



**Schola Europaea**

Office of the Secretary-General

General Secretariat

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## **Guidelines on Organizing Students' Mobility from and to the European Schools**

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**Approved by the Joint Teaching Committee by the Written Procedure 2016/41 on the 21 November 2016**

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**Immediate entry into force**

FOR INFORMATION TO THE BOARD OF GOVERNORS

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## 1. General Framework

Temporarily visiting other schools in a different country gives students the chance to develop more intensively in many regards, e.g. to improve their language skills and to mature through experiencing a different educational and cultural environment.

European schools - both official and accredited - offer the possibility of hosting other students as well as supporting their students to visit other schools. Both can take place as real exchanges (visit and return visit) or as one-way visits. They are known collectively as "student mobility programmes".

Mobility programmes take place regularly within the 1<sup>st</sup> semester of S5. However, if there are justified reasons, the 1<sup>st</sup> semester of S4 is also possible.

A pupil who does not find his/her L1 section in the hosting school will be treated as a Student Without A Language Section (SWALS), and vice versa a SWALS pupil who does find a section of his/her L1 in the hosting school will integrate in his/her L1 section.

The minimum duration of a visit is 5-6 weeks, the maximum is one semester. It is recommended that short-duration programmes take place as exchanges.

Students and parents should be informed well in advance.

## 2. Procedures

Students apply in a structured way for a school visit for the next school year before the end of the first teaching week after the Christmas holidays (see form in appendix). Applicants can suggest possible schools of their own choice, can name European Schools, or can apply for pre-existing arrangements between schools if applicable.

Two contact persons do facilitate the student mobility programme at each school, one staff contact person (e.g. a teacher or a pedagogical adviser) and one representative from the APEE.

A structured selection process (including written statements from the class/main teacher) will identify the successful applicants. Once a pupil's candidature is selected for participation, the sending and hosting school should agree on the academic aspects of the mobility. Before the two schools involved approve, a host family must be confirmed to receive the student. A host family can be found independently by the applying student's family, or through the contact person from the APEEE of the hosting school.

Before the programme is finally approved, all necessary documents and agreements have to be completed and handed in (see appendix).

This procedure should be finalised by April 30<sup>th</sup>.

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### 3. Grading and Examinations

For semester-duration visits, pupils will come back to their home school with A and B marks given in all the subjects followed. For short-duration mobilities, pupils will normally come back with at least an A mark in all the subjects followed.

All marks gained by the student during the mobility count/are mentioned in the certificate.

It is the responsibility of the student to catch up if the programme in the schools involved is not alike. If there are subjects that are not covered at the hosting school, results of the 2nd semester at the home school count double.

At the end of the stay the Director of the sending school will receive a report signed by the Director of the hosting school.

### 4. Administrative Aspects

#### a) Finances

For mobilities there must be no additional cost to the hosting school. Each participating pupil will meet his/her financial obligations (school fees) with his/her sending school.

#### b) Insurance

Participating students have to prove that they are sufficiently insured (health, travel, accident, third-party).

#### c) Introduction

Student mobility programmes at European Schools should be organized according to the suggested structure, forms and guidelines attached to this document, which shall ease and secure the implementation and running of the programme and set a standard for all Europeans Schools. It is strongly recommended to all traditional and accredited European Schools and other parties involved to follow these guidelines as from Nov. 1st 2016.

It shall be applied to all programmes and their preparation taking place from school year 2017/18.

### **Opinion of the Board of Inspectors (Secondary)**

The Board of Inspectors (Secondary) expressed a favourable opinion regarding the document and recommended that the Joint Teaching Committee approve it with entry into force on 1 November 2016.

The Board of Inspectors (Secondary) pointed out, however, that mobility programmes for European School students must be organised in compliance with the structure, the forms and the guidelines suggested, which would facilitate and ensure their implementation.

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### **Opinion of the Joint Teaching Committee**

At its meeting, the Joint Teaching Committee examined the document in detail and expressed a favourable regarding its various aspects.

Unfortunately, as there was not a quorum, the Joint Teaching Committee was unable to approve the document during the meeting.

For that reason, the Joint Teaching Committee was requested to approve the document by means of Written Procedure WP 2016-41 and to recommend its immediate entry into force following its approval.

The approved document will go forward to the Board of Governors for information.