



Erasmus Charter for Higher Education 2014-2020

Application Form Call: 2014

Note: The data of this application form will be used by the European Commission/ Executive Agency EACEA and National Agencies for evaluation and monitoring

Program	The 2014-2020 EU programme for education, training, youth and sport proposed by the European Commission on 23 November 2011 (hereafter the Programme)*
Action	Erasmus Charter for Higher Education
Call	2014
Deadline for Submission (dd-mm-yyyy)	15/05/2013 12:00 midday Brussels time.
Application language	EN
Correspondence Language	EN

221538-LA-1-2014-1-ES-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):

221538-IC-1-2003-1-ES-ERASMUS-EUC-1

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): EN

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

Erasmus Policy Statement translation language (if applicable): not applicable

Acknowledgement of receipt

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If by the second week after the deadline, the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

* COM(2011) 788 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF>)

Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	0
Full legal name (official name in latin characters)	REAL CONSERVATORIO SUPERIOR DE MUSICA "VICTORIA EUGENIA" DE GRANADA
Full legal name (English name)	ROYAL CONSERVATORY OF GRANADA
Acronym	RCSM "VICTORIA EUGENIA"
Erasmus code (e.g. F PARIS33) - if available	E GRANADA04
Address (Nº, street, avenue, etc.)	C/ SAN JERÓNIMO Nº 46
Country	España
Region	ANDALUCIA
Post code	18001
City	GRANADA
Website	http://www.conservatoriosuperiorgranada.com

A.2. Legal Representative

Title	Prof.
Gender	Female
First Name	Celia
Family Name	RUIZ-BERNAL
Position	Director
E-mail	mcruibernal@gmail.com
Telephone (including country / area codes)	0034 958 893 180
Address (nº, street, avenue, etc)	C/ San Jerónimo, 46
Country	ES, España
Post code	18001
City	GRANADA

A.3. Coordinator

Title	Dr.
Gender	Male
First Name	Francisco-José

Family Name	FERNÁNDEZ-VICEDO
Department	WIND
Position	Erasmus Co-ordinator
E-mail	erasmus.rcsmgranada@gmail.com
Telephone (including country / area codes)	0034 958 893 180
Address (nº, street, avenue, etc)	C/ San Jerónimo, 46
Country	ES, España
Post code	18001
City	GRANADA

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.

For the academic year 2012-2013:

Total number of students enrolled in all degree programmes offered by your institution (data from official HEI register)

Short cycle:	0.0
1st Cycle:	431.0
2nd Cycle:	0.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	85.0
Administrative:	12.0

Number of degree courses on offer

Short cycle:	0.0
1st Cycle:	19.0
2nd Cycle:	0.0
3rd Cycle:	0.0

STUDENTS (academic year 2011-2012)

1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	19.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	0.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	0.0
Number of study mobility students (Erasmus and/or others): from participating countries	7.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	1.0

2. International Degree Students (students enrolled for a full degree programme with foreign nationality or having completed a foreign previous degree)

Number of foreign students, if applicable: from Participating countries	0.0
Number of foreign students, if applicable: non-participating countries	3.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) involved in double/multiple/joint degrees:

Number of Local students, involved in Double/multiple/joint degrees	7.0
---	-----

Number of international students, involved in double/multiple/joint degrees

0.0

ACADEMIC STAFF (academic year 2011-2012)

All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes

Number of outgoing academic staff to participating countries

7.0

Number of incoming academic staff from participating countries

5.0

COOPERATION (academic year 2012-2013)

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:

52.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries

0.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries

0.0

Total number of consortium agreements for double/multiple/joint degrees:

0.0

Of these, percentage of the consortium involving non-participating countries

0.0

European and International Education and Training Projects with contracts running in 2012-2013 (e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)

Number of projects as coordinator:

0.0

Number of projects as partner:

0.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

Number of staff at the central level:

0.5

Number of staff at the Faculty/School/Department Level:

0.0

General Organisation of Programme activities

C1. General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

There is an International Office which centralizes all the questions about the Erasmus and other types of international mobility. Its head communicates by web, mail and publication in a notice board the different news and calls involving international mobility questions. The rules for the selection of applicants are different depending on whether they are students or staff. These rules are always correctly published. They are always passed in a democratic and clear way by the representatives of the educative community, who have always had enough information about it.

