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| **[First name(s)] [Last name(s)]** |
| [Programme and activity type / Title – see guidance] | [DD/MM/YYYY – DD/MM/YYYY] |
|  |
|  STATUS AT THE SENDING ORGANISATION (LEARNING PROGRAMME OR JOB TITLE) |
| Replace with text |
|  HOST ORGANISATION(S) |  HOST COUNTRY AND CITY |  HOST EMAIL / PHONE |
| Replace with text; list main host first | Replace with text | Replace with email / phone  |
|  FIELD |  MODE |  |
| Choose an item. | Choose an item. |  |

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| Learning outcomes |
|  |
| [**Section applicability:** Pre-mobility and post-mobility: obligatory to choose between options A, B, C or a combination of them. Remove lines that are not needed.] |
| [Option A] European key competence framework for lifelong learning |
|  LITERACY COMPETENCE |
| [See European key competence framework [online](https://op.europa.eu/en/publication-detail/-/publication/297a33c8-a1f3-11e9-9d01-01aa75ed71a1/language-en) for definitions and help; remove competence if not relevant] |
|  Multilingual competence |
| [See European key competence framework [online](https://op.europa.eu/en/publication-detail/-/publication/297a33c8-a1f3-11e9-9d01-01aa75ed71a1/language-en) for definitions and help; remove competence if not relevant] |
|  Mathematical competence and competence in science, technology and engineering |
| [See European key competence framework [online](https://op.europa.eu/en/publication-detail/-/publication/297a33c8-a1f3-11e9-9d01-01aa75ed71a1/language-en) for definitions and help; remove competence if not relevant] |
|  Digital competence |
| [See European key competence framework [online](https://op.europa.eu/en/publication-detail/-/publication/297a33c8-a1f3-11e9-9d01-01aa75ed71a1/language-en) for definitions and help; remove competence if not relevant] |
|  Personal, social, learning to learn competence |
| [See European key competence framework [online](https://op.europa.eu/en/publication-detail/-/publication/297a33c8-a1f3-11e9-9d01-01aa75ed71a1/language-en) for definitions and help; remove competence if not relevant] |
|  Citizenship competence |
| [See European key competence framework [online](https://op.europa.eu/en/publication-detail/-/publication/297a33c8-a1f3-11e9-9d01-01aa75ed71a1/language-en) for definitions and help; remove competence if not relevant] |
|  Entrepreneurship competence |
| [See European key competence framework [online](https://op.europa.eu/en/publication-detail/-/publication/297a33c8-a1f3-11e9-9d01-01aa75ed71a1/language-en) for definitions and help; remove competence if not relevant] |
|  Cultural awareness and expression competence |
| [See European key competence framework [online](https://op.europa.eu/en/publication-detail/-/publication/297a33c8-a1f3-11e9-9d01-01aa75ed71a1/language-en) for definitions and help; remove competence if not relevant] |

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| [Option B] European classificaTIons of Skills, Competences, and Occupations (ESCO) |
|  LEARNING OUTCOME 1: [Title] |
| [Add up to three ESCO skills or knowledge concepts per learning outcome] |
|  LEARNING OUTCOME 2: [Title] |
| [Add up to three ESCO skills or knowledge concepts per learning outcome] |
|  LEARNING OUTCOME 3: [Title] |
| [Add up to three ESCO skills or knowledge concepts per learning outcome] |
|  LEARNING OUTCOME 4: [Title] |
| [Add up to three ESCO skills or knowledge concepts per learning outcome] |
|  LEARNING OUTCOME 5: [Title] |
| [Add up to three ESCO skills or knowledge concepts per learning outcome] |

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| [Option C] Another competence framework of your choice |
|  LEARNING OUTCOME 1: [Title] |
| [Concrete and concise description of the achieved learning outcome in form of statements about what the participant has learned, understood and is able to do following the completion of their mobility activity] |
|  LEARNING OUTCOME 2: [Title] |
| [Concrete and concise description of the achieved learning outcome in form of statements about what the participant has learned, understood and is able to do following the completion of their mobility activity] |
|  LEARNING OUTCOME 3: [Title] |
| [Concrete and concise description of the achieved learning outcome in form of statements about what the participant has learned, understood and is able to do following the completion of their mobility activity] |
|  LEARNING OUTCOME 4: [Title] |
| [Concrete and concise description of the achieved learning outcome in form of statements about what the participant has learned, understood and is able to do following the completion of their mobility activity] |
|  LEARNING OUTCOME 5: [Title] |
| [Concrete and concise description of the achieved learning outcome in form of statements about what the participant has learned, understood and is able to do following the completion of their mobility activity] |

