INTERVET
western balkans

HOW TO SUCCESSFULLY SET-UP A MOBILITY PROJECT

A TOOLKIT for VET PRACTITIONERS in THE WESTERN BALKANS

TABLE OF CONTENTS

INTRODUCTION

Within the framework of the call "Pilot VET mobility scheme for the Enlargement countries and Africa" published in autumn 2018 by the European Commission, **the project "Internationalisation of VET systems in Western Balkans"** (INTERVET WB) allowed 14 organisations involved in VET from 14 countries (among which all the 6 countries of the Western Balkans) to work together **to plant the seeds of VET learning mobility** in these enlargement countries.
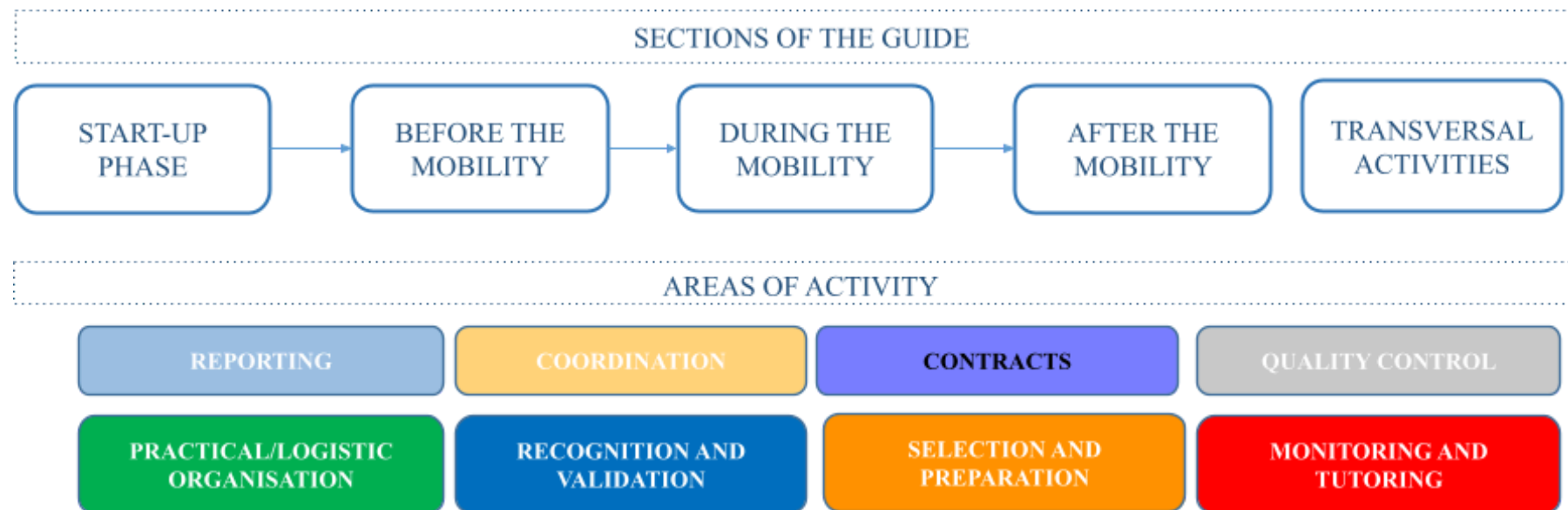
The project is built on the assumption that, in order to make mobility a reality in these countries, there is the need to introduce the "culture of learning mobility" that Europe has developed since the launch of the Erasmus programme in the 80s. In particular it is essential to inform VET teachers and headmasters on learning mobility and **increase their competences in the planning and managing processes of mobility projects**.

Starting from this perspective, **during the project implementation a toolkit** has been developed **for VET practitioners about how to set up and manage a mobility project in the Western Balkans.** It has been conceived by the project partners to build the basis for a "mobility system" able to make learning mobility possible in the long term in all these countries. **This toolkit is based on the experience gained during the INTERVET WB implementation** (January 2020 - October 2023) and **the best practices and video guidelines mentioned** have been collected thanks to the 426 learners mobilities and 165 staff mobilities implemented all along the project duration.

INTERVET WB allowed **each local partner to be involved in all the phases of the mobility management,** experiencing how to guide and monitor the students, how to manage the project and the partnership and how to deal with all documents and admin issues. Thanks to these years of cooperation, the VET providers involved in each WB country know how to prepare and manage a project and they developed a wider network locally and internationally.

