

## Checklist for sending students with fewer opportunities on international mobilities- teachers

<b>Before mobility</b>	<b>WHO</b>	<b>Information</b>
Information about international mobilities	The person responsible for international mobilities	<p>Information about international mobilities is given in the autumn by the person responsible for international mobilities and/or a teacher to the first and second year students.</p> <p>Things that are brought up are e.g.:</p> <ul style="list-style-type: none"> <li>- The possibilities that exists in regards to international mobilities</li> <li>- How the mobilities can be financed</li> <li>- Who to contact if interested in taking part in international mobility</li> <li>- Where you can go for an international internship</li> <li>- The process of taking part in an international mobility</li> <li>- The rules and obligations when taking part in an international mobility</li> <li>- The benefits of taking part in a mobility</li> <li>-</li> </ul> <p><b>SUGGESTION:</b> Make a powerpoint presentation where all these topics are explained</p>
Europass CV + Presentation letter	Student + international contactperson	<p>A Europass Cv explains the skills of the students. Before applying a student must, with the help of the contact person, write her/his Europass CV. The Europass CV can be found here: <a href="https://europass.cedefop.europa.eu/editors/en/cv/compose">https://europass.cedefop.europa.eu/editors/en/cv/compose</a></p> <p>The student shall receive assistance in writing the Europass CV</p> <p>A presentation letter describes more in detail who the student is (attributes), what he/she hopes to achieve during the mobility, what the learning aims and goals are etc. When applying for an international mobility the students writes a presentation letter in English where he/she brings up the following:</p> <ul style="list-style-type: none"> <li>- Information about herself/himself (age, gender, what he/she studies, how far he/she is in her studies)</li> <li>- Why he/she is interested in taking part in an international mobility</li> <li>- What he/she hopes to learn during the mobility</li> <li>- Past work experience</li> <li>- Dates for the mobility</li> </ul> <p>The students shall receive assistance and support when writing the Europass CV and the presentation letter.</p> <p><b>SUGGESTION:</b> Have a model Europass CV + presentation that you can show the students</p> <p><b>SUGGESTION:</b> It can be beneficial to write the Europass CV and the motivational letter in a group where the teachers is the mentor who supports the students in their writing and answers questions. It also saves time!</p>
Application for an international mobility	Student (+ custodian)	<p>An application to take part in an international mobility shall be provided to the person responsible for international mobilities at least 3 months before the planned exchange. The application must be recommended by the responsible teacher of the student and is approved by an appointed person (e.g. international coordinator, international contactperson).</p> <p><b>SUGGESTION:</b> It's good to have 2 types of application forms:</p> <ol style="list-style-type: none"> <li>1) Application for an international mobility without a grant</li> <li>2) Application for an international mobility with a grant (e.g. Erasmus + KA1)</li> </ol>
Application for an internship abroad (- if the student is a minor)	Student (+ custodian)	<p>The students fills in an application form with the assistance (if necessary) a minimum 3 months before the scheduled mobility. If a student, who is under 18 years of age, wants to take part in an international mobility and if the mobility is beneficial for the students studies and personal growth the custodian must be involved in the application process and must sign the application and all the agreements.</p>

<p><b>NOTE:</b> There might be different rules in different countries regarding international mobilities for students under the age of 18</p>		<p>The application must be recommended by a teacher (or other person responsible for following the students curricula) of the student and is approved by an appointed person (e.g. international coordinator, international contact person).</p> <p><b>SUGGESTION:</b> It's good to have 2 types of application forms:</p> <ul style="list-style-type: none"> <li>• Application for an international mobility without a grant</li> <li>• Application for an international mobility with a grant (e.g. Erasmus + KA1)</li> </ul>
<p>Aims with the mobility</p>	<p>The person responsible for international mobilities + teacher</p>	<p>Before making the contract for learning the students and the responsible teacher for the mobility must go through the aims of the internship. The aims that should be discussed are the official learning goals of the mobility + personal goals of the student. These goals must be written down and sent as an attachment to the application. The student shall receive help in writing down these aims</p>
