Informe de Progreso de Acreditación
INFORME SOBRE LAS NORMAS DE CALIDAD ERASMUS

Madrid, 12 de marzo de 2025

Erasmus+
Enriqueciendo vidas, abriendo mentes.

Educación Escolar

Educación de Personas Adultas

GOBIERNO DE ESPAÑA
MINISTERIO DE CIENCIA, INNOVACIÓN Y UNIVERSIDADES
sepie
SERVICIO ESPAÑOL PARA LA INTERNACIONALIZACIÓN DE LA EDUCACIÓN

UNIÓN EUROPEA

Erasmus+
Enriqueciendo vidas, abriendo mentes.

GOBIERNO
DE ESPAÑA

MINISTERIO
DE CIENCIA, INNOVACIÓN
Y UNIVERSIDADES

sepie
SERVICIO ESPAÑOL PARA LA
INTERNACIONALIZACIÓN DE LA EDUCACIÓN

UNIÓN EUROPEA

Erasmus+
Enriqueciendo vidas, abriendo mentes.

Índice

© European Union 2024 - Photos by monkeybusinessimages and skynesher Source: Istock

Índice: Informe sobre las normas de calidad Erasmus

1

Apartados y puntuación

GOBIERNO DE ESPAÑA
MINISTERIO DE CIENCIA, INNOVACIÓN Y UNIVERSIDADES
sepie
SERVICIO ESPAÑOL PARA LA INTERNACIONALIZACIÓN DE LA EDUCACIÓN

UNIÓN EUROPEA

Erasmus+
Enriqueciendo vidas, abriendo mentes.

