

Mobility guidelines

No matter what,  keeps going

Supporting Alliance for African Mobility

Student mobility




BEFORE

→ Selection of the students

- Define a good selection process (please check some suggestions here)
- Define the right accompanying teacher
- Send the list with passports to the SAAM Team and hosting partner



→ Documents to provide by the EU partner

- Fill out the **Partnership Agreement** 
- Fill out the **Learning Agreement** per student 
- EU partners must provide the **infopack** before the mobility 
- It is required a **detailed program** of the mobility

→ Intercultural preparation

The trainer in charge will contact the African partner to start the online Intercultural preparation for the mobility. EU partner, stay tuned since you will be also involved!

- Pre-departure preparation scheme 

→ Follow the VISA process and have in mind the workshop



→ Have a look at this guidelines for "sending" and "hosting" students



→ Students' needs form

Students must fill out the form before traveling



→ Airport

Airport guidance



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Student mobility

DURING

Template for a mobility Diary

- Students should **keep track** of their mobility
- Weekly **tutoring sessions** are highly recommended
- For the final **SAAM documentary**, make sure you produce nice pictures and videos of the mobility






Student mobility

AFTER


As you know, both peer and student mobilities need to be justified both economically/administratively, as well as technically.

• Technical justification:

- Learning Agreement 
- Program
- Certificate of capacities
- Student diaries  
- Quality Assessment (tutors, partners and students)

- In case of an Internship in a company, make sure there is another Certificate from the company

• Administrative justification:

- Certificate of attendance 
- List of participants
- Boarding passes

• Recommendations:

- Local dissemination
- Students as **SAAM ambassadors**

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Staff mobility

BEFORE


→ Africa to Europe - Europe to Africa

- Fill out the **training needs analysis** template by the teacher who will participate in the mobility to Europe 
- Fill out the **Learning Agreement** 
- Develop a detailed training program provided by EU hosting
- Follow the VISA process (see pg. 1)

Staff mobility

DURING

→ Africa to Europe - Europe to Africa


- Implement training and job-shadowing experience
- Follow the communication guidelines for mobilities 

Staff mobility

AFTER

→ Africa to Europe - Europe to Africa

To justify the mobilities:

- **Technically:**
 - Training needs analysis and Learning Agreement
 - Provide the training material deployed during the mobility to the SAAM Team. ***This is a mandatory task, also for the WP6 duties!***
 - **Fill out the Quality Assessment Questionnaire** 
- **Administratively:**
 - Certificate of Assistance, list of participants and individual travel report