



UNIÓN EUROPEA



GOBIERNO DE ESPAÑA

MINISTERIO DE CIENCIA, INNOVACIÓN Y UNIVERSIDADES



INFORME DE PROGRESO DE ACREDITACIÓN

Informe sobre las normas de calidad Erasmus

Madrid, 14 de mayo de 2024

Erasmus+

Enriqueciendo vidas, abriendo mentes.

Educación Escolar

Educación de Personas Adultas



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1

Apartados y puntuación

Apartados y puntuación



IPA-INFORME DE ACREDITACIÓN

Informe sobre las normas de calidad Erasmus



Principios básicos y buen uso de las actividades de movilidad

20 puntos



Proporcionar calidad y apoyo a los participantes

20 puntos



Compartir resultados y conocimientos del programa

10 puntos

2

Acceso a la plataforma

2. Acceso a la plataforma

Accreditation details

Menú de contenidos

- Detalles
- Organizaciones
- Contactos
- Erasmus plan
- Reports and updates**

Comenzar el proceso de envío

PDF

- Accreditation ✓
- Report Structure ✓
- Reporting period ✗
- Implementation summary ✓
- Erasmus Plan progress report ✗
- Erasmus Plan update ✗
- Erasmus quality standards report ✗
- Anexos ✗
- Lista de comprobación ✗

Borrador del informe guardado (19%)

When submitting your accreditation application, you have signed up to a set of Erasmus quality standards. The quality standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the Erasmus+ funding are contributing to its objectives. The purpose of this report is to follow-up on your commitment to these standards.

When replying to the questions in the report, please include only information relevant for the reporting period specified at the beginning of this template.

Erasmus quality standards are very wide and general in nature because they apply to all accredited organisations regardless of the number and type of activities they have implemented. Due to your specific implementation choices, it can happen that some questions are less relevant for you. In this case, you should make sure to explain the context and reasons for a shorter or less precise reply.

The following evaluation criteria will be used to assess your Erasmus quality standards report on a scale of 50 points. The evaluation result will be used as part of the scoring for your future grant applications with this accreditation.

Basic principles and good management of mobility activities (20 points)

La medida en la que:

- the beneficiary has made relevant contributions to the basic principles of the Erasmus accreditation
- the beneficiary established a clear allocation of core tasks, and has ensured that the performed work is appropriately supervised and valorised
- the beneficiary integrated the results of mobility activities in their regular work
- for mobility consortium coordinators: the beneficiary managed their consortium in line with the quality standards for good management of mobility activities in a mobility consortium

Providing quality and support to the participants (20 points)

La medida en la que:

- the beneficiary has identified and addressed the practical and legal requirements for health and safety of participants in mobility activities (including relevant insurance coverage)
- the procedures for selection of participants were transparent, fair and inclusive
- the beneficiary set up effective monitoring and mentoring arrangements
- the beneficiary complied with the quality standards for definition, evaluation and recognition of learning outcomes

Sharing results and knowledge about the programme (10 points)

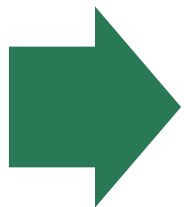
La medida en la que:

- the beneficiary made concrete steps to make their participation in Erasmus+ widely known within their organisation (or consortium) and to create opportunities for participants to share their experience with their peers
- the beneficiary made concrete steps to share the results of their Erasmus+ activities with other organisations and the public
- the beneficiary made concrete steps to make their participation in Erasmus+ known in their community and in the wider public
- the beneficiary informed their participants about the source of their grant

Listado de proyectos

Volver a los informes

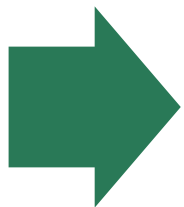
Principios básicos y buena gestión de las actividades de Movilidad (20 puntos)



En qué medida:

- el beneficiario ha hecho contribuciones relevantes a los principios básicos de la acreditación Erasmus
- el beneficiario ha establecido una asignación clara de las tareas principales y se ha asegurado de que el trabajo realizado se supervisa y valora adecuadamente
- el beneficiario integró los resultados de las actividades de movilidad en su trabajo habitual
- para los coordinadores de consorcios de movilidad: el beneficiario gestionó su consorcio de acuerdo con las normas de calidad para una buena gestión de las actividades de movilidad en un consorcio de movilidad

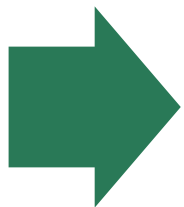
**Proporcionar
calidad y
apoyo a los
participantes
(20 puntos)**



En qué medida:

- el beneficiario ha identificado y abordado los requisitos prácticos y legales en materia de salud y seguridad de los participantes en las actividades de movilidad (incluida la cobertura de seguro pertinente)
- los procedimientos de selección de los participantes fueron transparentes, justos e inclusivos
- el beneficiario ha establecido mecanismos eficaces de supervisión y tutoría
- el beneficiario ha cumplido las normas de calidad para la definición, evaluación y reconocimiento de los resultados del aprendizaje

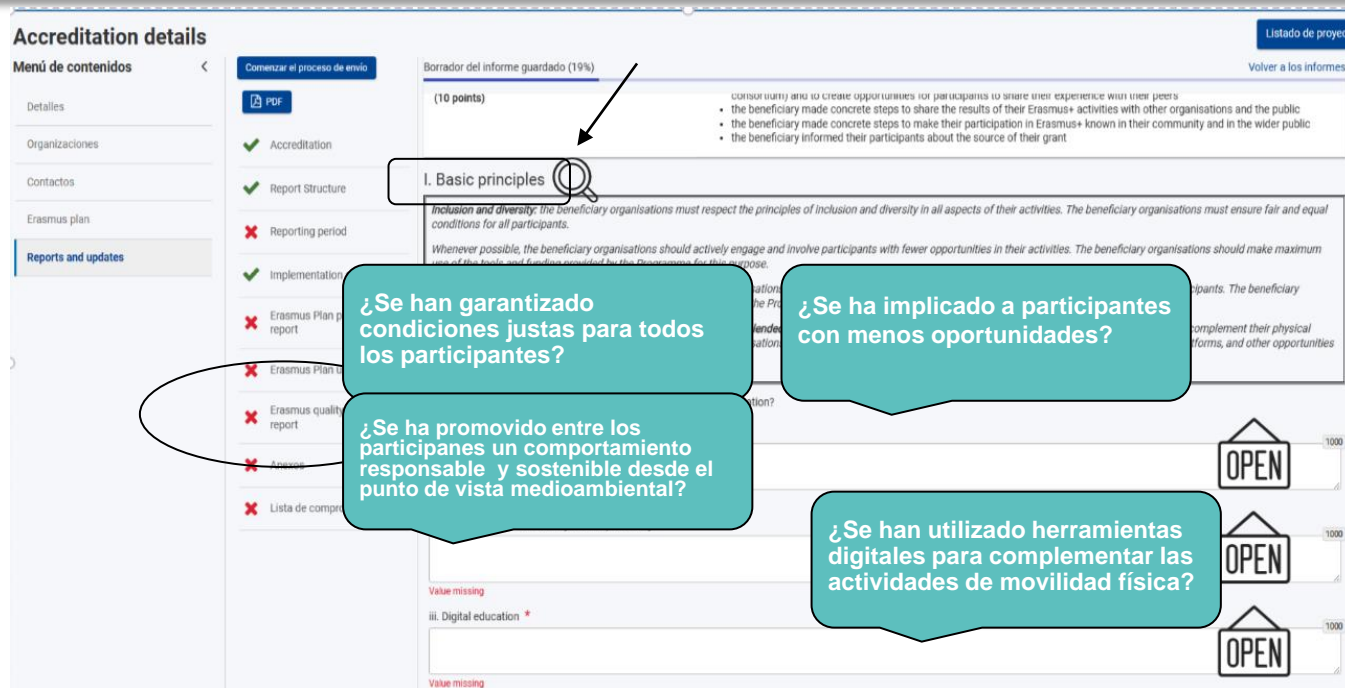
Compartir resultados y conocimientos sobre el programa (10 puntos)



En qué medida:

- el beneficiario adoptó medidas concretas para dar a conocer ampliamente su participación en Erasmus+ dentro de su organización (o consorcio) y crear oportunidades para que los participantes compartan su experiencia con sus homólogos
- el beneficiario ha tomado medidas concretas para compartir los resultados de sus actividades Erasmus+ con otras organizaciones y con el público en general
- el beneficiario tomó medidas concretas para dar a conocer su participación en Erasmus+ en su comunidad y entre el público en general
- el beneficiario informó a sus participantes sobre el origen de su subvención

I. Principios básicos



Accreditation details

Menú de contenidos

- Comenzar el proceso de envío
- PDF
- Borrador del informe guardado (19%)
- (10 points)

I. Basic principles

Inclusion and diversity: the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants.

Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.

Beneficiary organisations should provide opportunities for participants. The beneficiary organisations should make concrete steps to share the results of their Erasmus+ activities with other organisations and the public.

- the beneficiary made concrete steps to share the results of their Erasmus+ activities with other organisations and the public
- the beneficiary made concrete steps to make their participation in Erasmus+ known in their community and in the wider public
- the beneficiary informed their participants about the source of their grant

¿Se han garantizado condiciones justas para todos los participantes?

¿Se ha implicado a participantes con menos oportunidades?

¿Se ha promovido entre los participantes un comportamiento responsable y sostenible desde el punto de vista medioambiental?