<p>Aims of the skills test</p> <p><b>NOTE:</b> Only in Finland</p>	<p>Student + teacher responsible for workbased learning</p>	<p>Before applying for an international mobility the student and the teacher responsible for the skills test must go through the aims and learning goals of the skills test. A copy of the skills test (in English) must be added as an attachment to the application for an internship abroad. The aims of the skills test must be used when writing the contract for learning</p> <p><b>SUGGESTION:</b> We recommended that an investigation should be made before the students leaves for his/her international mobility regarding the need to do the skills test during the work placement abroad. In some cases it might be possible and beneficial for the student to do the skills test in Finland after the work placement abroad.</p>
<p>Contract for learning/Learning agreement</p>	<p>The person responsible for international mobilities + student + contact person at the hosting organization</p>	<p>If a student is given a scholarship/grant a contract for learning or a learning agreement must be written. The contact person at the sending organisation makes the contract with the student and the contact person at the hosting organization. It is important to involve the hosting organization at this stage so that they can find a placement that fits the learning goals of the student. The contract for learning should contain at least the following information:</p> <ul style="list-style-type: none"> <li>- Knowledge, skills and competence to be acquired:</li> <li>- Detailed programme of the training period:</li> <li>- Tasks of the trainee:</li> <li>- Monitoring and Mentoring of the participant:</li> </ul> <p><b>SUGGESTION:</b> The rights to make such agreements should only be given to a few persons in the school (e.g. international coordinator, international contact person, teacher or other staff member responsible for international mobilities) (Attachment 2)</p>
<p>Cultural + language + financial preparations</p>	<p>The person responsible for international mobilities + student</p>	<p>Each students taking part of an international mobility must take part in cultural, language and financial preparations before he/she leaves for an international mobility. The following topics should be brought into the students attention:</p> <ul style="list-style-type: none"> <li>- what you can learn during a mobility</li> <li>- where to find information before going on a mobility</li> <li>- challenges that students can have during an exchange</li> <li>- how to prepare before the mobility</li> <li>- what to think of when living in a foreign country</li> <li>- different reasons for wanting to take part in a mobility</li> <li>- benefits of taking part in a mobility</li> <li>- self-awareness</li> <li>- costs to take into consideration</li> <li>- accommodation abroad</li> <li>- europass CV</li> <li>- the need of languageskills</li> <li>- representing your country</li> <li>- when returning back home</li> <li>- obligations and rights during an international mobility (Attachment 2)</li> </ul>

		<ul style="list-style-type: none"> <li>- crisis plan (Attachment 3)</li> <li>- insurance</li> <li>- language preparations</li> <li>- vaccinations</li> <li>- European Health Insurance Card, EHIC</li> <li>- application for a criminal records extract: work with children</li> <li>- passport, ID with a photo, visa</li> <li>- ISIC – international student identity card</li> <li>- suitable clothing</li> <li>- gifts</li> <li>- brochures and presentations</li> <li>- a few exercises</li> </ul> <p><b>NOTE:</b> The Online Linguistic Support is a new opportunity for Erasmus+ participants to assess and improve their language skills. It was presented for the first time at the European Day of Languages conference in Florence.</p> <p>The new free linguistic support service (<a href="http://erasmusplusols.eu/">http://erasmusplusols.eu/</a>) for participants in Erasmus+ long-term mobility (at least 30 days abroad) is available online as from <b>1 October, 2014</b>.</p> <p>In 2014, the service will benefit all higher education students going on mobility and young volunteers undertaking European Voluntary Service (EVS). As from 2015, it will be extended to Vocational Education Training (VET) learners.</p> <p>For now the online linguistic support is available in the following six languages:</p> <ul style="list-style-type: none"> <li>● German</li> <li>● Spanish</li> <li>● English</li> <li>● French</li> <li>● Italian</li> <li>● Dutch</li> </ul> <p>These are the languages of instruction or work for about 90% of all students, trainees, youth volunteers and others that study or train abroad. In the future, the Online Linguistic Support will be extended to all the EU official languages.</p> <p>Participants in Erasmus+ mobility have to assess their language competences before and after their stay abroad.</p> <p>In addition, participants will have the opportunity to take online language courses for free during their stay in the host country to improve their competences.</p> <p>For more detailed information, please consult the information provided by the National Agency of your country (<a href="http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm">http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm</a>) since the situation might vary from country to country.</p>
