

ANNEX I**Erasmus+ MOBILITY AGREEMENT FOR SCHOOL STAFF
and QUALITY COMMITMENT for school education****MOBILITY AGREEMENT****I. DETAILS ON THE PARTICIPANT**

Name of the participant:

Sending institution:

Contact person:

II. DETAILS OF THE PROPOSED PROGRAMME ABROAD

Receiving organisation :

Contact Person:

Planned dates of start and end of the mobility period:

(two travel days included)

Detailed programme of the mobility period:

See the detailed program of the course (attached).

Tasks of the participant before, during and after:**Before mobility:**

reflect on his/her own training needs; learn about the educational goals of mobility; acquire information on the organization and content of the course; acquire information on places to visit; attend information meetings organized by the sending institution; share information with participants at the same mobility flow; contact the responsible of the project at school; fill out the ex - ante questionnaire.

During mobility: Fill in the logbook (journal); participate in all the activities planned.

After mobility: fill out the ex - post questionnaire; fill in the EU Survey; be available for interviews or other monitoring; share the mobility experience with schools colleagues; actively participate in the dissemination phase.

Competences to be acquired by the participant:**Key competence 2): Communication in English**

- Enhance the knowledge of English;
- Improve the level of speaking, listening, reading, writing and interaction.

Key competence 4): Digital competence

- Strengthen the knowledge of tools for 2.0 communication;
- Interact and share contents through digital technologies;
- Solve problems using digital technologies in a creative way;
- Search, evaluate and organize data, information and digital contents;
- Develop safety attitudes in using technologies;
- Protect oneself, others and the environment in using technologies;

Key competence 5): Learning to learn

- Organize the participant's own learning both individually and in groups;
- Develop the participant's awareness of other methodologies / approaches / tools;
- Make comparisons ;
- Organize the participant's learning, evaluate her own work and look for advice, information and support when appropriate;
- Access, process and assimilate new knowledge and skills;
- Find re-motivation in lifelong learning;
- Be in the role of learner.

Key competence 6): Social and civic competences

- Communicate with people from other cultures;
- Adapt to new social norms ;
- Critically observe what is happening around;
- Strengthening the sense of belonging through dialogue with the participants at the same mobility flow.

Key competence 7: sense of initiative and entrepreneurship

- Work constructively within a group ;
- Solve problems considering the consequences

Key competence 8): cultural awareness and expression

- Understand the codes of other socio-cultural contexts ;
- enrich the participant's knowledge about the history and culture of other people .

Monitoring and Mentoring of the participant before, during and after the mobility:

Before mobility: information meetings organized by the sending institution; sharing information on the organization of mobility with the other participants in the same mobility flow; constant support of the school and USR contact persons; ex – ante questionnaire.

During mobility: constant support of the school and USR contact persons; constant support of the partner school; logbook (journal).

After mobility: ex - post questionnaire; EU survey; interviews or other monitoring; share the mobility experience with school colleagues; socialize her experience during dissemination events.

Evaluation and Recognition of the mobility:

At the end of the planned mobility an evaluation report based on data provided by participants through monitoring tools will be written. After each mobility a certificate of participation will be issued to each participant by the receiving organization. Participation in the mobility experience can be included in personal CV.

III. COMMITMENT OF THE PARTIES INVOLVED

By signing this document, the participant, the sending organisation and the receiving organisation confirm that they will abide by the principles of the Quality Commitment attached below.

THE PARTICIPANT

Participant's signature

.....

Date:

THE SENDING INSTITUTION

We confirm that this proposed mobility agreement is approved.

On completion of the mobility the institution will issue a Europass to the participant

Coordinator's signature

..... Date:

THE RECEIVING ORGANISATION

We confirm that this proposed mobility agreement is approved.

On completion of the mobility the organisation will issue a certificate of attendance to the participant

Coordinator's signature

..... Date:

Erasmus + Mobility for School education staff

QUALITY COMMITMENT

Obligations of the Sending Organisation

- *Follow-up the European Development Plan of the institution*
- *Select the participants by setting up clearly defined and transparent selection criteria and procedures.*
- *Help with organisational arrangements with partner institutions to arrange job-shadowing and teaching assignments*
- *If one or more of the selected participants face barriers to mobility, special arrangements for those individuals must be made (eg those with special learning needs or those with physical disabilities). Arrange for accompanying persons if necessary, taking care of all practical arrangements.*
- *Organise or facilitate linguistic (if necessary), pedagogical and inter-cultural preparation for mobile staff*
- *Support the reintegration of mobile participants and build on their acquired new competences for the benefit of the school, teaching staff and pupils*
- *Evaluate the mobility as a whole to see whether it has reached its objectives and desired results.*
- *Disseminate the results of the mobility project as widely as possible.*

Obligations of the Sending and Host Organisation

- *Agree on a tailor-made learning or teaching programme for each participant*
- *Define the envisaged outcomes of the mobility period, including impact on the organisations involved as well as individual learning outcomes of the participant in terms of competences.*

- *Establish a Mobility Agreement with the participant to make the intended programme and learning outcomes transparent for all parties involved.*
- *Ensure the validation and recognition of the competences acquired. Recognise learning outcomes which were not originally planned but still achieved during the mobility. Use Europass for recognition of learning outcomes.*
- *Provide any necessary information and assistance to participants*
- *Establish appropriate communication channels for the duration of the mobility and ensure these are clear to the participant and the Organisations involved.*
- *Monitor and evaluate the progress of the mobility on an on-going basis and take appropriate action if required*

Obligations of the Host Organisation

- *Foster understanding of the culture and mentality of the host country.*
- *Assign to participants tasks and responsibilities to match their competences and training objectives as set out in the Mobility Agreement and ensure that appropriate equipment and support is available.*
- *Identify a tutor or mentor to monitor the participant's learning progress and/or offer professional support.*
- *Provide practical support if required including a clear contact point for participants.*
- *If necessary, help the sending school and the participant to identify the appropriate insurance cover for your country*

Obligations of the Participant

- *Establish the Mobility Agreement with the sending Organisation and the host organisation to make the intended outcomes transparent for all parties involved.*
- *Comply with all the arrangements negotiated for the mobility and to do his/her best to make the mobility a success.*
- *Abide by the rules and regulations of the host Organisation, its normal working hours, code of conduct and rules of confidentiality.*

- *Communicate with the sending Organisation and host Organisation about any problems or changes regarding the mobility.*
- *Submit a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the mobility.*

Signatures

Sending Organisation:

Place, _____

Host Organisation:

Place, _____

Participant:

Place, _____