



Path to pupil mobility from A to Z, practical steps

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Enriching lives, opening minds

PUPIL MOBILITY PROJECT IN KA1

In a Key Action 1 project your organisation is the key actor: responsible for the project from A to Z and keeping ownership of the core tasks and activities

Planning

Preparation

Implementation

Follow-up

- define the needs and goals of the organisation
- choose mobility activities to achieve them
- write and submit the application
- sign the grant agreement
- receive funding
- select mobility participants
- send them to a hosting organisations abroad
- implement follow-up activities
- report to National Agency

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THINKING ABOUT PUPIL MOBILITY PROJECT



WHOLE SCHOOL APPROACH

SCHOOL STAFF PUPILS PARENTS

Identify **learning needs, challenges**

Share the **objectives, benefits** and expected learning **outcomes**

Link project objectives to your organisation development plans

How result of activities will be **integrated into day-to-day** organisation life

COMMON VISION FOR ENGAGEMENT IN PROJECT

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PLANNING PUPIL MOBILITY PROJECT

Rationale

*Why do you want to implement the project
- what do you want to achieve?*

Objectives

*Specific, measurable,
achievable, relevant
and timed*

*In line with your
organisation's
objectives and
Erasmus+ priorities.*

Mobility activities

*Mobilities – type and
amount*

Participants

Hosting organisations

Expected results

Learning outcomes

*Results – evaluate,
implement and
disseminate*

Project management

*Roles and responsibilities in project management – project coordinators,
contact persons.*

PLANNING MOBILITY PROJECT - RATIONALE AND OBJECTIVES

1. what do you want to **achieve** by implementing the project;
2. what will be the **benefit** – for pupils, staff, organization, parents, society;
3. objectives of the project – **specific, relevant, realistic, achievable, measurable** and in line with your organization's **development needs** and **Erasmus+ priorities**:
 - Inclusion and Diversity
 - Digital Transformation
 - Environment and fight against climate change
 - Participation in democratic life

PLANNING MOBILITY PROJECT - MOBILITY ACTIVITIES

WITH WHICH MOBILITY ACTIVITIES YOU WILL ACHIEVE PROJECT OBJECTIVES – TYPES AND AMOUNT:

MOBILITY FOR PUPILS

- Group mobility of school pupils
- Short-term learning mobility of school pupils
- Long-term learning mobility of school pupils

MOBILITY FOR STAFF

- Courses and training
- Job shadowing
- Teaching assignments
- Invited experts
- Hosting teachers and educators in training

PLANNING MOBILITY PROJECT - MOBILITY ACTIVITIES FOR PUPILS

- ***Group mobility of school pupils***

(2 to 30 days, at least two pupils per group)

group of pupils from the sending school can spend time learning together with their peers in another country. Teachers or other authorized persons from the sending school must accompany the pupils for the entire duration of the activity.

- ***Short-term learning mobility of school pupils***

(10 to 29 days)

pupils can spend a period abroad to study at a partner school or perform a traineeship at another relevant organization abroad. An individual learning programme must be defined for each participant.

- ***Long-term learning mobility of school pupils***

(30 to 365 days)

pupils can spend a period abroad to study at a partner school or perform a traineeship at another relevant organization abroad. An individual learning programme must be defined for each participant. An obligatory pre departure training will be provided to all participants.

Preparatory visits

organizations can set up a preparatory visit to their hosting partner before the mobility takes place.

Preparatory visits are a supporting arrangement for mobility of learners. Each preparatory visit must have a clear reasoning and must serve to improve inclusiveness, scope and quality of mobility activities.

PLANNING MOBILITY PROJECT - MOBILITY ACTIVITIES FOR STAFF

- ***Courses and training*** (2 to 30 days)

Activities aiming to develop professional competences of a teacher, trainer or other staff member through a structured learning programme with documented learning outcomes at individual level.

- ***Job shadowing*** (2 to 60 days)

A stay at a partner organization in another country with the aim of receiving training by following practitioners in their daily work in the receiving organization, exchanging good practices, acquiring skills and knowledge.

- ***Teaching assignments*** (2 to 365 days)

Organization teachers can be assigned to teach at other school abroad.

**OUTGOING
ACTIVITIES**

- ***Invited experts*** (2 to 60 days)

Organizations can invite trainers, teachers, policy experts or other qualified professionals from abroad who can help improve the teaching and learning at your school.