This toolkit aims to **share with the practitioner community in the Western Balkans the experience gained** during the project and to provide **detailed information on how to set up and manage Erasmus+ and other mobility projects** for those who participate for the first time in these kinds of projects**.** This will ensure the sustainability of the mobility scheme developed and the quality of the mobility experiences organised.

This guide provides punctual information, **organised in a step-by-step form**, on all the 52 key activities to be implemented to successfully manage a mobility project. The 52 activities are listed in chronological order and grouped into five sections, each section begins with a Gantt chart followed by a detailed description of the roles and responsibilities of each partner. The tasks are also divided by category thanks to the use of colours.

SECTIONS OF THE GUIDE

| START-UP PHASE | BEFORE THE MOBILITY | DURING THE MOBILITY | AFTER THE MOBILITY | TRANSVERSAL ACTIVITIES |

AREAS OF ACTIVITY

| REPORTING | COORDINATION | CONTRACTS | QUALITY CONTROL |

| PRACTICAL/LOGISTIC ORGANISATION | RECOGNITION AND VALIDATION | SELECTION AND PREPARATION | MONITORING AND TUTORING |

CHRONOLOGICAL OVERVIEW

The gantt highlights how **the tasks presented in this toolkit are cyclically repeated several times during the project lifetime**.

The central point around which the activities rotate is the mobility of students, in fact there are 3 sections concerning the **before, during and after** the internship abroad.

The other two sections of the toolkit describe the **start-up phase** in which all the documentation is prepared and the **transversal activities** which take place throughout the entire length of the project regardless of the mobility phase.

Description	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
Start-up phase	■	■	■	■																				
Before the mobility			■	■	■	■			■	■	■	■			■	■	■	■						
During the mobility							■						■						■					
After the mobility								■	■					■	■					■	■			
Transversal Activity	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

START UP PHASE

GANTT

	Description of the activity	When does it have to be carried out from the beginning of the project?				
01	Signing of the Financial Agreement (convention)	Within 1 month after the project approval				
02	Kick off Meeting		Within 1 month			
03	Agreement between Applicant and Sending Organisations		Within 1 month			
04	Participation in the meeting for Projects Coordinators hold by NA (Erasmus+ projects)			Within 2/3 months		
05	Memorandum of Understanding		Within 1 month			
06	Summoning of VET providers for the coordination meeting		Within 1 month			
07	Agreements between Applicant and European partners			Within 2 months		
08	Learning Agreement preparation		Within 1 month			
09	Evaluation questionnaire preparation				Within 3 months	
10	Preparation of the models of documents for the recognition of the internship abroad			Within 2/3 months		
11	Registration to Europass Mobility platform (if available, for Erasmus+ projects)			Within 2 months		
12	Coordination meeting and training for VET providers			Within 2/3 months		
13	Check and update of learning outcomes and students profile				Within 3 months	

14	Insurance contract				Within 3 months	

START UP PHASE
ACTIVITIES

Nr.	Activity	Description
01	**Signing of the Financial Agreement**	The applicant receives, checks that the financial agreement data is correct and signs the Financial Agreement from the National Agency.
02	**Kick-off Meeting**	Once the project has been approved, the applicant sets a date for an internal operational meeting in order to plan and schedule the activities planned in the application phase.
03	**Agreement between Applicant and Sending Organisations**	It is the agreement regulating the relation between the applicant and the VET providers of the consortium. *Agreement with Sending Organisation template*
04	**Participation in the meeting for Projects Coordinators hold by NA (Erasmus+ projects)**	The applicant participates in the meeting for project coordinators, which is organised by the National Agency. On this occasion, the applicant is provided with more information on the latest rules on financial reporting and management.
05	**Memorandum of Understanding**	The Memorandum of Understanding is a framework agreement which defines procedures to validate and recognise the learning outcomes acquired during the internship abroad by the students. It is signed by all the partners of the project and contains all the information needed to integrate the Learning Agreements that will be signed by the participants before departure on which the recognition