<http://www.conservatoriosuperiorgranada.com/>

erasmus.rcsmgranada@gmail.com

C2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)

In addition, please provide the direct web link where the methodology is explained:

The credit system of my institution (ECTS) is established by the Spanish educational law. Each course has a specific amount of credits. To recognize the credits students have earned, we pay attention to:

1. If they have passed the assessment. We control their "Transcript of Records".
2. The content of the course. We search for the most similar course in our plan of studies.
3. According to our laws, if their credits are a minimum of the 75% of the total credits in the Spanish specific course, the International Office will issue a certificate which will be confirmed by the pedagogic coordination committee.
4. In the case of foreign credits which are not ECTS, we ask the host institution for the equivalence between their local credits and teaching hours. We use this equivalence to compare it with our teaching hours, and then we do a translation to our ECTS system. Then, we continue the same process as point 3.

http://www.conservatoriosuperiorgranada.com/_oficinaerasmus.html#

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

C3. When Participating in Mobility Activities - Before mobility

Publish and regularly update the course catalogue on the website of the Institution well in advance of the

mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

Provide guidance to incoming mobile participants in finding accommodation.

Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

All courses taught at my institution are described in the course catalogue which is published in the institutional web. Since the curriculum is established by the Spanish educational law, we publish two documents, the summary table with the total courses per year and their credits and other document which explains the contents of each course. My institution offers some courses in English, which are detailed in a third document.

http://www.conservatoriosuperiorgranada.com/_oficinaerasmus.html

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

There are two ways to do it:

1. Interested HEIs in collaborating with us contact by phone or mail with the head of the International Office. Their proposal is discussed with the board of directors. If this proposal is approved, the head of the International Office arrange and monitors it.
2. One of our members (staff or students) proposes a future collaboration with other foreigner HEIs. The head of the International Office, who is authorized to do it, contacts him and arrange the Bilateral Agreement.
3. For the work placements, these are discussed by the tutor of student and the head of International Office, who arrange it with the foreigner HEIs.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

The language policy for preparing participants for mobility in my institution is based on two main ideas. Firstly, we offer a bilingual program (Spanish-English) with different courses available in English. There is a specific course ("Inglés aplicado a la música") which provides students with English language knowledge applied to music. Secondly, the International Office in my institution provides with information to improve the language skills in other university institutions in our city (specially the "Centro de Lenguas Modernas" at University of Granada). Further information, in particular about the catalogue of studies in English, on:

http://www.conservatoriosuperiorgranada.com/_oficinaerasmus.html#

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.

Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.

Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.

C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

Have in place appropriate mentoring and support arrangements for mobile participants.

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

Mentoring and support arrangements for incoming mobile participants are organized specially at the beginning and the end of their stay, although the International Office is available to students for two hours a day during the whole academic year. The help consists of individual meetings. For outgoing students two main information meetings are organized, the first one previous to the final selection of students (to explain the system and requirements of mobility), and the second one after the selection process is finished (to ensure that students understand everything). Then, a regular check is done by email (both for incoming and outgoing and traineeship).

Provide appropriate linguistic support to incoming mobile participants.

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:

Although the official language is Spanish, the International Office in my institution helps incoming students and staff in their first days at Granada in order to arrange all the documents. Normally, the language used is English sometimes French. The Office also provides with information to improve their language skills in other university institutions in our city specially the "Centro de Lenguas Modernas" at University of Granada
http://www.conservatoriosuperiorgranada.com/_oficinaerasmus.html

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)

In addition, please provide the direct web link for this recognition procedure:

Firstly, the mobility achievements for study and traineeships in enterprises should always be based on the previous Learning Agreement, which has been arranged under the supervision of the International Office. Secondly, when the right "Transcript of Records" is received, the head of the International Office will issue a certificate which will be confirmed by the pedagogic coordination committee. Finally, the credits are included in the student's academic record to achieve his degree. When this is not possible because a course is not contemplated in the Spanish curriculum, a specific certificate with the recognition of these credits is attached in student's academic record.
http://www.conservatoriosuperiorgranada.com/_oficinaerasmus.html

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

To promote staff mobility, my institution publishes an annual call to choose the teachers who are interested in an Erasmus mobility. This publication is open to the whole staff and it gets published by web, email and in a notice board. The "International Office" offers support to manage the questions about the possible mobilities, as the host institution, dates or necessary bureaucracy and documents. When our teachers come back, the head of the International Office recognizes the mobility paying attention on the "Certificate of Stay" and the "Teaching Programme" which the teacher should bring signed by the host institution. A list of all mobilities made at the end of the academic year is posted on the web and on the notice board.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.

Provide relevant support to staff and students participating in these activities.

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

In order to support, promote and recognise the participation of my institution in European and international cooperation projects, my institution, through the International Office, works in two directions:

1. The Office proposes the participation in cooperation projects. These proposals are evaluated by the board of directors, and if they are passed, the Office manages the questions about it.
2. Staff or students propose the participation in cooperation projects. In this case, the Office evaluates these proposals and informs the board of directors so that they are approved. Then, the Office starts managing it, contacting with the HEIs abroad. To do it, the Office can be assisted by voluntary collaborators (staff or students).

