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

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

**In your learning program, emphasize the** project nature **of the meeting!**

**content- related activities are only eligible for funding if local students are always involved! Please indicate this in the curriculum and describe it clearly.**

**At least 2 days at the on-site institution or, if changing to or visiting another institution during the stay, learners from the original institution must always be present, otherwise this is not eligible for funding.**

**Feel free to ask us if you are unsure!**

**What other documents are necessary?**

You have already received the budget calculation for group mobility, which you must sign and return to the sender promptly, as this is a prerequisite for the disbursement of funds. Thank you! All [required documents must](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 group learning programmes under Erasmus+ Key Action 1. The template is applicable to group mobility of learners in the field of school education.

**What is a tutorial? (See also the linked example from the email sent to you.)**

Before the group mobility activity, a learning program is drawn up that describes the activities that will take place and the learning outcomes that the participants are expected to achieve through these activities.

The Learning Agreement is part of a package of documents for preparing and following up on each group mobility activity. Although exceptions may apply depending on the nature of the activity and the context, this package typically includes the following:

* **Learning programme** that defines the activities and learning outcomes of the group mobility
* **Participant list** , which lists all participants and accompanying persons in the activity. A simple template for this purpose is included at the end of this document.
* **Participant Report** – a mandatory online questionnaire sent after the mobility to gather information on the results. For group mobility activities, the Participant Report is sent to the activity leader.

**Is it mandatory to create a learning program for group mobility?**

It is mandatory to create a learning program for each group mobility, but it is not mandatory to use this specific template.

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

*Evidence: Proof of participation in the activity in the form of a list of participants (including accompanying persons) and the learning program implemented (including the activity plan, methods used, learning outcomes achieved, and the start and end dates of the activity). The supporting documents must be signed by the sending and receiving institutions.*

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

**How to use this template?**

To use the template, complete the required content in each article. Throughout the template, you'll find specific instructions and recommendations in [square brackets and shaded gray] . The shaded gray text and this page should be removed before completing the document.

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

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

**Part I: Erasmus+ Learning Programme for Group Mobility**

# Information about learning mobility

|  |  |
| --- | --- |
| Education sector: | School education |
| Activity type: | [Use the classification from the Erasmus Programme Guide]  |
| Mode: | [Choose: Physical OR Mixed OR Virtual]  |
| Start date: | [DD/MM/YYYY]  |
| End date: | [DD/MM/YYYY]  |
| Participant profile: | [Briefly describe the profile of the group mobility participants: the educational programs they attend at their home institution; their age groups; their main learning needs; language skills, etc.]  |

## Sending institution

|  |  |
| --- | --- |
| Name of the institution: | [Full legal name of the sending institution]  |
| Address: | [Full address, including country, postal code and city]  |

## Receiving institution

|  |  |
| --- | --- |
| Name of the institution: | [Full legal name of the receiving institution]  |
| Address: | [Full address, including country, postal code and city]  |

# schedule

[Present the complete schedule of the activity. The following table format is just a simple example that can be adapted to the specific activity.]

|  |  |
| --- | --- |
| **Time** | **Activity/Session/Task** |
| [e.g. Day 1 – 9:00] | [e.g. 'Introduction'] |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Learning program

[To complete this section, add and describe all learning activities listed under "Schedule." For virtual or blended activities, all content should be included, including online components. The table below may be supplemented or replaced by an attached document; in this case, an appropriate reference to the document should be added.]

|  |
| --- |
| **Activity 1: [Title]** |
| Learning methods: | [Describe how the learning will be organized—what methods and approaches will be used; what tasks will the participants complete.]  |
| Learning outcomes: | [Describe what participants will learn during this activity in terms of new or improved knowledge, skills, and competencies.]  |

|  |
| --- |
| **Activity 2: [Title** |
| Learning methods: | [Describe how the learning will be organized—what methods and approaches will be used; what tasks will the participants complete.]  |
| Learning outcomes: | [Describe what participants will learn during this activity in terms of new or improved knowledge, skills, and competencies.]  |

|  |
| --- |
| **Activity 3: [Title** |
| Learning methods: | [Describe how the learning will be organized—what methods and approaches will be used; what tasks will the participants complete.]  |
| Learning outcomes: | [Describe what participants will learn during this activity in terms of new or improved knowledge, skills, and competencies.]  |

|  |
| --- |
| **Activity 4: [Title** |
| Learning methods: | [Describe how the learning will be organized—what methods and approaches will be used; what tasks will the participants complete.]  |
| Learning outcomes: | [Describe what participants will learn during this activity in terms of new or improved knowledge, skills, and competencies.]  |

|  |
| --- |
| **Activity 5: [Title** |
| Learning methods: | [Describe how the learning will be organized—what methods and approaches will be used; what tasks will the participants complete.]  |
| Learning outcomes: | [Describe what participants will learn during this activity in terms of new or improved knowledge, skills, and competencies.]  |

This is the last "Activity" table. If you want to list more activities, please copy this table as many times as you like before completing it:

|  |
| --- |
| **Activity 6: [Title** |
| Learning methods: | [Describe how the learning will be organized—what methods and approaches will be used; what tasks will the participants complete.]  |
| Learning outcomes: | [Describe what participants will learn during this activity in terms of new or improved knowledge, skills, and competencies.]  |

# Accompanying persons

The following person(s) will accompany the participants and guide the learning activities:

|  |  |
| --- | --- |
| First and Last Name: |  |
| Position or qualification: |  |
| E-mail address: |  |
| Telephone number(s): |  |
| Responsibilities: |  |

|  |  |
| --- | --- |
| First and Last Name: |  |
| Position or qualification: |  |
| E-mail address: |  |
| Telephone number(s): |  |
| Responsibilities: |  |

[Please make copies of the table above for additional accompanying persons.]

