**EEA GRANTS 2014-2021: PROGRAMME EDUCATION**

**LEARNING AGREEMENT**

**Students in Secondary Education - Exchange of group of students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project title** | |  | | |
| **Project number** | | **EHP-CZ-MOP-X-xxx** | | |
| **Sending institution** | | | | |
| Name | |  | | |
| Address | |  | Country |  |
| Contact person | |  | Email |  |
| **Receiving institution** | | | | |
| Name | |  | | |
| Address | |  | Country |  |
| Contact person | |  | Email |  |
| **Participants (students)** | | | | |
| Name | | | Date of birth | Email |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **7** |  | |  |  |
| **8** |  | |  |  |
| **9** |  | |  |  |
| **10** |  | |  |  |
| **11** |  | |  |  |
| **…** |  | |  |  |

**Before the mobility**

|  |  |
| --- | --- |
| **TABLE A**  ***Mobility programme at the receiving institution***  Planned form of the mobility: physical / online / blended  Planned period of the mobility (excluding travel days): from [DD/MM/YY] to [DD/MM/YY] | |
| **Detailed programme of the mobility (including tasks of the participants)** | |
|  | |
| **Total number of hours (in case of online / blended mobility)** |  |
| **Knowledge, skills and competences to be acquired by the end of the mobility (expected learning outcomes)** | |
|  | |
| **Monitoring and mentoring of the participants** | |
|  | |
| **Evaluation and validation of the mobility** | |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Commitment** | **Name** | **Position** | **Date** | **Signature** |
| Responsible person at the sending institution |  |  |  |  |
| Responsible person at the receiving institution |  |  |  |  |
| Participants |  | student |  |  |
|  | student |  |  |
|  | student |  |  |
|  | student |  |  |
|  | student |  |  |
|  | student |  |  |
|  | student |  |  |
|  | student |  |  |
|  | student |  |  |
|  | student |  |  |
|  | student |  |  |
|  | student |  |  |
|  | student |  |  |
|  | student |  |  |

**QUALITY COMMITMENT**

**Obligations of the sending institution:**

* Select the participating students by setting up clearly defined and transparent selection criteria.
* Define the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
* If participants who face barriers to mobility are sent, special arrangements for those individuals should be made (e.g. those with special learning needs or those with physical disabilities).
* Prepare participants in collaboration with receiving institution for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their needs.
* Manage the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, etc.
* Establish the Learning Agreement with the participant and the receiving institution to make the intended learning outcomes transparent for all parties involved.
* Establish assessment procedures together with the receiving institution to ensure the validation and recognition of the knowledge, skills and competences acquired.
* Establish appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant and the receiving institution.
* Establish a system of monitoring the mobility project during its duration, if relevant.
* Arrange and document together with the receiving institution, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.
* Evaluate with each participant their personal development and learning outcomes following the period abroad.
* Recognise the accrued learning outcomes through Europass or other certificates.
* Disseminate the results of the mobility projects as widely as possible.
* Self-evaluate the mobility as a whole to see whether it has obtained its objectives and desired results.

**Obligations of the sending and receiving institution:**

* Negotiate a tailor-made training programme for participants. In case of online mobilities, the minimum duration is 20 hours.
* Define the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
* Establish appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant.
* Agree monitoring and mentoring arrangements.
* Evaluate the progress of the mobility on an on-going basis and take appropriate action, if required.
* Arrange and document the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.

**Obligations of the receiving institution:**

* Foster understanding of the culture and mentality of the host country.
* Assign to participants tasks and responsibilities to match their knowledge, skills and competences and training objectives as set out in the Learning Agreement and ensure that appropriate equipment and support is available.
* Identify a tutor or mentor to monitor the participants’ progress, if necessary.
* Provide practical support if required including a clear contact point for students that face difficulties.

**Obligations of the participant:**

* Establish the Learning Agreement with the sending institution and the receiving institution to make the intended learning outcomes transparent for all parties involved.
* Comply with all the arrangements negotiated for the student exchange and to do his/her best to make the mobility a success.
* Abide by the rules and regulations of the receiving institution, code of conduct and rules of confidentiality.
* Communicate with the sending institution and receiving institution about any problems or changes regarding the mobility period.
* Submit a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the mobility period.