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| Record of completed courses |
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| [**Section applicability:** Pre-mobility and post-mobility: optional] |
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| TITLE OF THE COURSE | DURATION | LOCAL GRADE | TRANSFER GRADE | TRANSFERCREDIT POINTS |
| [include course number if available] |  |  |  |  |
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|  THESIS / DISSERTATION / REPORT / ESSAY |
| Replace with text; remove item if not applicable |
|  CERTIFICATE / DIPLOMA / DEGREE AWARDED |
| Replace with text; include the EQF/NQF levels if applicable; remove item if not applicable |
|  DESCRIPTION OF GRADING / CREDIT SYSTEM APPLIED |
| Replace with text or include web link or attach a separate document |

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| Activities and tasks |
|  |
|  Activity / task 1 |
| [Clear, concrete and concise description of an activity that the participant will attend, or of a task that they will complete]  |
|  Activity / task 2 |
| [Clear, concrete and concise description of an activity that the participant will attend, or of a task that they will complete]  |
|  Activity / task 3 |
| [Clear, concrete and concise description of an activity that the participant will attend, or of a task that they will complete]  |

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| Mentoring and monitoring arrangements |
|  |
| [**Section applicability:** Pre-mobility: obligatory; Post-mobility: optional] |
|  MENTORING AND MONITORING ACTIVITY 1 |
| [Brief description and timing / frequency] |
|  MENTORING AND MONITORING ACTIVITY 2 |
| [ Brief description and timing / frequency] |
|  MENTORING AND MONITORING ACTIVITY 3 |
| [Brief description and timing / frequency] |

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| Evaluation, recognition, and return to the sending organisation |
|  |
| [**Section applicability:** Pre-mobility: obligatory; Post-mobility: optional] |
| Evaluation of learning outcomes |
|  Evaluation format and procedures |
| [Replace with text – see user guidelines for explanation] |
|  Evaluation criteria |
| [Replace with text – see user guidelines for explanation] |
|  |
| Recognition of learning outcomes |
| [Replace with text – see user guidelines for explanation] |
|  |
| Return to the sending organisation |
|  Return destination |
| [Replace with text – see user guidelines for explanation.] |
|  Return conditionS |
| [Replace with text – see user guidelines for explanation; remove if not applicable] |

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| Additional provisions |
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| [**Section applicability:** Pre-mobility: optional; Post-mobility: **not allowed**] |
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| Contact information |
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| [**Section applicability:** Pre-mobility: obligatory; Post-mobility: **not allowed**] |
| PARTICIPANT |
|  FULL NAME  |  |  EMAIL  |  PHONE NUMBER |
| Replace with text | Replace with text | Replace with number |
| PARENTS / LEGAL GUARDIANs |
|  PARENT / LEGAL GUARDIAN 1 |  |  EMAIL  |  PHONE NUMBER |
| Replace with text | Replace with text | Replace with number |
|  PARENT / LEGAL GUARDIAN 2 |  |  EMAIL  |  PHONE NUMBER |
| Replace with text | Replace with text | Replace with number |
|  RESPONSIBLE PERSONS AT THE SENDING ORGANISATION |
|  MENTOR  |  JOB TITLE |  EMAIL  |  PHONE NUMBER |
| Replace with text | Replace with text | Replace with text | Replace with number |
|  ADMINISTRATIVE CONTACT |  JOB TITLE |  EMAIL  |  PHONE NUMBER |
| Replace with text | Replace with text | Replace with text | Replace with number |
|  EMERGENCY CONTACT |  JOB TITLE |  EMAIL  |  PHONE NUMBER |
| Replace with text | Replace with text | Replace with text | Replace with number |
|  RESPONSIBLE PERSONS AT THE HOST ORGANISATION |
|  MENTOR  |  JOB TITLE |  EMAIL  |  PHONE NUMBER |
| Replace with text | Replace with text | Replace with text | Replace with number |
|  ADMINISTRATIVE CONTACT |  JOB TITLE |  EMAIL  |  PHONE NUMBER |
| Replace with text | Replace with text | Replace with text | Replace with number |
|  EMERGENCY CONTACT |  JOB TITLE |  EMAIL  |  PHONE NUMBER |
| Replace with text | Replace with text | Replace with text | Replace with number |
|  ACCOMPANYING PERSONS |
|  ACCOMPANYING PERSON 1  |  JOB TITLE |  EMAIL  |  PHONE NUMBER |
| Replace with text | Replace with text | Replace with text | Replace with number |
|  PERIOD OF STAY |  [DD/MM/YYYY] – [DD/MM/YYYY] |
|  ACCOMPANYING PERSON 2 |  JOB TITLE |  EMAIL  |  PHONE NUMBER |
| Replace with text | Replace with text | Replace with text | Replace with number |
|  PERIOD OF STAY |  [DD/MM/YYYY] – [DD/MM/YYYY] |

