

Project management and quality of activities

The Coordinating institution is experienced in the implementation and dissemination of ERASMUS+ projects. Key persons involved in the project are specialist in transnational project management, proven budget and financial management skills. Host institutions have extensive knowledge, experiences and practices in adult education both nationally and internationally. The selected courses focus on a well-balanced participation from all countries across Europe.

*A bilateral agreement will be signed between the coordinating and host institution before the training activity, including the number of participants, activity program, training activity fee, cancellation fee, place of training, bank account info and payment

*A multilateral learning agreement will be signed between the coordinating, host institutions and participants

*Bilateral learning agreement will be signed between the coordinating institution and participants including the obligations of participants in the project.

THE SENDING INSTITUTION WILL ;

- Follow-up the European Development Plan of the institution
- Select the participants by setting up clearly defined and transparent selection criteria and procedures
- Help with organisational arrangements with partner institutions to arrange job-shadowing and teaching assignments
- Organise linguistic, pedagogical and inter-cultural preparation for staff
- Support the reintegration of mobile participants and build on their acquired new competences for the benefit of the institution, teaching staff and learners
- Evaluate the mobility as a whole to see whether it has reached its objectives and desired results.
- Disseminate the results of the mobility project as widely as possible

THE SENDING AND HOST INSTITUTIONS WILL ;

- Agree on a tailor-made learning or teaching programme for each participant
- Define the envisaged outcomes of the mobility period, including impact on the organisations involved as well as individual learning outcomes of the participant in terms of competences.
- Establish a Mobility Agreement with the participant to make the intended programme and learning outcomes transparent for all parties involved
- Ensure the validation and recognition of the competences acquired and recognise learning outcomes which were not originally planned but still achieved during the mobility. Europass Mobility Document will be used for recognition of learning outcomes
- 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

THE HOST INSTITUTIONS WILL ;

- Foster understanding of the culture and mentality of the host country
- Assign to participants tasks and responsibilities to match their competences and training objectives as set out in the Mobility Agreement and ensure that --appropriate equipment and support is available
- Identify a tutor or mentor to monitor the participant's learning progress and/or offer professional support
- Provide practical support if required including a clear contact point for participants
- Help the sending institution and the participants to identify the appropriate insurance cover for your country ,if necessary

THE PARTICIPANTS WILL ;

- Establish the Mobility Agreement with the sending Organisation and the host organisation to make the intended outcomes transparent for all parties involved
- Comply with all the arrangements negotiated for the mobility and to do his/her best to make the mobility a success
- Abide by the rules and regulations of the host institution, its normal working hours, code of conduct and rules of confidentiality
- Communicate with the sending institution and host institution about any problems or changes regarding the mobility
- Submit a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the mobility

PREPARATION

- The coordinating institution is responsible for all the preparation tasks of the participants, including travel, accommodation, health and insurance issues. It is obliged to search for the most suitable flight tickets and to make the reservation and purchase the tickets. As participants participate in training activities as part of their duties, an additional travel insurance can be issued, if necessary
- The host institutions are responsible for taking necessary measures to ensure the safety and protection of all participants. It is pledged to be given importance by the host institutions in order to avoid any special risks
- The guidance service needed for airport transfer, accommodation and cultural trips will be provided by the host institutions. Besides, research will be conducted for accommodation from Booking, Trivago and Airbnb. The accommodation facilities, cultural trips were sent to us as preliminary information.