



**Erasmus+ MOBILITY AGREEMENT FOR SCHOOL STAFF
and
QUALITY COMMITMENT for school education**

I. DETAILS ON THE PARTICIPANT

Name of the participant:
Sending institution (name, address):
Contact person (name, function, e-mail, tel):

II. DETAILS OF THE PROPOSED PROGRAMME ABROAD

Receiving organisation (name address):
Contact Person (name, function, e-mail, tel):

Planned dates of start and end of the mobility period:

Detailed programme of the mobility period:

Tasks of the participant before, during and after:

Competences to be acquired by the participant:

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

Evaluation and Recognition of the mobility:

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 Mobility, *other form of validation/recognition...*] 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* ...] to the participant
Coordinator's signature

..... Date:

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 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.*