A plan for work based learning	The person responsible for work based learning + student + the international contact person + hosting organization	<p>Before the mobility an on-the-job-learning-plan must be done. The plan for work based learning is signed by the teacher responsible for work based learning at the sending organizations, the student and a representative of the hosting organisation. The plan for work based learning should contain the following information:</p> <ul style="list-style-type: none"> <li>- Name, address, telephone number of the student</li> <li>- The year the student began his/her education</li> <li>- Name, address and telephone number of the educational establishment</li> <li>- Invoicing address</li> <li>- VAT number</li> <li>- The name of the vocational qualification and the qualification title</li> </ul>

		<ul style="list-style-type: none"> <li>- The name of the study programme (if available)</li> <li>- Name, e-mail address, phone number of the responsible teacher/mentor etc</li> <li>- Name, address and telephone number of the hosting school or the employer</li> <li>- Name, e-mail address, phone number of the workplace supervisor</li> <li>- Further arrangements and safety issues (meals, travel arrangements, information about student's health status or functional capacity, significant risks at work, safety measures, working clothes and safety equipment needed, who provides the working clothes and safety equipments)</li> <li>- Objectives and Aims of the work based learning</li> <li>- How and by who the evaluation of the student is done</li> <li>- Insurance</li> <li>- Signatures</li> </ul> <p><b>RECOMMENDATION:</b> A plan for work based learning is mandatory in Finland but we recommend that all organisations that sends students, especially students with fewer opportunities, makes a plan for work based learning for students doing an international mobility</p>
Travel plans	The person responsible for international mobilities + student -+ hosting organisations	<p>Travel tickets are booked according to the rules of the sending organization. Before booking the tickets a travel plan must be made and approved by both the sending and the hosting organisation. The travel plan should have information about the flight times, airline and the price.</p> <p>The students must save their boarding passes and give these after their return to the international contact person/teacher</p> <p><b>SUGGESTION:</b> It is important to involve the students in the making of the travel arrangements and booking the travel tickets as this will teach them to take different options and solutions into consideration</p>
Accommodation	The person responsible for international mobilities + student + hosting organisations	<p>The hosting organization will help with finding suitable accommodation and will provide the person responsible for sending students on international mobilities with information about the different accommodation possibilities that are available and can be arranged by the hosting organization.</p> <p>The person responsible for international mobilities and the student go through the different options and decide which option is the best for the student.</p> <p><b>SUGGESTION:</b> It is important that the sending and the hosting organization have an agreement who and how the arrangements of accommodation is made. Make sure that you know if it is the sending or the hosting schools responsibility to book the accommodation.</p> <p><b>RECOMMENDATION:</b> If the student is under 18 years old or if the students needs more supervision we recommend Home Stay accommodation (living with a host family)</p>
Europass mobility certificate	The person responsible for international mobilities + student + hosting organisations	<p>The person responsible for international mobilities will fill in an Europass mobility certificate that is sent with the student when he/she goes for the international mobility. The Europass mobility document is signed by the sending and the hosting organization and by the student.</p> <p>For more information about the Europass Mobility Certificate visit: <a href="https://europass.cedefop.europa.eu/en/documents/european-skills-passport/europass-mobility">https://europass.cedefop.europa.eu/en/documents/european-skills-passport/europass-mobility</a></p>
<b>NOTE:</b> Mandatory for Erasmus + KA1 mobilities		
Communication between the staff involved in international mobilities at the sending organisation	Teachers, the person responsible for international mobilities, mentors etc	<p>It is important that the staff members who are involved in work based learning, the persons involved in international mobilities, teachers and others involved in supporting the graduation of the students keep regular contact with each other and informs the other what is going on in regards to the students mobility.</p> <p><b>RECOMMENDATION:</b> Before the student leaves for his/her mobility it is recommendable that the person responsible for international mobilities arranges a Skype meeting with the hosting organization. If possible, include the students in this Skype conversation</p>

