



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

I. DETAILS ON THE PARTICIPANT

Name of the participant: Milena Nikolova
 Sending institution name, address): High School of Economics and Finance Vasil Levski. 1, General Gurko str., Dobrich, Bulgaria.
 Contact person (name, function, e-mail, tel): Milena Nikolova Project Co-ordinator, (+ 359) 878139691, mnikolova71@abv.bg

II. DETAILS OF THE PROPOSED PROGRAMME ABROAD

Receiving organisation (name address): English Matters S.L. Avda. Madrid, 35 Bloque 7- 4 Izq, 23008 Jaén, Spain
 Contact Person (name, function, e-mail, tel): Eduardo Marin, Programme Co-ordinator, email: english@englishmatters.eu, tel: +34 34 914 23 09 88

Planned dates of start and end of the mobility period: from 29/07/2019 – 09/08/2019

Detailed programme of the mobility period: English for teachers (A2, B1) in Edinburgh, United Kingdom

1st week. Monday:
 Registration.
 Introduction to Programme. Rationale of Programme.
 Icebreaker
 Language Focus
 Field project "Contexts4Content"
 Tuesday:
 Language Focus
 Time for practice - Project-based Learning
 Wednesday:
 Language Focus
 Time for practice - Project-based Learning
 Thursday:
 Language focus
 Time for practice - Project-based Learning
 Field project "Contexts4Content"
 Friday:
 Language Focus
 Time for practice- Project-based Learning
 2nd week. Monday:
 Language Focus
 Time for practice- Project-based Learning
 Field project "Contexts4Content"
 Tuesday:
 Language Focus
 Time for practice- Project-based Learning
 Wednesday:
 Language Focus
 Time for practice- Project-based Learning
 Field project "Contexts4Content"
 Thursday:
 Language Focus.
 Time for practice- Project-based Learning
 Discussing Dissemination Strategies
 Friday:
 Preparing for presentation of your Learner's Portfolio – Final Tasks
 Presenting Portfolio.
 Evaluation.
 NOTE: This preliminary programme may be subject to amendment in response to unforeseen or changing circumstances that are out of the reasonable control of the receiving organisation

Tasks of the participant before, during and after:

Before the Mobility: The participant will carry out activities for his/her cultural and pedagogical preparation for the mobility (linguistic preparation, self-study, analysis of information received, notes and tips for travel to the destination country, etc.).

During the Mobility: The participant will engage in lectures, workshops, group discussions, cooperative group work, study visits to places of natural, historical and cultural significance (as contexts for creating learning content), and reflective journaling. Also, the participant will discuss dissemination strategies and will try to contribute as much as possible to the European Dimension of the mobility.



After the Mobility: The participant will report about his/her learning and experience and will implement/participate in dissemination actions in their educational community and other feasible contexts.

Competences to be acquired by the participant:
 Reflective practice and sharing of professional knowledge; oral and written foreign language skills in communicative settings; reporting of learning through IT means; planning, implementation, report and reflection on experience; intercultural and European Dimension awareness and development of dissemination strategies.

Monitoring and Mentoring of the participant before, during and after the mobility:
Before the activity: The sending institution will monitor and mentor the candidate's participation in actions for the preparation of his/her mobility such as linguistic preparation for better communication during the mobility; the analysis of information provided by the receiving organisation; the reflection on professional development through completion of professional questionnaire to be sent to receiving organisation; and autonomous research about topics related to their mobility.
During the activity: The receiving organisation will monitor and mentor the relevance and quality of the participants' experience by ensuring quality in the delivery of the training programme, by monitoring and mentoring the candidate's participation in the training activities, in their co-operation with other participants, in the study visits and insights into the local culture and way of life, in the exchange of good practice and in the professional journaling on the experience.
After the activity: The sending institution will monitor and mentor the implementation of dissemination actions about participants' experience and learning among their educational community, and will provide feedback to the receiving organisation about dissemination outcomes. Following on from the training activity, the receiving organisation will offer their partner finding forum for international networking and promotion of a European dimension, which will continue and expand the dynamics created.

Evaluation and Recognition of the mobility: The sending institution will ensure the validation and recognition of the competences acquired by issuing a Europass for recognition of learning outcomes. Receiving organisation will complete the sending institution's issued Europass with the description of skills and competences acquired by the participant during the mobility. The receiving organisation will also issue its organisation's Certificate of Attendance which will include participant's name, start and end dates of training, title of the training activity, description of training content, time input and evaluation of the participant.

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
 Milena Nikolova 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
 Legal representative/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** and complete a **Europass Mobility** to the participant.
 Coordinator's signature Date: 24/06/19
 English Matters S.L.



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 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 Organization: High School of Economics and Finance Vasil Levski

Host Organisation:
English Matters S.L.
24/06/2019



Participant: Milena Nikolova