Hosting teachers and educators in training (10 to 365 days)

Organisations can host teachers in training who want to spend a traineeship period in your organisation.

The purpose of **INCOMING ACTIVITIES** is to bring in persons who can help develop and internationalise your organisation.

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PLANNING MOBILITY PROJECT

COUNTRIES WHERE YOU CAN PLAN MOBILITY ACTIVITIES:

Program Countries:

- all European Union Member Countries
- 6 non-European Union countries: Iceland, Liechtenstein, Norway, Serbia, Turkey, the Republic of Northern Macedonia.



PLANNING MOBILITY PROJECT

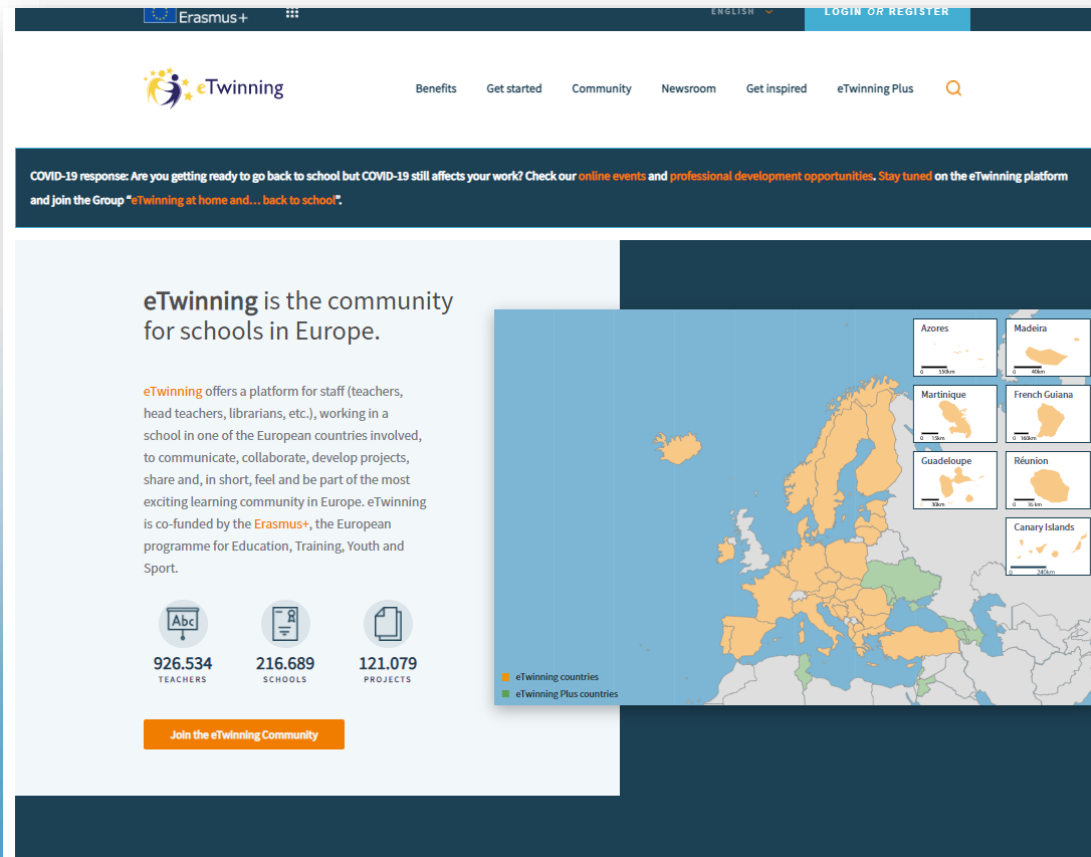
TIPS FOR SEARCHING HOSTING ORGANIZATIONS:

- Ask partners with whom you have already had successful cooperation
- Ask another organization for recommendations
- Attend events organized by National Agencies (in your own and other countries)
- Publish a project idea on the eTwinning platform and school cooperation intentions in School Education Gateway
- Search for hosting schools - eTwinning, School Education Gateway, National Agency websites, etc.

