**!! This page is not part of the template. Please remove them before signing the agreement!!**

**Otherwise, please do not remove any additional pages and scan or sign the entire document. Thanks!**

**What other documents are necessary?**

You have already received the budget calculation for your mobility or that of the expert, which you must sign and return to the sender as soon as possible, as this is the prerequisite for the funds to be paid out. Thanks! In the further course, all [mandatory documents must always](https://erasmusplus.schule/fileadmin/Dateien/Dokumente/Erasmus/Vertragsdokumente/2021/KA1/Uebersicht_nach_Aktivitaetsart_Glossar.pdf) be submitted and sent to the ISB.

Thank you for your support!

**What is this template for?**

This is a recommended template for Erasmus+ Key Action 1 learning programs carried out by invited experts . The template is applicable to the school education sector.

**What is a learning program conducted by an invited expert? (Please also note the linked example from the email.)**

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

The learning program is part of a package of documents for the preparation and follow-up of the visit. Although exceptions are possible depending on the nature of the activity and the context, this package typically includes the following:

* **Grant agreement** between the inviting institution and the participant, which specifies the financial support for the invited expert and the legal framework for mobility
* **Learning program** created by an invited expert and defining the content, methodology and objectives of the visit

A draft learning program should be prepared before the mobility action and signed after the mobility action, taking into account any changes that have occurred during its implementation.

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

Evidence of the invited expert's participation, including the resulting learning outcomes, is mandatory, but it is not mandatory to use this specific template.

This obligation is set out in the grant agreement for Erasmus projects that each beneficiary institution signs with its National Agency. To apply for financial support for individual mobility activities, the following documents are required:

*Evidence: Evidence of participation in the activity in the form of one or more documents indicating the name of the participant, the learning outcomes and the start and end dates of the activity. If the participant was supported by accompanying persons during the activity, their names and the duration of their stay must also be stated. The receipts must be signed by the host institution and the participant.*

This template is recommended by the European Commission as it contains the minimum elements necessary to ensure compliance with the above commitments. However, you are free to modify the template or use a different template as long as the minimum requirements above are met.

**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 [square brackets and shaded gray] . The gray shaded text and this page should be removed before completing the document.

**!! This page is not part of the template. Please remove them before signing the agreement!!**

**Please do not remove the header or footer !**

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

# Information about the activity

|  |  |
| --- | --- |
| Educational area: | Education |
| Activity type: | Invited experts |
| Mode: | [Choose: Physical OR Mixed OR Virtual] |
| Start date: | [DD/MM/YYYY] |
| End date: | [DD/MM/YYYY] |

## Information about the invited person

|  |  |
| --- | --- |
| First and Last Name: |  |
| Address: | [Full address, including country, zip code and city] |
| E-mail address: |  |
| Telephone number(s): | +34 123456 5678 |
| Qualifications: | Mrs. Jamie Smith, Ph.D., author (*101 How to Erasmus+ for Teachers*), professor (University of Tomorrowland, Spain), teacher-trainer, and collaborator with international educational institutions such as Pattern Press (U.K., Egypt), Oxford University Press (Spain, U.K., Italy), Richmond Press (Latin America, Spain), Educluster (Finland), and Programa BEDA (Spain). The expert specialises in innovative language and content teaching including the CLIL approach and Project-Based Learning. Creator of howtoerasmusplus.com, an award-nominated website designed to provide teachers with resources to help to turn teachers into agents of Erasmus+, has published the first four volumes of *“How to Erasmus+ for advanced teachers”.* She is also exploring a plethora practice based learning in her website “Learning with Experts” |

## Receiving facility

|  |  |
| --- | --- |
| Name of the organization: | Your educational institution |
| Address: | Musterstrasse 1, 12345 Musterstadt, Bavaria |

# Time schedule

[Present the full schedule of activities the invitee has undertaken at the host institution. The table format below is just a simple example that can be adapted to the program being carried out.]

|  |  |
| --- | --- |
| **Time** | **Activity/Session** |
| Day 1  afternoon / evening | attending project-based learning conference / main speaker & workshop: *Fachtagung Erasmus+ Projektbasiertes Lernen für Grundschulen* |
| Day 2 09h 00 – 16h 00 | dialogue on stage with  ISB (Max Mustermann), Teachers from School XY (Peter Pan)  and FAU Nürnberg (Prof. Thomas Eddison) |
| Day 2  17h 30 – 19h 00 | Workshop at school XY on topic: How to Erasmus+ at school |
| Day 3 – 7h 00 | Transport from hotel and departure from airport XY |

# Methodology and goals

[According to the program guidelines, the Invited Experts activity format allows institutions to invite trainers, teachers, policy experts or other qualified professionals from abroad who can contribute to improving teaching, training and learning in the host institution. Invited experts can e.g. B. train the staff of the host institution, demonstrate new teaching methods or help to impart best practices in organization and management. This section aims to define the specific objectives of this activity and the manner in which the invited person has delivered these expected benefits].

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

|  |  |
| --- | --- |
| Methodology: | **Stage activities to introduce key elements**  Planning lessons in a plurilingual setting is challenging, yet the opportunities are endless when we use a simple structure that expands and supports learning: Mini-Lessons - three steps that include a) Scaffolding, b) Body of Lesson, c) Formative Evaluation). Counting on all types of subject-matter as a springboard towards language proficiency, in this session we will explore techniques that supplement classroom materials. The aim is to give your students more opportunities to develop those key competences that celebrate a global vision and a broader cultural awareness. Aside from specific scaffolding activities that you will actively participate in, we'll delve into a few project-based learning elements that support and develop essential 21st century skills. |
| Goals: | what the staff from the hosting organisation expected to learn:  gain insights & expert views on scaffolding techniques;  attendees plan to multiply their insights at their schools throughout Bavaria |

# 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: |  |  | First and Last Name: |  |
| Place and date: |  |  | Position: |  |
| Signature: |  |  | Place and date: |  |
|  |  |  | Signature: |  |

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