reason, have fewer mobility agreement opportunities and monitoring these agreements more intensively.

IV- COMMUNICATION AND VISIBILITY

Promotion of the programme and activities among students and staff is defined in a specific International Mobility Communication plan, which follows the Communication plan recommendations given by the National agency (SEPIE) and the European Commission. This plan is based on several communication platforms/materials: the Institution website, the Students' portal, the Staff portal, online communications from the Institution communication department, Social Networks like the Institution's International Office Instagram, through specific talks/presentations during the call period (with the participation of alumni community of ex-Erasmus participants), and audio-visual materials and testimonies from these participants, that we post on the Institution's International Office Instagram, etc. To monitor the progress of these actions, one can consult the website (where for example the outgoing guides are posted, which refer to presentations and dates) and the International Office Instagram, where is possible to check the Internationality events (organized by the European Commission, the national agency SEPIE or by the Institution, or by International institutions like EAIE), students' video-testimonies, results of the programme (numbers of mobilities, new agreements with companies etc.), among others.

Lastly, as for the rest of the evidence on the University email communications, Students' portal or the Staff portal, (communications, calls, presentations, etc.), may be available upon request. The Erasmus Policy Statement will be hosted at: <https://universidadeuropea.es/en/about-us/internationality>