Erasmus+ platforms for school cooperation

<https://www.etwinning.net/en/pub/index.htm>

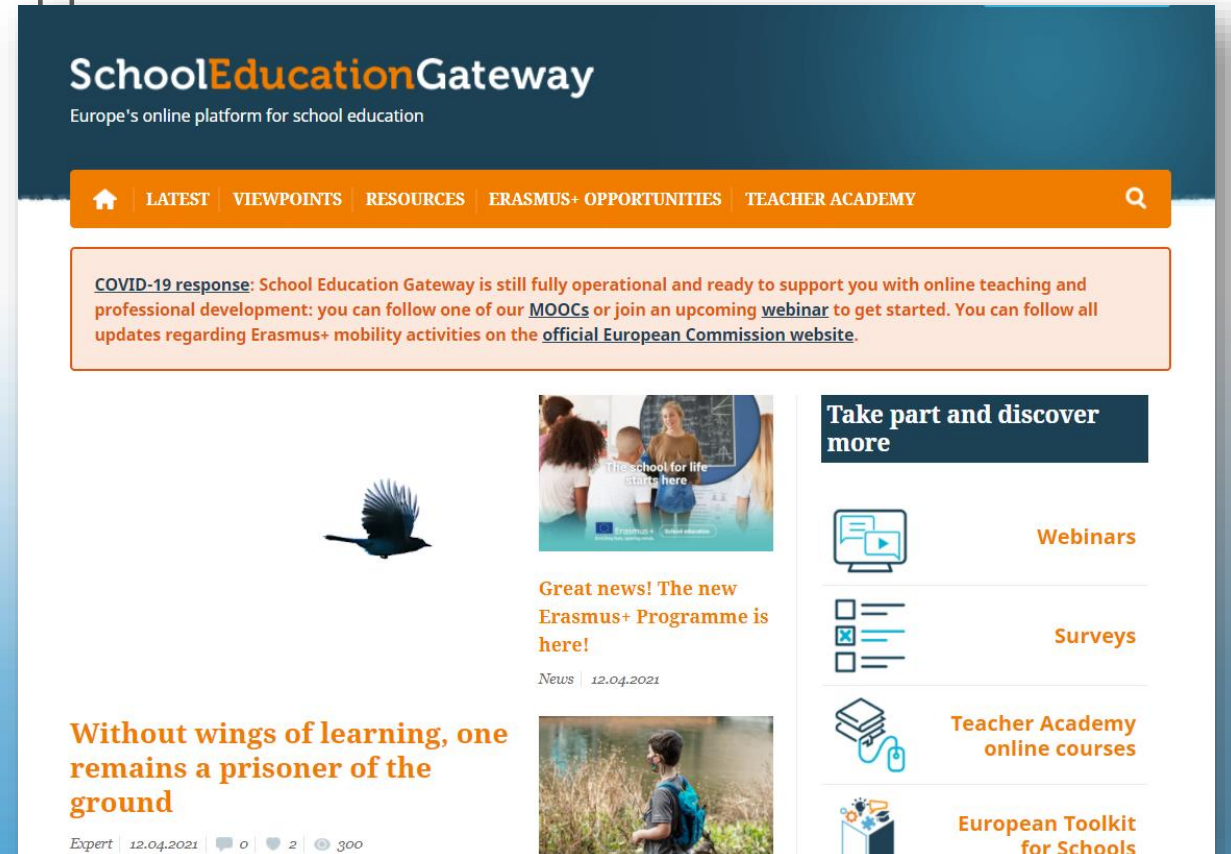
A platform for educators to engage them in communication, collaboration, project implementation and exchange of experiences



The screenshot shows the eTwinning website homepage. At the top, there's a dark blue header with the Erasmus+ logo and a navigation bar. Below the header, the eTwinning logo is prominently displayed. A navigation menu includes links for Benefits, Get started, Community, Newsroom, Get inspired, and eTwinning Plus. A search icon is also present. A COVID-19 response banner is visible, encouraging users to check online events and professional development opportunities. The main content area features a large map of Europe with eTwinning countries highlighted in orange and eTwinning Plus countries in green. To the left of the map, text describes eTwinning as a community for schools in Europe, offering a platform for staff to communicate, collaborate, and develop projects. Below this text, statistics are shown: 926,534 Teachers, 216,689 Schools, and 121,079 Projects. A button labeled 'Join the eTwinning Community' is at the bottom.

<https://www.schooleducationgateway.eu/en/pub/index.htm>

Course catalog, mobility opportunities announcements and the Strategic Partnership Search Tool for schools to complete Erasmus + applications.



