

INFORMATION FOR ERASMUS STUDENTS

1. Enrolment in Higher Level VET cycles course units

The organization of Higher Level VET cycles establishes that students must enroll in the course units in September for the whole school year, except for the compulsory training period. Incoming students will enroll in the different course units with the help of their sending institutions before coming to Spain.

Enrolment in the compulsory training course unit for incoming ERASMUS+ students will be made by means of agreements with other organizations and institutions in accordance with a previously established training program.

2. Official recognition/ Credit homologation within the ERASMUS+ program

IES Francisco García Pavón provides an official recognition of studies and VET course units, as long as there are official documents certifying the completion of these studies. Likewise, an official recognition of their studies, outcomes and competences within the ERASMUS+ program will be provided to incoming students.

2.1. Incoming students enrolled in VET course units at IES Francisco García Pavón

Incoming students from foreign schools can enroll in Higher Level VET cycles course units. Enrolment must be made with the help of their sending institutions before coming to Spain.

These course units will be certified and marked as established by the Spanish Education Law. However, an official certificate showing the equivalences with incoming students' education systems can be provided.

Incoming students will receive a certificate for the VET course units they have attended during the school year.

The sending institutions and IES Francisco García Pavón will establish the study program which will be certified previous to enrolment.

2.2. Incoming students who carry out their training periods in Tomelloso, monitored by IES Francisco García Pavón

Incoming students from foreign schools can carry out their Higher Level VET cycles training periods in Tomelloso. In order to do this, there must be a previous agreement between the sending institution and IES Francisco García Pavón.

This previous agreement establishes the activities which will be carried out and the competences which will be acquired during the training period, its duration and the documents required for the official recognition of the training period in the incoming student's country.

Incoming students will receive a certificate of attendance showing the number of hours, the corresponding ECAE credits, the duration of the training period, the institution/ organization where the student has carried out his/ her training period and the monitoring institution (IES Francisco García Pavón).

The sending institution will ensure that the documents certifying the training period in Spain are officially recognized by the education authorities of the incoming student's country.

2.3. Students enrolled in Higher Level VET cycles at IES Francisco García Pavón who study at a foreign institution.

Students enrolled in Higher Level VET cycles at IES Francisco García Pavón can study at a foreign host institution.

In order to do this, there must be a previous agreement between the receiving institution and IES Francisco García Pavón establishing the credits allocated to the VET course units included in the study program, which must be in accordance with the corresponding study program officially recognized in Spain.

When outgoing mobile students come back to Spain, they will receive an official recognition of the VET course units they have studied abroad, so they will not have to enroll in these course units again in the second year of their Higher Level VET cycles.

The fact that outgoing mobile students carry out part of their study programs abroad will imply the extension of their period of studies.

2.4. Students enrolled in Higher Level VET cycles at IES Francisco García Pavón who carry out their training periods abroad, monitored by a foreign organization/ institution.

Students enrolled in Higher Level VET cycles at IES Francisco García Pavón can carry out their training periods abroad as long as they are monitored by a foreign organization/ institution within the ERASMUS+ project/ program.

They will carry out a three-month training period at a foreign company/ organization within the framework of a previous agreement with the

receiving institution. The previous agreement between the receiving institution which monitors the students and the companies/ organizations will include all the necessary documents for the official recognition of the students' training periods.

These documents will certify the activities carried out and the competences acquired during the training period, the dates and duration of the training period and the students' outcomes within it.

The foreign companies/ organizations will be required to sign an agreement to be officially recognized by the Department for Education in Castilla – La Mancha.

When outgoing mobile students come back to Spain and provide all the documents signed by the company where they have carried out their training period and also by the receiving institution, their training periods will be officially recognized. These students will also get the Europass Mobility and the Europass Diploma Supplement.

2.5. Recognition of activities/ training periods carried out by teachers within ERASMUS+ projects

Teachers who carry out activities/ training periods within ERASMUS+ projects will be recognized for their commitment and for their actions within the ERASMUS+ program.

They could also get the Europass Mobility, which will describe the activities carried out within the project the teacher has taken part in.

The school will also make the necessary arrangements so that the activities/ training period are officially recognized by the Department for Education in Castilla – La Mancha.

3. Language policy for ERASMUS+ students.

Outgoing mobile participants in ERASMUS+ projects receive linguistic support through the EU platform OLS. However, we strongly recommend that these students enroll in a language course in order to acquire at least a basic command (A2) of the language of the country where they are going to carry out their training period. These language courses can be carried out at language schools (public or private) or even at universities which offer distance learning language courses. It is also advisable that they should have a basic command of English (A2).

As regards incoming mobile students, we recommend that they have a basic command of Spanish and English (A2) before they come to Spain.