Apartados y puntuación

IPA
Informe de acreditación

informe sobre las NORMAS DE CALIDAD Erasmus+

PRINCIPIOS BÁSICOS+ BUEN USO DE LAS ACTIVIDADES DE MOVILIDAD

20 puntos

+

PROPORCIONAR APOYO Y CALIDAD A LOS PARTICIPANTES

20 puntos
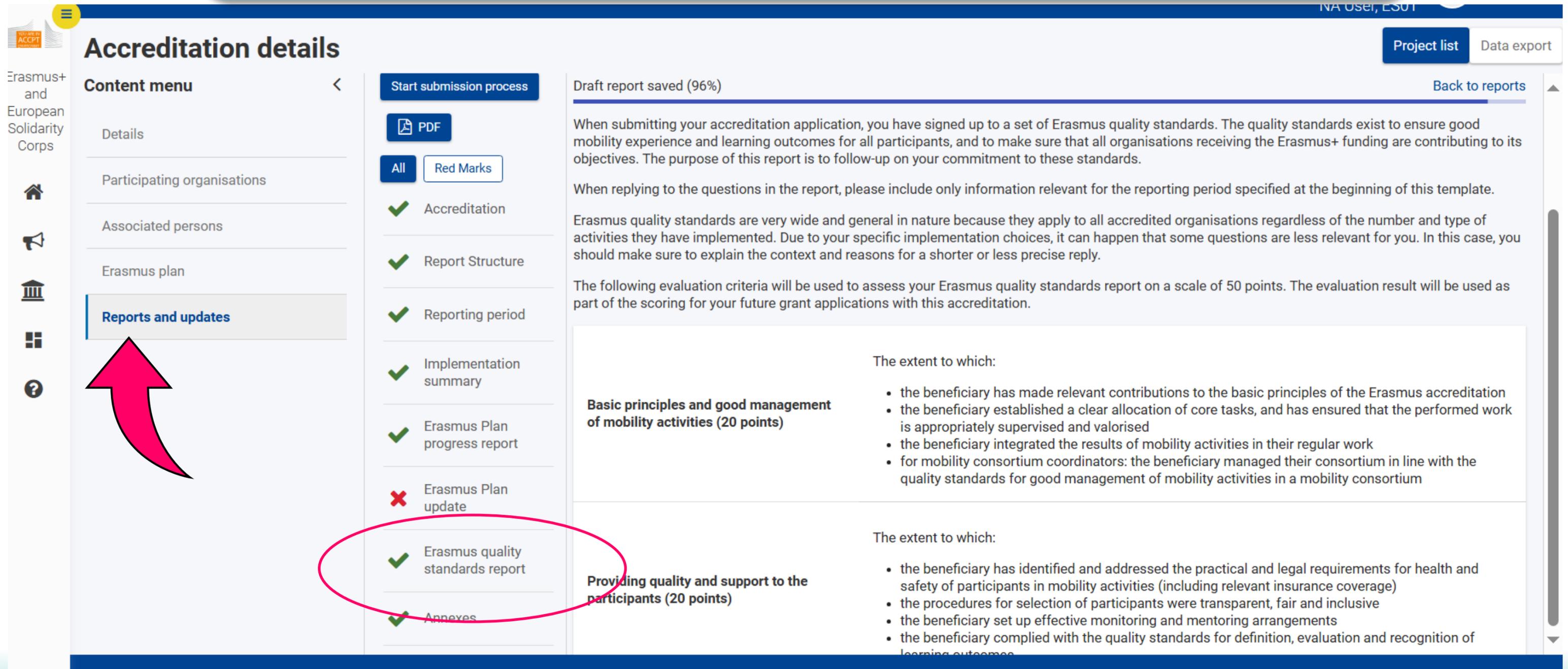
+

COMPARTIR RESULTADOS Y CONOCIMIENTOS DEL PROGRAMA

10 puntos

2

Acceso a la plataforma

GOBIERNO DE ESPAÑA
MINISTERIO DE CIENCIA, INNOVACIÓN Y UNIVERSIDADES
sepie
SERVICIO ESPAÑOL PARA LA INTERNACIONALIZACIÓN DE LA EDUCACIÓN

UNIÓN EUROPEA

Erasmus+
Enriqueciendo vidas, abriendo mentes.

¿Qué nos vamos a encontrar?

Seguimos en **BM**

- Apartados a rellenar
- Preguntas abiertas con cuadro de texto libre
- Pregunta con desplegable
- Lista de comprobación
- Botón de envío del informe

(hasta el 20 de abril)

Basic principles and good management of mobility activities (20 points)	The extent to which: • 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)	The extent to which: • 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)	The extent to which: • 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

GOBIERNO DE ESPAÑA · MINISTERIO DE CIENCIA, INNOVACIÓN Y UNIVERSIDADES · SEPIE SERVICIO ESPAÑOL PARA LA INTERNACIONALIZACIÓN DE LA EDUCACIÓN

UNIÓN EUROPEA

Erasmus+
Enriqueciendo vidas, abriendo mentes.

En qué medida...

20 puntos

- el beneficiario ha realizado 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 supervise y valore adecuadamente
- el beneficiario ha integrado los resultados de las actividades de movilidad en su trabajo habitual
- para los coordinadores de consorcios de movilidad: el beneficiario ha gestionado su consorcio de acuerdo con las normas de calidad para una buena gestión de las actividades de movilidad en un consorcio de movilidad
- Proporciona calidad y apoyo a los participantes

20 puntos

- 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 han sido transparentes, justos e inclusivos
- el beneficiario ha establecido mecanismos eficaces de seguimiento y tutoría
- el beneficiario cumplió las normas de calidad para la definición, evaluación y reconocimiento de los resultados del aprendizaje.

10 puntos

- 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 ha tomado medidas concretas para dar a conocer su participación en Erasmus+ es su comunidad y con el público
- el beneficiario informó a los participantes sobre el origen de la financiación

UNIÓN EUROPEA

Erasmus+
Enriqueciendo vidas, abriendo mentes.

. Inclusión y diversidad

. Sostenibilidad y responsabilidad medioambiental

. Educación digital

- 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

✔ Reporting period

✔ Implementation summary

✔ Erasmus Plan progress report

✖ Erasmus Plan update

✖ Erasmus quality standards report

✔ Annexes

✖ Checklist

Inclusion and diversity: 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.

Environmental sustainability and responsibility: the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.

Digital education – including virtual cooperation, virtual mobility and blended mobility: the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.

How did you contribute to the basic principles of the Erasmus accreditation?

i. Inclusion *

[   ] 1000

Value missing

ii. Environmental sustainability and responsibility *

gfdsgd   994

iii. Digital education *

fgdsgd   994

Sinergias a nivel europeo

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?

Providing advice, mentorship or other support to organisations that have less experience in Erasmus+ ⊗

[   ] ⇕

Please elaborate on your replies above by describing what you have done. If you did not select any of the replies, please explain why you were not more active. *

fgdsgfds   1992

II. Good management of mobility activities

- Qué se ha hecho (…)

- Cómo se ha hecho (actividades, acciones)

- Impacto en el centro (resultados, evidencias)

- Participación activa en la red de Organizaciones Erasmus(…)

II. Buen uso de las actividades de movilidad

II. Good management of mobility activities

Quality standards for contributions paid by participants, regular updates, and gathering and using participants' feedback are assessed at the level of each accredited mobility project. They are therefore not repeated in this report.