The screenshot shows the School Education Gateway website homepage. The header features the 'SchoolEducationGateway' logo and the tagline 'Europe's online platform for school education'. A navigation bar includes links for Home, Latest, Viewpoints, Resources, Erasmus+ Opportunities, and Teacher Academy, along with a search icon. A COVID-19 response banner is present, stating that the platform is still fully operational and ready to support online teaching and professional development. The main content area is divided into several sections. On the left, there's a section titled 'Without wings of learning, one remains a prisoner of the ground' with a date of 12.04.2021 and a view count of 300. In the center, there's a section titled 'Great news! The new Erasmus+ Programme is here!' with a date of 12.04.2021. On the right, there's a section titled 'Take part and discover more' with links to Webinars, Surveys, Teacher Academy online courses, and European Toolkit for Schools. The bottom of the page features a footer with social media icons and a view count of 300.

SchoolEducationGateway

Europe's online platform for school education



Bridging Distance and In-School Learning: Blended Learning in Practice



0 | 281

March 2021 (1 session)

Belgium

Teacher Academy by School Education Gateway



Erasmus+ Funding Opportunities for Schools - 2021 Edition



0 | 78

March 2021 (1 session)

Belgium

Teacher Academy by School Education Gateway



Project-Based Learning to Enhance Key Competences



0 | 363

September 2020 (1 session)

Belgium

Teacher Academy by School Education Gateway



Erasmus Accreditations – a New Path to Mobility



0 | 177

September 2020 (1 session)

Belgium

Teacher Academy by School Education Gateway

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ACCESS TO ERASMUS+ MOBILITY OPPORTUNITIES

Erasmus accreditation (KA120)

- for all organizations that want to organize mobility activities on a regular basis
- successful applicants for Erasmus accreditation will gain simplified access to funding opportunities
- Erasmus accreditation is awarded for the period from 2021 to 2027
- yearly call for Erasmus accreditation (provisionally autumn)

1



Accredited projects for mobility of pupils and staff in school education (KA121)

- plans regular, high-quality mobility activities as an important part of the development of its organization
- simplified application for funding
- implementation deadline 15 months (with the possibility of extension to 24 months)
- for individual organizations and consortia
- yearly call for proposals (beginning of year – spring)

ACCESS TO ERASMUS+ MOBILITY OPPORTUNITIES

2

Short-term projects for mobility of pupils and staff in school education (KA122)

- organisations trying *Erasmus+* for the first time, or for those that wish to organise only a limited number of activities (maximum 30 per project)
- project implementation term 6 to 18 months
- only for individual organizations (consortia cannot apply)
- accredited organizations cannot apply
- yearly call for proposals in 1 or 2 rounds

In addition, organisations can join the Programme without submitting an application by:

3

Joining an existing Erasmus+ mobility consortium led by an accredited consortium coordinator in their country that is accepting new members in their consortium.

4

Hosting participants from another country: any organisation can become a host for learners or staff coming from a partner organisation abroad, whose project has been approved for funding in their country.

How to access Erasmus+ mobility opportunities in Erasmus+ Programme Guide:

<https://erasmus-plus.ec.europa.eu/programme-guide/erasmus-programme-guide>

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FUNDING

Budget categories for short-term projects and accredited projects.



Organizational support

For the preparation of participants, project monitoring, implementation and dissemination of results, etc.

Travel costs

To cover travel costs from the city of the organization to the city of the hosting organization

Individual support

To cover accommodation, meals and local transport

Course fees

For course mobilities for staff only - to cover course fees

Additional funding (indicating in the application - which activities, for which number of participants and justifying it)

Exceptional costs - Expensive travel costs or costs for providing a financial guarantee, if the National Agency asks for it.