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| PARTICIPANT (HOLDER OF THE DOCUMENT) |
|  FULL NAME  |  |  EMAIL AND PHONE NUMBER |
| Replace with text |  | Replace with text |
|  PARENT / LEGAL GUARDIAN 1 |  |  EMAIL AND PHONE NUMBER |
| Replace with text; remove if not relevant |  | Replace with text |
|  PARENT / LEGAL GUARDIAN 2 |  |  EMAIL AND PHONE NUMBER |
| Replace with text; remove if not relevant |  | Replace with text |
|   |
|  RESPONSIBLE PERSONS AT THE SENDING ORGANISATION |
|  MENTOR  |  JOB TITLE |  EMAIL AND PHONE NUMBER |
| Replace with text | Replace with text | Replace with text |
|  ADMINISTRATIVE CONTACT |  JOB TITLE |  EMAIL AND PHONE NUMBER |
| Replace with text | Replace with text | Replace with text |
|  EMERGENCY CONTACT |  JOB TITLE |  EMAIL AND PHONE NUMBER |
| Replace with text | Replace with text | Replace with text |
|   |
|  RESPONSIBLE PERSONS AT THE HOST ORGANISATION |
|  MENTOR  |  JOB TITLE |  EMAIL AND PHONE NUMBER |
| Replace with text | Replace with text | Replace with text |
|  ADMINISTRATIVE CONTACT |  JOB TITLE |  EMAIL AND PHONE NUMBER |
| Replace with text | Replace with text | Replace with text |
|  EMERGENCY CONTACT |  JOB TITLE |  EMAIL AND PHONE NUMBER |
| Replace with text | Replace with text | Replace with text |
|   |
|  ACCOMPANYING PERSONS |
|  ACCOMPANYING PERSON 1  |  PERIOD OF STAY |  JOB TITLE |  EMAIL AND PHONE NUMBER |
| Replace with text; remove section if not relevant |

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| FROM: |  |  |  |  |  |
| TO: |  |  |  |  |  |

 | Replace with text | Replace with text |

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| [**Signatures applicability:** Pre-mobility: signatures of sending organisation, hosting organisation, and participant (and parent/guardian for minors) are obligatory.Post-mobility: signature of either sending organisation or hosting organisation is obligatory. Other signatures are optional.] |
| [This text is applicable only at post-mobility stage] The undersigned organisation(s) certify the validity and accuracy of the information contained in this document. |
|  SENDING ORGANISATION |  ADDRESS |  SIGNATURE |
| Replace with text | Replace with text |

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|  RESPONSIBLE PERSON |  DATE |
| Replace with text |

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|  HOSTING ORGANISATION |  ADDRESS |  SIGNATURE |
| Replace with text | Replace with text |

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 |
|  RESPONSIBLE PERSON |  DATE |
| Replace with text |

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|  participant |  DATE |  SIGNATURE |
| Replace with text |

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|  PARENT / legal guardiaN |  DATE |  SIGNATURE |
| Replace with text |

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