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

C7. For the Purposes of Visibility

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.

Promote consistently activities supported by the Programme, along with their results.

D. Erasmus Policy Statement (Overall Strategy)

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [EN]

At present, our institution only offers higher studies of 1st cycle, with a very strong possibility of implementation of the 2nd cycle in the form of Master studies. For this reason our interests are centred initially on establishing collaborations in these areas of higher education following these interest points:

1. Selection of partner and collaborating international institutions.

Our institution is open to establishing collaboration bonds with any willing higher international institution which works in the area of musical teaching, performance, composition or research. Contact is made initially by email or phone through the International Relations Office which manages the collaboration relationship between both institutions. The proposal can come both from our own institution (suggested by the directive body, teachers or students) or foreign institutions interested in collaborating with us. Preference will be given to those contacts originating in an effective and long lasting cooperation.

2. The most interesting geographical area for our institution is Western Europe, and more particularly countries like the United Kingdom, France, the Netherlands, Germany, Italy and Scandinavian countries, although not forgetting possible collaborations with Eastern Europe. The idea of collaborating with other geographical areas, specially the USA, Canada and Latin America is also considered, as well as Asian countries, especially China, Taiwan, Korea and Japan.

3. Our main objectives are opening new learning possibilities for our students, as well as the Exchange of knowledge and methodologies between our teachers and those from foreign institutions (in particular regarding mobility to Europe and the USA). We also hope to promote our pedagogical activity abroad, with a special emphasis in Latin America and Asia as areas of origin of possible students. Other objectives are related to the possibility of exploring, through the direct knowledge made possible by the policy of inter-institutional exchanges and collaborations, possible careers for our students in emerging economies (particularly South America and Asia).

The establishment of collaborations with institutions already offering 2nd cycle studies (different Master studies) is also considered as a priority in order to facilitate our students the extension of their present studies, as well as to study different models in view of a future implementation of those 2nd cycle studies in our institution.

At present, our institution offers the possibility of doing a joint degree in Pedagogy and Composition or Performance. For this reason, collaborations and agreements with higher institutions with a similar structure are particularly welcome.

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Original language [EN]

Regarding teaching-learning mobility of students from our institution, the strategy is centred in opening new possibilities of collaboration with European and North American institutions which result in an improvement in the education of our students. It is for this reason that priority will be given to those institutions with offer the students the possibility of continuing their studies into 2nd and 3rd cycles, without excluding any other interesting possibilities.

As far as international collaborations centred in working placements, the objective is to establish collaboration with leading institutions which offer new and different management models that can provide with knowledge to our institution and at the same time make it possible for our students the entrance into new labour markets.

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [EN]

1. Regarding the increase in the level of future graduates. The knowledge of other realities in the practice of their specialty will doubtless increase the student's academic performance. It will provide them with information about, if not open the door for, 2nd and 3rd cycle studies (Master and Doctorate) that are not still available in Spanish Higher Artistic Studies. The information provided by the participants in the different mobilities (students and teachers) can facilitate the possible implementation of those studies in our institution if this information is used as a management model.

2. Regarding the improvement of quality and relevance of higher education. The information provided by the participants in the different mobilities (students and teachers) can facilitate the improvement of organization and management in our own institution if this information is used as an organization model. The knowledge of practices and techniques different from ours enriches in itself the educative community and fosters innovative thinking both in students and teachers. All this should help bring higher education closer to the real needs of the labour market.

3. Regarding the improvement of quality through mobility and across borders cooperation. A higher flexibility in the Exchange between students and teachers will promote a higher visibility of our institution in international spheres with the economic advantages associated, since it works as a focus of attention to some areas and cultural traditions. The increase of mobility will force a tighter collaboration with international institutions, an effort built upon the ECTS system y the Common European Space for Higher Education and its 3 cycles system (degree, Master and doctorate).

4. Regarding the necessary coordination between higher education, research and business. Mobility between higher education institutions will facilitate, by providing direct information of already working models, the coordination between the elements previously mentioned.

5. Regarding the improvement of the management and funding options. The information provided by the different participants in the mobilities (students, teachers, manager of the own system) can facilitate the improvement of the logistic and management of our institution, if the information is used as a possible management model. Furthermore, it will improve the economic expectations of our institution by attracting probable funding by local institutions (public and private companies) to support the external image of our institution.

* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)

E

Endorsement of the application

I, the undersigned, 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 Programme 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 Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: Granada

Name: Celia Ruiz-Bernal

Date (dd/mm/yyyy): 10/05/2013

I have read and accept the Privacy statement

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

Original stamp or seal of the Institution