	LIFELONG LEARNING
Subprogramme	**COMENIUS**
Action Category	**MOBILITY**
Action	**COMENIUS Individual Pupil Mobility**
Objectives and description of the action	The Comenius Individual Pupil mobility action allows secondary school pupils to spend between 3 and 10 months in a host school and a host family abroad. Pupil mobilities are organised between schools involved in the same Comenius partnership. In the school year 2013-2014, the countries specified in the eligibility rules below will participate in the action. The aim of the action is to offer European learning experiences to pupils, to develop their understanding of the diversity of European cultures and languages, and to help them acquire competences necessary for their personal development. This action should also be a valuable international pedagogic experience for the teachers involved in the organisation and implementation of the mobility. Furthermore, the action aims to build up sustainable cooperation between the participating schools, to enable them to recognise the studies undertaken at the partner school abroad and to strengthen the European dimension in school education. Mobility can take place only between schools which are or have been involved in a Comenius School Partnership. A reciprocal exchange of pupils between schools/host families is encouraged but is not compulsory. **Guide to Comenius Individual Pupil Mobility.** All actors involved in the Comenius Individual Pupil Mobility – schools, pupils, their parents and host families – should consult the specific Guide to Comenius Individual Pupil Mobility which aims to help them in implementing the action and ensure the safety and well-being of the pupils involved. The Guide specifies roles and responsibilities, deadlines to be respected, gives guidance and provides the necessary templates and forms for participants. The Guide is available in English at the Europa website and in translation at the website of the relevant Comenius National Agency. **Nomination of a contact teacher and a mentor**. The sending school must nominate a contact teacher and the host school must nominate a mentor responsible for the preparation and follow-up of the mobility. Participating schools should give suitable recognition to the work of these staff members for their involvement in Comenius Individual Pupil Mobility. **Selection of pupils.** The selection of pupils will be carried out by the sending school after its application has been approved by its National Agency. The selection of pupils must follow the criteria described in the application form and the advice given in the Guide to Comenius Individual Pupil Mobility. **Information on selected pupils.** Once the pupil is selected, sending families are required to provide all personal information relating to the pupil, which is relevant for a long stay abroad (health, medication, psychological issues) and sign a Parental/Guardian consent form indicating responsibilities of the pupil and his/her family. **Learning agreement.** Sending and host schools are required to establish a learning agreement together with the pupil before the start of the mobility, detailing the courses to be followed during the period abroad and their outcomes. The aim of this agreement is to facilitate the recognition by the sending school of the studies the pupil carries out during the stay abroad. It is also recommended to use the Europass Mobility document. **Selection of host families.** The selection of host families is carried out by the hosting school, which is required to visit the home of the possible host families to ensure the suitability of the accommodation for the incoming pupil. Schools should also identify reserve host families which could accommodate the incoming pupil in the case of difficulties with the original host family. Host schools should ensure that each host family has signed the Host Family Charter, stating its rights and responsibilities, before receiving an incoming pupil. The pupil may be hosted in boarding accommodation belonging to the selected schools provided that they assume all the responsibilities defined for the host family in the Guide to Comenius Individual Pupil Mobility. **Compulsory training sessions.** Selected pupils have to attend compulsory pre-departure and on-arrival training sessions organised by the National Agencies of the sending and hosting countries. Also the contact teachers and the mentors have to attend a training session organised by the relevant National Agency. Trainings sessions for pupils and for teachers will be held at the same time so that pupils are accompanied during their domestic travel. **Travel arrangements.** The sending school is responsible for arranging the international travel for the participating pupil/s. Both schools have to take the necessary arrangements to ensure that pupils do not travel alone from/to the airport/railway station/other to/from the home of the host family and to/from the compulsory training. In the host country, the pupil may be collected by the host family, the mentor or the contact teacher. When necessary, the travel costs for the mentor/the host family or the contact teacher may be reimbursed by the host school from its grant. **Comenius Group Insurance Plan**. During their stay abroad pupils have to be covered by the insurance provided on behalf of the European Commission. The pupil must be registered with this insurance plan one month at the latest before his/her departure. **Crisis management.** The host school will establish and distribute a Crisis Action Plan on the basis of the template provided in the Guide. All actors must follow these guidelines.
Who can benefit	Pupils (directly); participating schools (indirectly).
Who can apply	Schools that are currently involved or have been involved in a Comenius School Partnership, that intend to send pupil/s to host school/s abroad from that partnership, submit the application (i.e. sending schools).
PRIORITIES	Not applicable
HOW TO APPLY	Decentralised action. Applications have to be sent by the sending school to its National Agency. Applications have to be endorsed by the host school.

Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	03 December 2012
Duration	
Minimum Duration:	3 months for each pupil mobility
Maximum Duration:	1 academic year (+/- 10 months) for each pupil mobility
Comment on Duration:	none
FINANCIAL PROVISIONS Please consult **Part I** of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	The funding is based on a lump sum for the organisation of the mobility by the sending school, a lump sum for linguistic preparation, a lump sum for the organisation of the mobility by the host school, a monthly allowance for the pupil and a real cost funding for one return journey. The amounts are displayed in the Guide for Applicants, Chapter 4, and based on tasks defined in the Guide to Comenius Individual Pupil Mobility, Section 2, Roles and responsibilities.
Maximum Grant €:	
Comment on Funding:	Grants will be paid to the sending school by its National Agency. The sending school is responsible for managing and distributing the funds in accordance with the rules for the action. Costs related to compulsory training (travel and subsistence) for pupils and teachers will be supported directly by the National Agencies involved.
EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures **Eligibility Criteria** **General eligibility rules:** The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility rules:	Applications must be submitted by an eligible sending school. Applications must be endorsed by the host school, which confirms that it will identify a mentor and a host family for the incoming pupil(s). Eligible schools are those which participate in an existing Comenius School Partnership or have participated in such a Partnership in the past. Pupil mobility may take place only between schools involved in the same partnership. For each mobility flow, the sending and host schools must be in different countries participating in this action and at least one in an EU Member State.
	Both, sending school/s and host school/s must be located in a LLP country participating in the Comenius Pupil Mobility action. Cyprus, Germany, Ireland and the UK are not participating in the Comenius Individual Pupil Mobility action. Participating pupils shall be aged at least 14 on the day of departure and shall be enrolled full-time in an eligible school. (The minimum age may be modified in individual countries if it is incompatible with national legislation.) Only a limited number of pupils should be sent from one sending school to the same host school in order to facilitate their integration. Please verify with the National Agency to which you will apply if any additional national requirements exist.
Minimum number of Countries:	2
Minimum number of Partners:	2 (1 sending school, 1 host school)
Comment on participants:	For each application, max. 1 sending school and min. 1 host school from a different country are involved. I.e. one sending school may send pupils to one or more host schools.
Award criteria	**1. Quality of the mobility programme**
	The objectives of the mobility are clear and realistic. The involvement of the sending and the host school/s is well explained and appropriate to achieve the set objectives. There is evidence of existing cooperation between the sending school and the host school/s. Appropriate measures are proposed to ensure effective cooperation and communication between the sending and the host school. The application sets out clear and relevant criteria and a realistic procedure how the pupils will be selected and how the host families will be identified and selected. The measures taken by the sending school to recognise the studies completed abroad are clear and appropriate. The implication of all actors (sending school, host school and pupil) in the establishment of the learning agreement is clear and well defined. The content of the planned mobilities is linked to the existing cooperation between the schools.
	2. Support of participants and protection of pupils
	Appropriate measures are proposed by both schools to ensure the necessary support to participating pupils, host families and staff involved. The application makes clear how schools will

	recognise the work of the contact teacher and the mentor. The measures to ensure the protection/safety of the pupil(s) are clear and detailed.
	3. Impact and European added value
	The impact and benefits of European cooperation on the participating actors are clear and well defined. The application makes it clear how the mobility will contribute to sustainable cooperation between both schools in the future.

CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	February
Probable sending date of agreement to the beneficiaries	May/June
Probable starting date of the action	August (for mobilities) March (for linguistic preparation and travel costs)