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

Core tasks - keeping ownership of the activities: the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.

The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)

Tareas esenciales

How were the core tasks handled in your projects? Who are the persons in charge of the different core tasks? *

gfdsgfds

1992

Who is supervising and monitoring the implementation of your Erasmus+ projects and compliance with the Erasmus quality standards? How is the supervision and monitoring performed and how often? *

gfdsgd

994

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

gsdgds

994

Integración de los resultados de las movilidades en la organización

Integrating results of mobility activities in the organisation - Beneficiary organisations must integrate the results of the implemented mobility activities (e.g. knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.

What improvements to your organisation and its regular work did Erasmus+ bring? In particular, describe the benefits for staff and learners who were not directly involved in mobility activities. *

sgdgsd

2994

Left panel checklist:
All / Red Marks
- ✔ Accreditation
- ✔ Report Structure
- ✔ Reporting period
- ✔ Implementation summary
- ✔ Erasmus Plan progress report
- ✖ Erasmus Plan update
- ✖ Erasmus quality standards report
- ✔ Annexes
- ✖ Checklist

Consorcios

Asignación de tareas

Asignación de fondos

Toma de decisiones conjuntas

Elección y trabajo con organizaciones de acogida

Compartir experiencias y recursos

Reporting period

summary

Progress report

Erasmus Plan update

Erasmus quality standards report

Annexes

Checklist

Mobility consortium

In a mobility consortium, Erasmus quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members. Please keep this principle in mind when replying to the questions below.

Allocation of tasks - between the coordinator and member organisations must be agreed in advance. The tasks (including core tasks) should be divided in a way that best enables participating organisations to pursue their objectives and develop new capacities.

How did the allocation of tasks in your consortium facilitate capacity building in the member organisations and achievement of their objectives? *

Value missing

Allocation of funding - the funding awarded for consortium's activities should be divided between the consortium coordinator and the member organisations in a fair and transparent way, in proportion to the tasks and needs of the participating organisations

How did you decide the amount of funding allocated to each of your consortium's member organisations? In particular, please describe the division of funds for organisational support between your organisation as the consortium coordinator and the consortium member organisations. *

3000

Value missing

Joint decision making - Consortium member organisations must take part in decisions affecting their activities and their participants.

How were the consortium member organisations involved in the decisions affecting their activities and their participants? *

2000

Value missing

Choosing and working with hosting organisations - Consortium member organisations must be involved in the choice of the hosting organisations and must have the possibility to contact them directly.

How were the consortium member organisations involved in the choice of the hosting organisations for their participants? *

1000

Value missing

What arrangements were put in place to make sure there is a direct line of communication between the sending organisation and the hosting organisation? *

1000

Value missing

Sharing expertise and resources - If the coordinator has formed the consortium to promote and coordinate Programme activities in their area of responsibility, then it must take an active role in building the capacity of the consortium member organisations (for example by providing training to their staff, bringing them in contact with new hosting partners, or demonstrating good practices).

In this kind of consortium, the coordinator must actively support member organisations in fulfilling the Erasmus quality standards, and must make sure that consortium members are appropriately involved in tasks that directly affect their participants (for example: selection, monitoring, or definition of learning outcomes).

How did your organisation help build the capacity of your consortium members? *

2000

Value missing

How did your organisation support the consortium members in fulfilling the Erasmus quality standards? *

1000

Value missing

- Tareas principales: ¿cuáles han sido? ¿Quién ha asumido la responsabilidad en estas tareas?

- ¿Ha habido un cronograma, una programación?

- ¿Cómo se coordina el Equipo E+ y se distribuyen las tareas? ¿Se reconoce esta labor dentro del centro de alguna manera?

- ¿Se han incluido los resultados de las movilidades en el trabajo del centro?¿ Qué cambios concretos se han producido? (Participantes y **no participantes**)

- Consorcios:
    o Distribución de tareas y fondos (¿Quién gestiona y cómo?)
    o Toma de decisiones. Funciones del coordinación. Tareas que se delegan.
    o Cómo se buscan organizaciones de acogida?

III. Proporcionar calidad y apoyo a los participantes

All | Red Marks

✓ Accreditation
✓ Report Structure
✓ Reporting period
✓ Implementation summary
✓ Erasmus Plan progress report
✗ Erasmus Plan update
✗ Erasmus quality standards report
✓ Annexes
✗ Checklist

III. Providing quality and support to the participants

Quality standards for practical arrangements, preparation, linguistic support, and support during the activity are assessed a[...] roject and are therefore not included in this report. Questions on quality standards for monitoring and mentoring, definition of learn[...] outcomes are covered in both reports, but with different types of questions.

