



## EUPQUA QUALITY STANDARDS COMMITMENT FOR THE LEONARDO MOBILITY PROJECTS

**General purpose of the commitment:** partners commit to respect what they define as a quality standards of implementing a Leonardo mobility project

### a) SENDING

#### PRE – DEPARTURE

1. **Application of the participants:** Information about mobility project will be published on-line and advertised through various channels (local partners, local networks). The application of each candidate should include at least the following documents - motivation letter and a Europass CV.
2. **Selection procedure:** All partners commit to do a selection procedure based on clear criteria that ensures the project will meet its intended objectives. Selection will be non-discriminatory. All candidates will be adequately informed about the result of the selection procedure within 4 weeks.
3. **Guidance and advice in finding mobility:** All partners commit to facilitate the finding of work placements for the chosen participants. If the mobility is organized through an intermediary organization, all partners commit to work with these reliable organizations only.
4. **Preparation of the participants:** All partners commit to ensure guidance in inter-cultural, linguistic and vocational preparation of the participants before their departure. When possible, a two-day seminar should be organized. All chosen participants are also given clear instruction on the logistics (housing, medical insurance, travel.) of their mobility and the financial and reporting aspect of it.
5. **Individual Interviews:** All partners will be committed to the collection of experience, person situation and expectations. Feeding this back to host organization.

#### DURING THE MOBILITY

6. **Mentoring and tutoring:** All partners ensure co-ordination and mentoring of the participants throughout the duration of the mobility.
7. **Guidance and advice for cultural, linguistic and vocational training:** Partners to ensure cultural, linguistic and vocational training during the programme.
8. **Monitoring of mobility:** All partners commit to ensure an adequate supervision of the placements through mentors and tutors of the participants (e-communication, phone) to check



on how the placement is going. The participants need to contact the sending organization at least once a month during their placement.

9. **Availability to the participants:** All partners commit to offer an emergency telephone number, to promptly reply to e-communication from the participants and hosting organizations.

## AFTER THE PLACEMENT

10. **Evaluation of the mobility:** All partners commit to use transparent evaluation tools ([EuPQua evaluation forms](#)) to evaluate the whole learning stay and provide future guidance for ex-participants.

11. **Post meetings and transfer of experience:** All partners commit to organize post-mobility meetings within 2 months after return of the participants to ensure transfer of experience.

12. **Certification of the mobility:** All partners seek to ensure that the participants are given the official Europass mobility certificate once the mobility is completed.



## b) HOSTING

### PRE – DEPARTURE

13. **Application of the participants:** Partners must check all the documentation from the application process. The application of each candidate should include at least the following documents: motivation letter and a Europass CV.
14. **Selection procedure:** All partners commit to do a selection procedure based on clear criteria that ensures the project will meet its intended objectives. Selection will be non-discriminatory. All candidates will be adequately informed about the result of the selection procedure within 4 weeks.
15. **Guidance and advice in finding mobility:** All partners commit to facilitate the finding of work placements for the chosen participants. If the mobility is organized through an intermediary organization, all partners commit to work with these reliable organizations only.
16. **Preparation of the participants:** All partners commit to ensure guidance in inter-cultural, linguistic and vocational preparation of the participants before their departure. All chosen participants are also given clear instruction on the logistics (housing, medical insurance, travel.) of their mobility and the financial and reporting aspect of it. Host organization keeps regular contact with participants, so that an adequate work placement and accommodation can be found.
17. **Reporting to Hosting Organisation:** All partners will be committed to the collection of experience, person situation and expectations. Feeding this back to sending organization.

### DURING THE MOBILITY

18. **Mentoring and Tutoring:** All partners ensure tutoring and mentoring of the participants throughout the duration of the mobility.
19. **Guidance and advice for cultural, linguistic and vocational training:** All partners ensure cultural, linguistic and vocational training during the programme.
20. **Monitoring of mobility:** All partners commit to ensure an adequate supervision of the placements through mentors and tutors of the participants (e-communication, phone) to check on how the placement is going. The participants need to contact the sending organization at least once a month during their placement.



21. **Availability to the participants:** All partners commit to offer an emergency telephone number, to promptly reply to e-communication from the participants and sending organizations.
22. **Evaluation of the mobility:** The hosting partners commit to organize a final evaluation meeting during the last week in the hosting country.

### AFTER THE PLACEMENT

23. **Evaluation of the mobility:** All partners commit to use transparent evaluation tools ([EuPQua evaluation forms](#)) to evaluate the whole learning stay and provide future guidance for ex-participants.
24. **Post meetings and transfer of experience:** The hosting partner commit to ensure transfer of experience, so that this can be passed on newly selected participants.
25. **Certification of the mobility:** All partners seek to ensure that the participants are given the official Europass mobility certificate once the mobility is completed.

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