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ESCALES

Mobility agreement



The purpose of this agreement is to authorise Mr/Mrs/Miss *“the student”* to work/study in *“the host school”*, as part of *Define the type of mobility*.

The agreement signatories

Between the undersigned:

The student hereinafter referred to as “the student”

Surname First name		ID card No.	
Date of birth		Nationality	
Gender (M/F)		Year of study	20../20..
Course and cycle		Address	
Telephone		E-mail	

Student’s language proficiency

Language 1: A1 A2 B1 B2 C1 C2

Language 2: A1 A2 B1 B2 C1 C2

Language 3: A1 A2 B1 B2 C1 C2

The home school

Name of school		Legal status	
Identification no. [company / SIRET, etc.]		Home department	
Address		Country	
Contact person		Telephone and e-mail	
Language used by the tutor			

Represented by:

Hereinafter referred to as “the home school”,

The host school

Name of school		Legal status	
Identification no. (co SIRET, etc.)		Host department	
Address		Country	
Contact person		Telephone and e-mail	

Represented by:

Hereinafter referred to as “the host school”

Duration of the mobility

The Student's Mobility/Placement in the host school will take place from *XX/XX/XXXX* to *XX/XX/XXXX*, a total of *XX* days/weeks/months (delete as appropriate).

During this period, she/he is still officially at school at the "home school" and under the authority and responsibility of the director of this establishment.

Work plan

The educational and pedagogical work plan must be defined between the three stakeholders of this agreement. It is made of:

- ▷ The educational and pedagogical work plan
- ▷ Knowledge, skills and experience to be acquired during the student's mobility/placement
- ▷ Learning outcomes for the mobility
- ▷ The student's tasks before, during the mobility and after
- ▷ The student's assessment plan of the « Home school » and « Host school »
- ▷ Detailed programme

Describe the work plan :

Article 1 – Purpose

The purpose of this agreement is to define the collaboration between "*the host school*", "*the home school*" and "*the student*" as part of "*Define the type of mobility*", "*Define the reason for the mobility (Master class, placement, etc.)*". This will be for a duration of *XX* days and will take place from *XX/XX/XXXX* to *XX/XX/XXXX*

Article 2 – Student obligations

The student agrees to:

- ▷ Follow the pre-determined educational and pedagogical work plan in its entirety
- ▷ Be diligent, punctual and follow the timetable drawn up in accordance with the work programme
- ▷ Explain any absence to her/his tutor on the day he returns
- ▷ Carry out the tasks and assignments given to him by her/his tutor and/or the host school as part of her/his work plan
- ▷ Follow the educational and pedagogical work plan and the learning outcomes and objectives of the mobility and be involved in the definition of its own the working plan and the methods of evaluation of the learning outcomes (formal, non-formal and informal) with the "Home school"
- ▷ Follow the host school's rules and regulations
- ▷ Behave properly and be respectful to the team and the students at the host school
- ▷ Be respectful and careful with the apparatus and equipment she/he is provided with
- ▷ Inform her/his tutor of any changes which might affect her/his initial work plan

- ▷ Comply with the safety obligations and regulations applicable within the host school

Article 3 – Student rights

- ▷ To be consulted and involved in the definition of the objectives of the mobility, in the definition of the educational and pedagogical work plan, the learning outcomes and the methods of evaluation of the learning outcomes (formal and non-formal) with the home school
- ▷ Individual support from her/his tutor, chosen by the host school, and regular contact with the school team regarding the monitoring of her/his mobility
- ▷ The student shall have periods of free time included in her/his work programme. These periods must be defined between the three parties. They will enable the student to complete his mobility project successfully and enhance her/his experience and acquire new educational, artistic, civic, linguistic competences in formal, non-formal or informal settings.
- ▷ The student will not have to undertake tasks which were not originally intended for him and which are not included in his work programme. If there is an issue regarding the working programme she/he has to discuss first with her/his tutor in the host school before contacting its tutor in the home school

Article 4 – Insurance

- ▷ Throughout the entire duration of his mobility, the student is still officially a student at her/his home school.
- ▷ The host school has taken out civil liability insurance (*name the insurance and its policy number*) which covers all students on mobility against accidents and illness. The trainee is covered by the general social security scheme for damage caused either to her/him or by her/him.
- ▷ In the event of an accident, either during the journey or while attending the school, the contact person at the host school agrees to notify the contact person at the home school immediately. The host school agrees to send the home school the documents required for completing the regulatory formalities within the time specified as quickly as possible.
- ▷ If a specific insurance policy is required by the host school, it is the student's responsibility to care of this.

Article 5 – Host school obligations

The host school agrees to:

- ▷ Guarantee suitable conditions for hosting the student. The school also guarantees that its team and the tutor assigned to the student have the necessary skills to assist the student in completing his work plans and acquiring the desired skill sets, in accordance with the work plan.
- ▷ Assign a tutor to the student before her/his mobility and provide her/him with the contact details of her/his tutor so that the student can contact her/him when preparing for her/his trip.
- ▷ Define the educational and pedagogical work plan, the learning outcomes and the methods of evaluation of the learning outcomes (formal, non-formal and informal) with the student and her/his tutor, together with her/his home school. It also agrees to provide the right conditions for completing this work plan.
- ▷ Make sure the student settles in well at the host organisation

- ▷ Inform the home school if problems occur during the mobility
- ▷ Produce an evaluation report for the student and send it to the home school.
- ▷ Timetable periods of free time into the work programme. These periods must be defined between the three parties. They will enable the student to complete her/his mobility project successfully and enhance her/his experience and acquire new educational, artistic, civic, linguistic competences in formal, non-formal or informal settings.

Article 6 – Home school obligations

The home school agrees to:

- ▷ Submit the student’s mobility application to the host school as soon as possible
- ▷ Define an educational and pedagogical work plan and programme of the mobility with the host school and the student
- ▷ Support the student with her/his mobility projects and assist with the administrative procedures if necessary.
- ▷ Respond quickly to any requests from the host school should a problem occur before, during or after the mobility.

Article 7 – The tutor

The tutor agrees to:

- ▷ Supervise the educational and pedagogical work plan defined prior to the mobility. She/He must have the technical and artistic skills to train and supervise the student during her/his mobility.
- ▷ Act as the “local” point of contact between the student, the host school and the home school where necessary.
- ▷ Observe and assess the student during her/his mobility with regard to the established educational and pedagogical work plan. She/He will produce an evaluation report which will then be given to the student and his home school.

Article 8 – Travel, accommodation and living expenses

Travel expenses are paid by the student or the home school *(to be specified by the home school, delete as appropriate)*.

Accommodation and living expenses are paid by the student or the host school *(to be specified by the host school, delete as appropriate)*.

The host school agrees to offer a variety of accommodation options to the student, who will be free to choose one of them or find an alternative solution by himself.

Article 9 – Disputes

In the event of a dispute concerning the interpretation or application of this agreement, the parties agree to refer it to the court of *XXXX (to be specified between the parties)*, but only after exhausting all amicable channels.

Any amendments made to any of the abovementioned items shall be subject to a written agreement between the parties involved in this agreement.

For the student

For the Host school

For the Home school



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