Health, safety and respect of applicable regulation: all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.

> **Salud y seguridad de los participantes**

What practical and legal requirements for health and safety of participants did you identify as relevant for the activities that you have [...] any other kind of relevant legal requirements that you have identified. *

> **Tutorización y seguimiento**

[...] requirements? *

1991

> **Selección de los participantes**

> **Resultados de aprendizaje. Evaluación de los resultados. Reconocimiento**

Selection of participants: participants must be se[...] on procedure.

Definition of learning outcomes: the expected lea[...] mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and ho[...] nisations, as well as the participant (in case of individual activities). The form of the agreement will depend on the type of the activity.

Evaluation of learning outcomes: learning outcomes and other benefits for the participants should be systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.

What conclusions did you draw from the evaluation of learning outcomes in implemented activities? How are you going to apply these conclusions to improve future activities? *

1992

gdsfgdsd

Recognition of learning outcomes: formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.

IV. Sharing results and knowledge about the programme

- Criterios de selección de participantes:
  - ¿Ha sido un proceso transparente, público, documentado? ¿Ha sido inclusivo?
  - Toma de decisiones
  - Propuestas de mejora
- Seguros obligatorios.
- Seguimiento de las actividades.
  - Tutorización. ¿Qué métodos de seguimiento se ha usado?
  - Medidas específicas para la inclusión
  - Propuestas de mejora y decisiones futuras

GOBIERNO DE ESPAÑA
MINISTERIO DE CIENCIA, INNOVACIÓN Y UNIVERSIDADES
SEPIE
SERVICIO ESPAÑOL PARA LA INTERNACIONALIZACIÓN DE LA EDUCACIÓN

UNIÓN EUROPEA

Erasmus+
Enriqueciendo vidas, abriendo mentes.

- Organizaciones de acogida
  - Cómo se definen, encuentran
  - Comunicación entre organizaciones
- Reconocimiento de los aprendizajes.
  - Acuerdo de aprendizaje y reconocimiento de resultados de aprendizaje
  - Cómo y quién
  - Propuestas de mejora
  - Toma de decisiones futuras
- …

IV. Compartir resultados y conocimientos sobre el programa

- ¿Qué se ha hecho para difundir dentro de la organización?

- ¿Qué posibilidades se han creado para que estudiantes, personal, expertos invitados, organizaciones de acogida compartan y difundan la experiencia?

- ¿Qué se ha hecho para difundir fuera de la organización?

- ¿Se ha dado a conocer la Financiación Europea?

Erasmus+
Enriqueciendo vidas, abriendo mentes.

Cofinanciado por
la Unión Europea

3

Anexos y envío del informe

UNIÓN EUROPEA

Erasmus+
Enriqueciendo vidas, abriendo mentes.

Start submission process
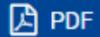
📄 PDF

All | Red Marks

✔ Accreditation

✔ Report Structure

✔ Reporting period

✔ Implementation summary

✔ Erasmus Plan progress report

✔ Erasmus Plan update

✔ Erasmus quality standards report

✔ Annexes

✖ Checklist

Draft report saved (100%)

Back to reports

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on honour

Please download the declaration on honour, print it, have it signed by the legal representative and attach.

⬇ Download the declaration on honour   ➕ Add the declaration on honour

Other documents

Please attach any other relevant documents.
If you have any additional questions, please contact your National Agency. You can find their contact details here: List of National Agencies 🗗

➕ Add documents

List of documents

No	Name	File size (kB)	Type of document	
0	DeclarationOnHonour_2021-1-ES01-KA1	33	Declaration on honour	🗑 Remove
	Total size (kB)	**33**		

✓ Accreditation

✓ Report Structure

✓ Reporting period

✓ Implementation summary

✓ Erasmus Plan progress report

✓ Erasmus Plan update

✓ Erasmus quality standards report

✓ Annexes

✗ Checklist

29113_37_04.pdf

Total size (kB)	33

Checklist

Before submitting your report form to the National Agency, please make sure that:

☐ 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.

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).

☐ Checklist has been fulfilled

Start submission proce

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect

your personal data

acreditaciones.escolar@erasmusplus.gob.es
acreditaciones.adultos@erasmusplus.gob.es

¡Gracias por su atención!

Pero... muchas... muchas!

www.sepie.es www.erasmusplus.gob.es
sepie@erasmusplus.gob.es #ErasmusPlus