**Erasmus+ learning programme carried out by an external expert**

[**Please note the following instructions on how to fill in this document!**](#HinweiseAusfüllen) **(see last page)**

# Information about the activity

|  |  |
| --- | --- |
| Education sector: |  |
| Activity type: | **Invited experts** |
| Mode: |  |
| Start date: | 01.06.2024 |
| End date: | 03.06.2024 |

## Information about the invited person

|  |  |
| --- | --- |
| First and Last Name: | Vor- & Zuname Experte |
| Address: | [Vollständige Adresse, inkl. Land, PLZ und Ort] |
| E-mail address: | example@example.org |
| Telephone number(s): | 123456789 |
| Qualifications: | [Beschreiben Sie die Fachkenntnisse der eingeladenen Person im Hinblick auf ihre akademischen Qualifikationen, ihre Berufserfahrung und andere relevante Informationen, die sie für die Erfüllung des vereinbarten Besuchsprogramms qualifizieren] |

## Receiving institution

|  |  |
| --- | --- |
| Name of the organization: | [Vollständiger rechtsgültiger Name der aufnehmenden Einrichtung] |
| Address: | [Vollständige Adresse, inkl. Land, Postleitzahl und Ort] |

# Time schedule

The following activities were carried out during the expert's on-site visit. This is confirmed with the signature at the end of the document.

|  |  |
| --- | --- |
| **Time** | **Activity/Session** |
| [z. B. Tag 1 – 9:00 - 16:00 ] | z. B. 9:00 - 10:00 Uhr: 'Einführung' 10:00 - 12:00 Workshop Digitalisierung usw. --> S. verlinkte Beispiel Lernprogramm aus Informations-Email |
| [z. B. Tag 2 – 9:00 - 17:00 ] | z. B. 9:00 - 10:00 Uhr: 'Einführung' 10:00 - 12:00 Workshop Digitalisierung usw. --> S. verlinkte Beispiel Lernprogramm aus Informations-Email |
| [z. B. Tag 3 – 9:00 - 12:00 ] | z. B. 9:00 - 10:00 Uhr: 'Einführung' 10:00 - 12:00 Workshop Digitalisierung usw. --> S. verlinkte Beispiel Lernprogramm aus Informations-Email |
| [z. B. Tag 4 – 9:00 - 15:00 ] | z. B. 9:00 - 10:00 Uhr: 'Einführung' 10:00 - 12:00 Workshop Digitalisierung usw. --> S. verlinkte Beispiel Lernprogramm aus Informations-Email |
| [z. B. Tag 1 – 9:00 - 10:00 ] | z. B. 9:00 - 10:00 Uhr: 'Einführung' 10:00 - 12:00 Workshop Digitalisierung usw. --> S. verlinkte Beispiel Lernprogramm aus Informations-Email |

# Methodology and Aims [What does this mean?](#InfotextZiele) (see last page)

The learning programme offered by the invited expert was carried out as follows:

|  |  |
| --- | --- |
| Methodology: | [Beschreiben Sie, wie das Lernen organisiert werden soll; wel-che Aktivitäten, Methoden und Ansätze hat die eingeladene Person angewandt]  |
| Goals: | [Beschreiben Sie, welche Ziele mit der Aktivität verfolgt wurden. Zum Beispiel: Was sollten die Mitarbeitenden der aufnehmenden Einrichtung lernen, welche Praktiken der aufnehmenden Einrichtung sollten verbessert werden, usw.]  |

# Signatures

The undersigned confirm that the activity was carried out as described in this document.

|  |  |  |
| --- | --- | --- |
| **Invited Expert** |  | **For the receiving institution** |
| First and Last Name: | Vor- & Zuname Experte / Expertinn |  | First and Last Name: | Vor- & Zuname Aufnehmend Einrichtung |
| Place and date: | Ort, 01.06.2024 |  | Position: | Position - z. B. Schulleitung / koord. Lehrkraft |
| Signature: |  |  | Place and date: | Ort, 01.06.2024 |
|  |  |  | Signature: |  |

***Please be sure to enter the location and date!***

***Please either print out the entire document, sign it and scan it in, or sign it digitally as a PDF. Please do not use a combination of scan and PDF, as these will not be accepted. Thank you!***

**Important information for filling out the form:**

**Please do not remove any more pages and scan or sign the entire document. Thank you!**

**What other documents are necessary?**

You have already received the **budget calculation** for your **mobility** or that of the **expert** , which you must submit **promptly** **signed** and returned to the sender, as this is a prerequisite for the disbursement of funds. Thank you!

[of the process, all mandatory documents must always](https://erasmusplus.schule/fileadmin/Dateien/Dokumente/Erasmus/Vertragsdokumente/2021/KA1/Uebersicht_nach_Aktivitaetsart_Glossar.pdf) be [submitted and](https://erasmusplus.schule/fileadmin/Dateien/Dokumente/Erasmus/Vertragsdokumente/2021/KA1/Uebersicht_nach_Aktivitaetsart_Glossar.pdf) sent to the ISB.

Thank you for your support!

**What is this template for?**

This is a recommended template for learning programmes under Erasmus+ Key Action 1, carried out by invited experts. The template is applicable to the field of school education.

What is a learning program conducted by an invited expert? (See also the [linked example from the email](https://www.isb.bayern.de/fileadmin/user_upload/Grundsatzabteilung/Erasmus__Dateien_Allgemein/E1_Experteneinladung_Lernprogramm_ENGLISCH_EXAMPLE.docx) .)

A **learning programme** for invited **experts** describes the content, methodology and objectives of an expert’s visit to the host institution **.**

The learning programme is part of a package of documents to prepare for and follow up on the visit. Although exceptions are possible depending on the type of activity and the context, this package usually includes:

* **Participant agreement** between the inviting institution and the participant, setting out the financial support for the invited expert and the legal framework for the mobility
* **Learning programme** (this document) prepared by an invited expert defining the content, methodology and objectives of the visit

A **draft** learning programme should be drawn up **before** the **mobility activity** and signed **after** the **mobility activity , taking into account any changes** that have occurred during the implementation .

**Is it mandatory to create a learning programme with invited experts?**

Evidence of the participation of the invited expert, including the resulting learning outcomes, is mandatory.

**How to use this template?**

To use the template, complete the required content in each article. Throughout the template, you will find specific instructions and recommendations in this info section.

*You can enter all content by double-clicking on the grayed out area in the document.*

**Please do not remove any headers or footers and always submit the document completely scanned ( not photographed)!**

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**Information on completing the objectives and methodology:**

According to the Programme Guide, under the Invited Experts activity format, institutions can invite trainers, teachers, policy experts or other qualified professionals from abroad who can contribute to improving teaching, training and learning in the host institution. For example, invited experts can train the host institution's staff, demonstrate new teaching methods or help to disseminate good practices in organisation and management. This section aims to define the specific objectives of this activity and how the invitee has delivered these expected benefits.