# signatures

The undersigned confirm that the information in this document is correct and complete.

|  |  |  |
| --- | --- | --- |
| **For the sending institution** |  | **For the receiving institution** |
| First and Last Name: |  |  | First and Last Name: |  |
| Position: |  |  | Position: |  |
| Place and date: |  |  | Place and date: |  |
| Signature: |  |  | Signature: |  |

*(please be sure to enter the place and date!)*

***Please either print out the entire document, sign it, and scan it in its entirety, or sign it digitally as a single PDF. Please do not send a mixed scan/PDF format, as these will not be accepted. Thank you!***

**List of participants**

[Please note: If you have used a different format for the list of participants, it will be accepted provided it contains at least the same information as listed below and is signed by the representatives of the sending and receiving institutions.]

[You can add more rows to the tables if needed.]

**submit the list of the actual participants after the mobility has ended without being asked to do so .**

# Participants

|  |  |  |
| --- | --- | --- |
| **#** | **First and Last Name** | **Furnishings** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

# Accompanying persons

|  |  |  |
| --- | --- | --- |
| **#** | **First and Last Name** | **Furnishings** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

# signatures

The undersigned confirm that the list of participants is correct and complete.

|  |  |  |
| --- | --- | --- |
| **For the sending institution** |  | **For the receiving institution** |
| First and Last Name: |  |  | First and Last Name: |  |
| Position: |  |  | Position: |  |
| Place and date: |  |  | Place and date: |  |
| Signature: |  |  | Signature: |  |

*(please be sure to enter the place and date!)*

***Please either print out the entire document, sign it, and scan it in its entirety, or sign it digitally as a single PDF. Please do not send a mixed scan/PDF format, as these will not be accepted. Thank you!***

**Annex I**

**Learning agreement**

*[The beneficiary may draw up a Learning Agreement or use a template provided by the European Commission or the National Agency.*

*Each learning agreement must contain at least the following elements:*

*- The learning agreement is agreed and signed by three main parties: the participant (or legal representative), the sending institution and the receiving institution*

*- Information on the learning mobility, including: educational sector, type of activity, mode (physical, virtual or blended), start and end dates*

*- Information about the learning programme for which the participant is enrolled at the sending institution (in the case of learners) or about the current job (in the case of staff)*

*- A list and description of the expected learning outcomes*

*- The learning program and the tasks of the participant in the host institution*

*- Monitoring, care and support arrangements and responsible persons in the reception and sending establishment*

*- Description of the format, criteria and procedures for assessing learning outcomes*

*- Description of the conditions and procedure for the recognition of learning outcomes and the documents that must be issued by the sending or receiving institution to ensure that the recognitions are completed*

*- In the case of learner mobility: information on how they can be reintegrated into the sending institution after their return from the mobility period.*

*You can find the EU Commission's templates for the learning agreement on our website at:* [*https://erasmusplus.schule/service/dokumentencenter#c1073*](https://erasmusplus.schule/service/dokumentencenter#c1073) *.*

**Annex II**

**GENERAL TERMS AND CONDITIONS**

**Article 1: Liability**

Each party to this Agreement shall indemnify the other party against any civil liability for any damage suffered by it or its employees as a result of the performance of this Agreement, unless such damage was caused by gross negligence or willful misconduct on the part of the other party or its employees.

The National Agency in Germany, the European Commission, or their staff cannot be held liable in the event of a claim arising from the agreement relating to damage caused during the mobility period. Any corresponding claims for compensation or reimbursement will therefore be rejected by the National Agency in Germany or the European Commission.

**Article 2: Termination of the Agreement**

If the Participant fails to fulfil the obligations under this Agreement, the Institution shall be entitled, notwithstanding the consequences provided for by applicable law, to terminate or cancel the Agreement without further legal formalities, provided that no action has been taken by the Participant within one month of receipt of a notification to this effect by registered letter.

In the event of termination by the participant due to "force majeure," i.e., an unforeseeable, exceptional situation or event beyond the participant's control and not due to their own fault or negligence, the participant is entitled to the amount of the grant corresponding to the actual duration of the mobility period. Any remaining balance must be reimbursed.

**Article 3: Refund**

The sending institution will reclaim all or part of the financial support if the participant fails to comply with the terms of the agreement. If the participant terminates the agreement prematurely, they must repay the grant amount already paid, unless otherwise agreed with the sending institution. This must be notified by the sending institution and accepted by the National Agency.

**Article 4: Data protection**

All personal data contained in the agreement will be processed in accordance with Regulation (EC) No. 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data will be processed exclusively in connection with the implementation and follow- up of the agreement by the sending institution, the National Agency and the European Commission, without prejudice to the possibility of transferring the data to the EU bodies responsible for the investigation and audit in accordance with EU legislation.[[1]](#footnote-1) (European Court of Auditors or European Anti-Fraud Office (OLAF)).

The participant may, upon written request, access his/her personal data and correct any inaccurate or incomplete information. He/she may address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency. The participant may lodge a complaint with the European Data Protection Supervisor regarding the processing of his/her personal data and the use of the data by the European Commission.

**Article 5: Checks and audits**

The parties to the agreement undertake to provide any detailed information requested by the European Commission, the National Agency in Germany or any other external body mandated by the European Commission or the National Agency in Germany for the purpose of verifying the proper implementation of the mobility period and the provisions of the agreement.

1. For more information about the purpose of processing your personal data, what data we collect, who has access to it, and how it is protected, please visit: <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement> [↑](#footnote-ref-1)