<b>During the mobility</b>		
The aims of the mobility	Student + person responsible for work based learning + workplace supervisor	<p>The person responsible for work based learning will contact the workplace supervisor shortly after the student has arrived. The aim is to discuss the aims of the placement and to make sure that everything is ok with the student. This also gives the hosting organization the opportunity to ask questions and clarify things that are uncertain.</p> <p>The method of contact can be through phone calls, Skype or e-mail</p> <p><b>NOTE:</b> The person responsible for work based learning might be a teacher, a mentor or another person appointed to do this job</p>
Evaluation discussions	Student + person responsible for work based learning + workplace supervisor	<p>It is important that the person responsible for work based learning is in regularly contact with the students and the workplace supervisor in order to follow up on the progress of the students and in order to discuss, give feedback on and evaluate the aims of the learning done at the work place.</p> <p>The method of contact can be through phone calls, Skype or e-mail</p> <p><b>SUGGESTION:</b> As base of the discussion should be the official learning goals and aims of the work based learning. The student can (when possible) take photographs and/or make note on his/her progress. These photographs/notes should than be used when discussing the progress that the student has made. The photographs/notes can also be used when discussing which are the strong and weak points of the students and what he/she should focus on in the coming days/weeks</p>
Reports to the sending organization (e.g. learning diary)	Person responsible for work based learning + student	<p>The students taking part in an international mobility must write some form of a learning diary to the person responsible for work based learning regularly.</p> <p><b>Recommendation:</b> We recommend that the person responsible for international mobilities and other teacher that work close with the student gets access to the learning diary so that they are aware of how the student is doing during his/her international mobility</p>
Dissemination activities	Student + person responsible for international mobilities	<p>The student writes e.g. a blog or a travel report during the mobility that is made public for all staff members and students to read during the mobility</p> <p><b>Recommendation:</b> It is recommended that some of the reports would be made public on the schools webpage and that a copy of the reports would be sent to the hosting organization in order to make it more visible that also students with fewer opportunities can take part in international mobilities</p>
Boarding Cards and other necessary receipts and documents	Student	<p>The students must save the boarding cards and other necessary receipts and documents and give these to the person responsible for international mobilities when he/she returns from his/her mobility (if this is required by the sending organization)</p>
Signature of Europass Mobility Certificate + Learning Agreement	Student + Workplace supervisor + person responsible for international mobilities	<p>The student must have the Europass Mobility certificate and the Learning Agreement signed by the workplace supervisor. When the student returns the documents must also be signed by the student and the person responsible for international mobilities.</p> <p><b>Recommendation:</b> The student should receive the original signed Europass Mobility Certificate and the sending school should keep a copy of the signed Europass Mobility Certificate</p>
Final evaluation	Student + person responsible for work based learning + workplace supervisor	<p>At the end of the mobility a final evaluation must take place. The persons taking part in the final evaluation are the student, person responsible for work based learning + workplace supervisor. The student should receive an oral and written evaluation.</p> <p><b>SUGGESTION:</b> In order to help the work place supervisor give an oral and a written evaluation there should be ready made questions that the work place supervisor can use when giving the oral and written evaluation</p>
Costs	Student	<p>The student is responsible for paying the costs that arise during the international mobility unless other arrangements have been made prior to the mobility, e.g. rents, food, travel within the country.</p>
<b>After the mobility</b>		
Mobility Tool report (Erasmus+ KA1)	The person responsible for international mobilities + student	<p>When the student has returned from the international mobility the person responsible for international mobilities sits down with the student and helps him/her fill in the Mobility Tool report and makes sure that the report is submitted correctly.</p> <p>After sending the report online a copy of the report is printed and signed by the student and kept by the teacher for 5 years.</p> <p><b>SUGGESTION:</b> If there has been several students on international mobilities, the filling of the mobility tool reports can be done as a group session</p>

