



EUROPEAN INTERNALIZATION PLAN
C.I. ESCUELA DE EDUCADORAS Y EDUCADORES -HEZITZAILE ESKOLA I.I.

| STRATEGIC TARGET | | OPERATIONAL TARGET | | ACTIONS | | INDICATORS |
|------------------|--|--------------------|--|---------|--|--|
| 1 | Enhance the international profile of students and teachers | 1.1 | Promote the mobility of students, as well as their preparation before mobility | 1.1.1 | Preparation of an information protocol for students about the programs | YES / NO |
| | | | | 1.1.2 | Training of students in the preparation of their own Curriculum Vitae in coordination with the Head of Internationalization and with the teachers of FOL and English | Sessions dedicated to guiding applicants. Number of accepted or rejected C.V. Number of accepted or rejected Cover Letters . |
| | | | | 1.1.3 | Organization of information sessions with students participating in previous courses (European company stays Erasmus +) | YES / NO Number of meetings held |
| | | 1.2 | Collaborate in the dissemination of the European volunteer program | 1.2.1 | Coordination with English teachers so that they know the program and use it didactically | YES / NO Number of meetings held |
| | | | | 1.2.2 | Receive applications from Navarra's Governmet Youth Service for specific vacancies and spread them among current students, as well as among former students (job exchange) | YES / NO No. of processed requests |
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|----------|---|-----|--|-------|---|--|
| 1 | Enhance the international profile of students and teachers | 1.3 | Promote the mobility of teachers, as well as their preparation before mobility | 1.3.1 | Propose at departmental meetings about training needs and possibilities for teaching stays abroad | YES / NO |
| | | | | 1.3.2 | Informing teachers about documentation, procedures ... | YES / NO |
| | | | | 1.3.3 | Informing teachers about contacts that the school has | YES / NO |
| | | | | 1.3.4 | Develop a contact record system | YES / NO |
| | | 1.4 | Improve attention to foreign students and teachers | 1.4.1 | Establish a protocol for meeting the demands of foreign students and teachers | YES / NO |
| | | 1.5 | Increase international practices POCTEFA 2014-2020 (Former PIREMOV) and others | 1.5.1 | Establish new contacts and maintain those already established. Keep track of contacts. Promote international contacts through the etwinning platform. | YES / NO Make a record Number of groups that have carried out the experience |
| | | 1.6 | Developing the language skills of students and teachers | 1.6.1 | Analyze the demand for preparatory exam classes of the language school of foreign languages and, if applicable, offer them after school | Questionnaires |
| | | 1.7 | Receive requests for collaboration from European centers in K2 Projects | 1.7.1 | Take a course in moodle where collaboration requests will be centralized | YES / NO |



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| 2 | Establish communication and dissemination systems | 2.1 | Create effective communication channels | 2.1.1 | Select a person responsible for internationalization and create a commission with FOL, English teachers and someone from the management team | YES / NO | Number of meetings held Meeting record. |
| | | | | 2.1.2 | Dissemination of official information brochures on Erasmus + to teachers and students | YES / NO | |
| | | | | 2.1.3 | Organization of written and electronic documentation related to mobility activities and associations | | Creation of a system of electronic and paper folders |
| | | 2.2 | Use tools that facilitate communication | 2.2.1 | Announcement of the Erasmus + calls in the center's moodle as well as in person (target groups, teacher meetings) | YES / NO | |
| | | 2.3 | Establish a communication protocol with tutors | 2.3.1 | Communication to the CCP, the Faculty of Teachers | YES / NO | |
| | | | | 2.3.2 | Access to the scholarship management systems proposed by the Department of Education in the Service Charter | YES / NO | |



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| 3 | Promote the dissemination and exploitation of results | 3.1 | Record data on international activities | 3.1.1 | Collection of data on incoming and outgoing mobilities | Creation of a system of electronic and paper folders |
| | | | | 3.1.2 | Control of international projects or associations | YES / NO |
| | | 3.2 | Make the school's international activity visible | 3.2.1 | Inclusion of information about the internationalization plan in information days about the center | YES / NO |
| | | | | 3.2.2 | Collect testimonials from students and teachers who have carried out international experiences. | YES / NO |
| | | | | 3.2.3 | Updating the information on the website and social networks on the activities of the internationalization plan | YES / NO |
| | | | | 3.2.4 | Dissemination of good practices of participating teachers in experiences of mobility or collaboration in projects among other teachers | YES / NO Number of sessions |
| | | | | 3.2.5 | Use the spaces provided in the center itself to disseminate and report the activities carried out or to be carried out | YES / NO |