¿Se han utilizado herramientas digitales para complementar las actividades de movilidad física?

Value missing

iii. Digital education *

Value missing

OPEN

OPEN

OPEN

I. Principios básicos

Se debe elegir la opción adecuada del desplegable

Se debe ampliar la respuesta explicando qué se ha hecho concretamente.

✘ Erasmus Plan progress report

✘ Erasmus Plan update

✘ Erasmus quality standards report

In the period covered by this report, have you contributed to the European network of Erasmus+ organisations in any of the following ways?

Please elaborate on your replies

Do not select any of the replies, please explain why you were not more active. *

Value missing

value missing

Active participation in the network of Erasmus+ organisations: one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.

In the period covered by this report, have you contributed to the European network of Erasmus+ organisations in any of the following ways?

- Taking part in contact seminars and similar events organised by Erasmus+ National Agencies (including physical and online, as well as national and transnational cont...
- Providing advice, mentorship or other support to organisations that have less experience in Erasmus+
- Hosting Erasmus+ staff participants from another country
- Hosting Erasmus+ learner participants from another country

II. Good management of mobility activities

✘ Reporting period

✔ Implementation summary

✘ Erasmus Plan progress report

✘ Erasmus Plan update

✘ Erasmus quality standards report

✘ Anexos

II. Buen uso de las actividades de movilidad

Comenzar el proceso de envío

Borrador del informe guardado (19%) Volver a los informes

PDF

- Accreditation
- Report Structure
- Reporting period
- Implementation summary
- Erasmus Plan progress report
- Erasmus Plan update
- Erasmus quality standards report
- Anexos
- Lista de comprobación

II. Good management of mobility activities

TAREAS PRINCIPALES: gestión financiera de los fondos, contacto con la Agencia Nacional, todas las decisiones que afecten directamente al contenido, calidad y los resultados de las actividades realizadas (elección del tipo de actividad, duración, organización de acogida, definición y evaluación de los resultados de aprendizaje).

Value missing

Quality standards for contributions paid by participants, regular updates should not be repeated in this report.

Quality standards for supporting organisations, transparency and responsibility are also assessed at the level of accredited mobility projects. However, due to importance of these provisions and their link to standards for core tasks, your National Agency may request additional information or an update about your relationship with supporting organisations (if you have been working with any) as complementary information to this report.

Core tasks must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.

The National Agency must be contacted with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes.

Who is in charge of the different core tasks? *

Value missing

Who is supervising and monitoring the implementation of the project? How often? *

Value missing

How is the project management work of your staff valued and recognised? *

Value missing

¿Cómo se han llevado a cabo las tareas principales y quien ha sido el responsable?

¿Quién ha supervisado y controlado la ejecución del proyecto y el cumplimiento de las normas de calidad? ¿Cómo se ha hecho y con qué frecuencia?

¿Cómo se ha valorado y reconocido el trabajo de los participantes?

Reemplazar

OPEN

OPEN

OPEN

Las organizaciones beneficiarias deben integrar los resultados de las actividades de movilidad realizadas en su trabajo habitual

II. Buen uso de las actividades de movilidad

The screenshot shows a reporting interface with a sidebar on the left and a main content area. The sidebar contains a list of report sections with status indicators: Accreditation (green check), Report Structure (green check), Reporting period (red X), Implementation summary (green check), Erasmus Plan progress report (red X), Erasmus Plan update (red X), Erasmus quality standards report (red X, circled), Anexos (red X), and Lista de comprobación (red X). The main content area displays several sections, each with a title and a question. Callouts are placed over these sections:

- Integrating results of development) in their**: ¿Qué mejoras ha aportado su participación en Erasmus+ a su organización?
- Mobility consortium**: ¿Cómo facilitó la asignación de tareas dentro de su consorcio?
- Allocation of funding**: ¿Cómo decidió la asignación de fondos entre los miembros?
- Joint decision making**: ¿Cómo participaron los miembros del consorcio en las decisiones que afectan a sus actividades y sus participantes?

Each section in the interface includes a text input field, a 'Value missing' warning, and an 'OPEN' button. The 'Erasmus quality standards report' section is circled in red in the original image.

Todas las actividades deben organizarse con un alto nivel de seguridad y protección para los participantes implicados y deben respetar toda la normativa aplicable. Se debe garantizar, además, una cobertura de seguro adecuada .

III. Proporcionar calidad y apoyo a los participantes

Value missing

III. Providing quality and support to the participants

Quality standards for practical arrangements, preparation, linguistic support, and support during the activity are assessed at the level of each accredited mobility project and are therefore not included in this report. Questions on quality standards for monitoring and mentoring, definition of learning outcomes and recognition of learning outcomes are covered in both reports, but with different types of questions.

