

CENTRO ESPAÑOL DE NUEVAS PROFESIONES Erasmus Policy Statement

1. The College's strategy, objectives and priorities for its Erasmus activities:

a)

Centro Español de Nuevas Profesiones (hereafter CENP) is an institution founded in 1957 which offers degree courses in several areas including the specialities of Interior Design (since 1962) and Graphic Design (since 1979) The curriculum of the studies is adapted to the European Credit Transfer System to comply with the Bologna agenda and the school has been therefore accredited by the competent accreditation body.

The College's internationalisation includes the creation in the 70's of two Higher Educational Institutions in Venezuela, which later founded a university in Venezuela, an Institute and a university in Miami (USA).

In the 90's CENP had already signed bilateral agreements with institutions in several European countries, and was successfully exchanging students with Universities in Northern Europe, France, Germany and the UK, among other countries.

The international expansion and thus the exposure of its students to both, a different curriculum in a foreign country and/or to an international internship, has always been a priority for CENP.

CENP has received, for years now, incoming Erasmus students from several universities, as we are an associate college of a number of universities that offer Erasmus exchanges.

The key objectives that CENP is pursuing are:

- to encourage research among the academic community**
- to promote networks through the creation of long-term associations and partnerships with universities**
- to further enhance the presence of a diverse student body**
- to provide students with a hands-on experience that will complement their programme of studies at the College**
- to expose students to an unfamiliar working environment outside their own country**
- to offer relevant internships that are academically monitored by the College in the case of incoming students and by our partners in the case of outgoing students**
- to increase the number of programmes offering an international experience**

b)

The Erasmus scheme will be actively promoted on CENP's website. There will be a designated section to inform current and prospective students about the programme, the partner institutions and the countries where outgoing candidates may apply to.

Information about the scheme will also be included in all promotional activities that the College participates in, including brochures, newsletters, meetings along the academic year and any other event.

c)

CENP is fully committed to an Equal Opportunities Policy. CENP's internal code of ethics, rights and obligations, which every student and member of staff receives at the time of becoming a member of the academic community, guarantees that all members of the community will receive an equal and fair treatment and will be respected regardless of their gender, physical or mental disability, race, colour, ethnics, marital status, sexual orientation or religious belief.

2.- Quality of academic mobility activities

CENP agrees to guarantee the quality of the Erasmus activities to maximise the benefit in the exchange of students and staff with other institutions within the Erasmus scheme. CENP recognises the use of ECTS, in compliance with EU regulations.

The College has an Erasmus Co-ordinator to support incoming and outgoing students and staff with their exchange activities. Staff may undertake monitoring visits to partner institutions to assess the Erasmus exchange activity.

Outgoing students are fully briefed on academic requirements, practicalities and welfare, by their Erasmus Co-ordinator.

Incoming students receive details about specific courses and credit values. Erasmus students are included in the University's welcome events for new international students and specific activities organised for them along the academic year.

The International Office will assist with accommodation arrangements, medical insurance, if applicable, and any other non-academic queries that visiting students may have to ensure a smooth immersion into the culture, the language of tuition and their new programme of studies at CENP.

Erasmus students are encouraged to take a language test at the time of their arrival and, if their level is not sufficient, are invited to join in an intensive language course.

3.- Quality of student placement activities

The College believes in the benefits of work placements as a means to insert students in the work market and to provide them with a valuable experience which will be recognised as part of their education and will enhance their employability after graduation. During their internship students can apply their knowledge and abilities acquired during their academic period and work in a professional environment as members of a team or independently.

CENP has wide experience in organising national work placements and will be responsible for the development of mobility programmes in collaboration with the student and the host organization to ensure that the placement objectives are met.

A placement contract, which details the responsibilities of each partner and the student, will be signed between the partners. The students will also receive a job description or learning agreement which indicates their individual responsibilities and objectives.

Every student will be assigned a tutor who will be responsible for monitoring that the performance criteria are attained during the placement activity.

Students will be required to follow a continuous assessment programme and provide feedback on their activities, so that necessary adjustments to improve performance levels can be made. At the end of the placement period students will be asked to write a final report.

The allocation of placements will be conducted in a transparent and fair manner.