Inclusion support - Additional costs directly linked to participants with fewer opportunities and their accompanying persons

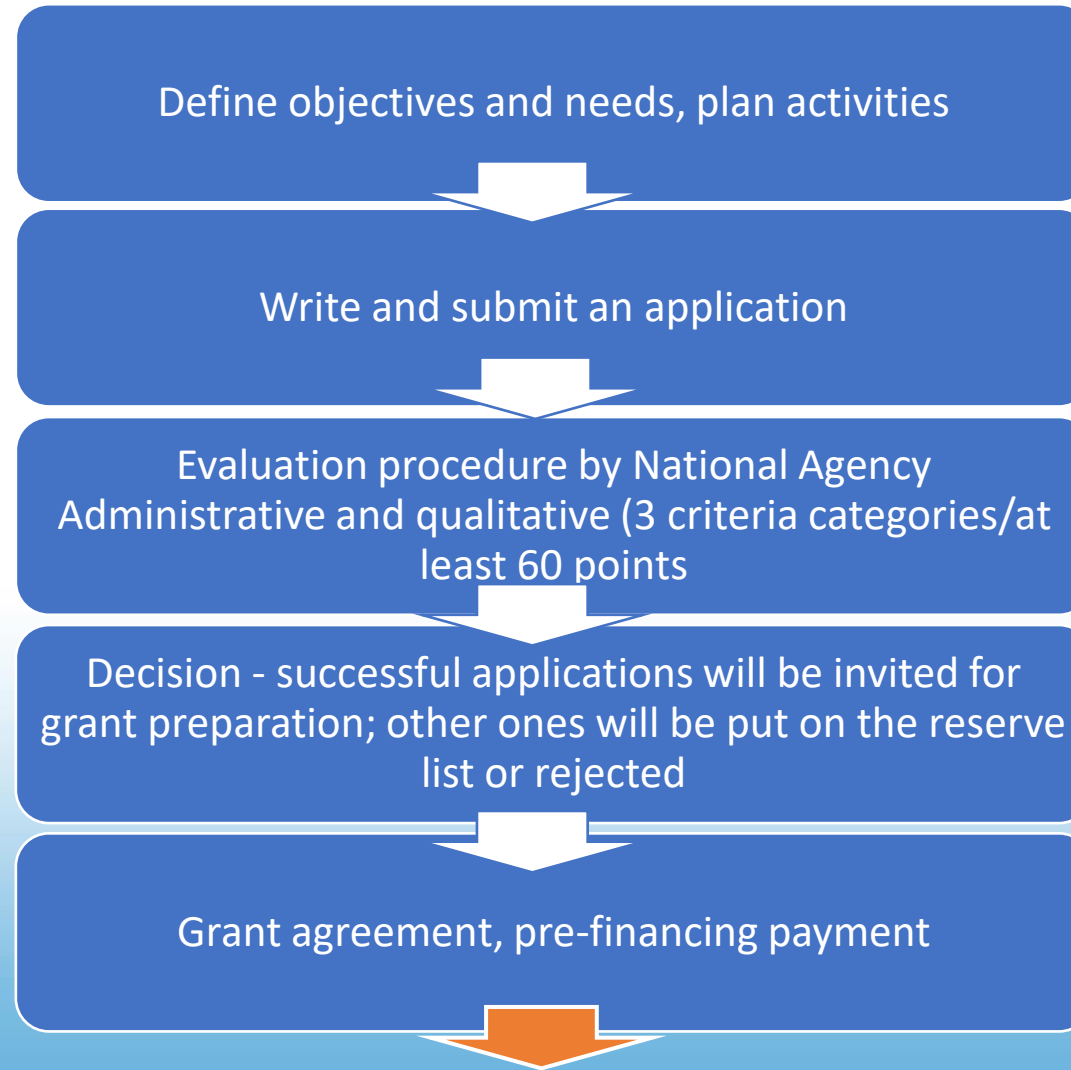
Linguistic support - costs of providing language learning materials and training to participants who need to improve the knowledge of the language they will use to study or receive training during their activity

Eligible costs and applicable rules for each budget category in Erasmus+ Programme Guide:

<https://erasmus-plus.ec.europa.eu/programme-guide/erasmus-programme-guide>

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Project cycle



PREPERATION FOR MOBILITY

PREPERATION

PARTICIPANTS

Selection of participants: participants must be selected through a transparent, fair and inclusive selection procedure.

Preparation of participants: participants must receive appropriate preparation in terms of practical, professional and cultural aspects of their stay in the host country.

Protection, health and safety of participants.

Mobility Agreements with the participants to make the intended programme and learning outcomes transparent for all parties involved.

MOBILITY

Management and mentoring: the sending and hosting organisations must identify a mentor or a similar key person who will take care of participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes.