Health, safety and respect of participants: The sending and hosting organisations must ensure that their participants have appropriate insurance coverage, as defined by the standard of safety and protection for involved participants and must respect all applicable regulation and general rules of the Programme.

¿Qué requisitos prácticos y legales en materia de salud y seguridad se han llevado a cabo?

What practical and legal requirements that you have implemented for the activities that you have implemented? Please mention also any other kind of relevant requirements.

Value missing

¿Cómo se han abordado los requisitos?

How did you address the identified requirements?

Value missing

Selection of participants: participants must be selected through a transparent, fair and inclusive selection procedure.

Definition of learning outcomes: the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participants, and must be relevant to the activity.

Evaluation of learning outcomes: learning outcomes should be evaluated during the activity. Results of the evaluation should be analysed and used to improve future activities.

¿Cómo se ha realizado la selección de los participantes (criterios, participantes con menos oportunidades, responsables de la selección)?

What conclusions did you draw from the evaluation of learning outcomes? How do you intend to use these conclusions to improve future activities? *

Value missing

IV. Compartir resultados y conocimientos sobre el programa

IV. Sharing results and knowledge about the programme

✓ Report Structure	<p><i>Sharing results within the organisation and the public:</i> Beneficiary organisations should share the results of their activities with other organisations and the public. Publicly acknowledging European Union activities also must inform all participants in the Programme known in their community and in the wider public. Beneficiary organisations should also make their participation in Erasmus+ known in their community and the wider public. *</p> <p>What have you and your consortium done to make your participation in Erasmus+ widely known within the organisation and create opportunities for participants to share their mobility experience in the whole consortium?</p> <p>What have you and your consortium done to make your participation in Erasmus+ widely known within your organisation and other member organisations in your consortium? *</p> <p>1000</p> <p>OPEN</p>
✗ Reporting period	
✓ Implementation summary	
✗ Erasmus Plan progress report	<p>Value missing</p> <p>What kind of opportunities did you create for participants in your mobility activities?</p> <p>1000</p> <p>OPEN</p>
✗ Erasmus Plan update	
✗ Erasmus quality standards report	<p>Value missing</p> <p><i>Sharing results with other organisations and the public:</i> Beneficiary organisations should share the results of their activities with other organisations and the public. Publicly acknowledging European Union activities also must inform all participants in the Programme known in their community and in the wider public. Beneficiary organisations should also make their participation in Erasmus+ known in their community and the wider public. *</p> <p>What have you done to share the results of your activities with other organisations and the wider public? *</p> <p>2000</p> <p>OPEN</p>
✗ Anexos	
✗ Lista de comprobación	

¿Qué ha hecho para dar a conocer la participación en Erasmus dentro de su organización?

¿Qué oportunidades ha creado para que los participantes compartan su experiencia?

¿Qué ha hecho para dar a conocer la participación en Erasmus para otras organizaciones y para el público?

3. Anexos y envío del informe

PDF

- ✓ Accreditation
- ✓ Report Structure
- ✗ Reporting period
- ✓ Implementation summary
- ✗ Erasmus Plan progress report
- ✗ Erasmus Plan update
- ✗ Erasmus quality standards report
- ✗ Anexos
- ✗ Lista de comprobación

El tamaño máximo por archivo es 15 MB y el tamaño total máximo es 100 MB.
El número máximo total de anexos es 100.

Declaración responsable

Descargue la Declaración Responsable e imprímala. Una vez firmada por el representante legal, adjúntela aquí.

[Descargar la Declaración responsable](#) [+ Añadir la Declaración responsable](#)

Otros documentos

Adjunte cualquier otro documento relevante.
Si tiene alguna otra pregunta, contacte con su Agencia Nacional. Encontrará los datos de contacto aquí: [Lista de Agencias Nacionales](#).

[+ Añadir documentos](#)

Lista de documentos

No	Nombre	Tamaño del archivo (kB)	Tipo de documento
Tamaño total (kB)		0	

Lista de comprobación

Antes de enviar su informe a la Agencia Nacional, asegúrese de que:

- The data on implemented activities in your ongoing accredited mobility projects is up to date in Beneficiary Module.
- The report form has been completed using one of the languages accepted by your National Agency.
- Declaration on Honour has been signed by your organisation's legal representative.
- You have saved or printed a copy of the completed form for your records.

3. Anexos y envío del informe

Conditions for Accreditation Report submission

Accreditation Report can only be submitted if:

- All mandatory fields in the report have been filled in (automatic check).
- Declaration on Honour has been uploaded (automatic check).
- Se ha completado la lista de comprobación

Comenzar el proceso de envío

PROTECCIÓN DE DATOS PERSONALES

Lea nuestra declaración de privacidad para comprender cómo procesamos y protegemos

[sus datos personales](#)

¡Gracias por su atención!