Communication with the host organisations: learning programme for each participant, learning outcomes, practical arrangements

Practical arrangements: must ensure the quality of practical and logistic arrangements (travel, accommodation, social security, etc.). If these tasks are delegated to the participant or a service provider, the beneficiary organisations must ensure the quality of practical and logistic arrangements.

IMPLEMENTATION

Support during the activity: participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.

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, monitors the progress of mobilities, especially if there are many mobilities or there is a change. Monitoring - a continuous process of evaluation, assessing progress against the set goals, differences between the initial plan and actual achievements.

Responsibilities of project coordinator in relation to the NA - communicates with the NA, submits the necessary reports, at least once a month enters and updates new information related to the mobility activities and their participants in the Erasmus + reporting and management tool.

FOLLOW-UP

EVALUATION THE PROJECT AND LEARNING OUTCOMES

QUANTITATIVE

- Questionnaires of all organization staff/pupils
- Questionnaires of participants (online/paper etc.)

QUALITATIVE

- Interviews with participants.
- Focus groups of participants – a qualitative way to identify the benefits of activities and areas for improvement
- Photo or video messages - helps to illustrate evaluation activities
- Publicity materials- ensures the visual quality of activities.

FOLLOW-UP

CONCRETE AND LOGICAL STEPS TO INTEGRATE THE RESULTS OF MOBILITY ACTIVITIES IN THE ORGANISATION'S REGULAR WORK AND SHARE THE RESULTS WITH OTHER ORGANISATIONS AND THE PUBLIC

within the organization - beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers.

share the results with other organisations and the public – beneficiary organisations should share the results of their activities with other organisations and the public.

publicly acknowledge the European Union funding - beneficiary organisations should make their participation in the Programme known in their community and in the wider public. Beneficiary organization also must inform all participants about the source of their grant.

- ✓ Radio, TV and newspapers;
- ✓ School events;
- ✓ eTwinning;
- ✓ Internet sites and social media;
- ✓ Parent meetings;
- ✓ Social partners (libraries, museums, etc.);
- ✓ National Agency events.

MAXIMIZE IMPACT AND SUSTAINABILITY OF THE PROJECT

FINAL REPORT

DETAILED DESCRIPTION OF THE PROJECT PLANNING, MANAGEMENT, ACTIVITIES, PROJECT BENEFITS AND ACHIEVED RESULTS.

- ✓ **To what extent were the objectives achieved?** How were they reached?
- ✓ How the **logistics and practical arrangements** of the project were organized **for each mobility activity**
- ✓ How the **quality and management of the project** was ensured and who was responsible for it
- ✓ How the **participants were monitored** and supported during the project
- ✓ What **learning outcomes or competences** (i.e. knowledge, skills and attitudes) during the project acquired and improved by project participants.
- ✓ **Impact on the participants, participating organizations, target groups and other relevant stakeholders**
- ✓ **Dissemination activities and activities carried out within and outside the partner organizations**, indicating the target groups for the dissemination activities

1. Context	✓
2. Project Summary	
3. Summary of participating organisations	✓
4. Implementation of the Project	✓
5. Project Management	✓
6. Activities	
7. Learning Outcomes and Impact	
8. Dissemination of Project Results	
9. Budget	
10. Closing remarks	✓
11. Annexes	0

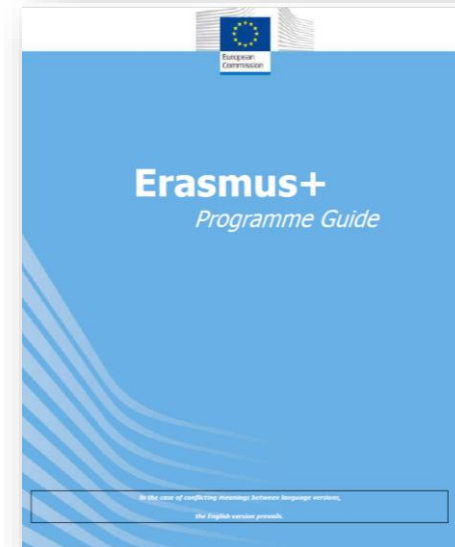
GUIDELINES

Erasmus+ Programme Guide:

<https://erasmus-plus.ec.europa.eu/programme-guide/erasmus-programme-guide>

Erasmus Quality Standards:

https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-quality-standards-mobility-projects-vet-adults-schools_en



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Thank you for your attention!
We wish you successful project planning!



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