		of their mobility depends. The recognition occurs through the exemption of the students from the internship in the home country for the amount of hours worked abroad. ***This document has already been prepared and signed by all the partners at the stage of application.*** ***MoU template***
06	**Summoning of VET providers for the coordination meeting**	VET providers are officially summoned to a coordination meeting through an official communication. In this occasion, the official documents of the project to be signed by the VET providers in the consortium are also submitted, such as the agreement between the applicant and the VET providers etc. (see activity 05). Other documents to be attached: - Learning outcomes scheme for all the qualification involved; - Mobility periods of students as for the application form submitted.
07	**Agreements between applicant and European partners**	Define and sign a collaboration agreement with the European hosting partners. ***This document has to be signed by all the partners during the management of the project before each mobility*** ***Agreement with European partners template***
08	**Learning Agreement preparation**	The Learning Agreement (LA) is the contract that regulates the relation between the participating student, the school and the hosting company abroad. It is the equivalent of the national contract for the curricular internships (working training) which is used to formalise activities and learning outcomes of the internship. This document is necessary to have the internship abroad recognised by the sending school. In order to streamline bureaucratic procedures and steps, a LA is prepared for each qualification. **Pay attention! For Erasmus+ projects just the model given by the National Agency can be used!** **In case of non-Erasmus projects, here you can find a *LA template*.**
09	**Evaluation questionnaire preparation**	This activity is part of a quality management and control process. At this stage the applicant needs to prepare and share with the partners the evaluation questionnaires. They will be filled in by the different subjects involved in the implementation phase: ● Questionnaire template for participating students; ● Questionnaire template for VET providers (sending organisations);

		● Questionnaire template for European partners (hosting organisations).
10	**Documents for the Recognition of the Internship Abroad preparation**	These are the documents needed to correctly recognise and validate the students' experience abroad. The documents are the following: **Internship Diary:** A journal in which the student takes note of the daily work activity and of useful reflections in order to be aware of his/her improvements. **Internship Register**: A register of the working hours with detailed information about the working time of each day; it must be signed by both the company and the participant. **Evaluation Grid**: A form used by the company for evaluating the participant; it is divided into two parts: the first is dedicated to the professional competences and the second to the key competences. It is used by the class council in order to validate and recognize work-linked training hours abroad. **Certificate of Participation**: It certifies the transnational mobility and it is necessary for the financial report of the project. The certificate must include: name and surname of the participant, subject of the mobility abroad, starting and ending date of the project, signature of the hosting partner. **Europass Certificate Supplement**: ESC is a document translated into English containing the diplomas/professional qualifications acquired by the participant when concluding a technical and vocational education and training. It is intended to better describe his/her learning outcomes; as a matter of fact, it provides information on acquired skills and competences, on the type of professional activity which is accessible, as well as on the European Qualification Framework (EQF). The partner compiles the ECS forms - uploaded to Drive- with qualification data collected by the VET providers. *__Mobility documents templates__*
11	**Registration to Europass Mobility platform (if available, for Erasmus+ projects)**	*In every nation this procedure might differ, we recommend checking that these procedures apply in your country.*
12	**Coordination meeting and training for VET providers**	The coordination meeting is held at the beginning of the school year, preferably between September and October. The following is a draft order of business:

		- Presentation of the project; - Checking of learning outcomes relevance for the students' profiles and gathering of information about educational projects related to this started by the VET providers; - Calls and selections process; - Pre-departure student training process; - Validation and recognition procedures (ECVET, LA, MoU); - Accompanying persons: selection and training.
13	**Check and update of learning outcomes and students profile**	After the school meeting, it is necessary to check that the learning outcomes for each of the qualifications involved are relevant and in line with the actual results of the curricula. If not, the inputs about the learning outcomes from the VET providers will be noted and the relevant documentation (e.g. learning agreement) will be modified accordingly. These modifications may also depend on the fact that several VET providers may have the same qualification, but with some slight differences.
14	**Insurance contract and insurance statement template**	After the project has been approved, it is recommended to find private insurance and buy a covering plan which includes third party liability and personal injuries insurance policies for all those involved in the mobility (students and accompanying persons).

BEFORE MOBILITY
GANTT

	Description of the activity	How long before sending the students?				
15	Publication of calls for participants	4 months before mobility				
16	Calls promotion	4 months before mobility				
17	Selection of Candidates carried out by the VET providers	4 months before mobility				
18	Flows Composition		3 months before mobility			
19	Publication of the evaluation results		3 months before mobility			
20	Signing of the Mobility Agreement		3 months before mobility			
21	Sending profiles and search for Companies		3 months before mobility			
22	Filling Learning Agreements details			2 months before mobility		
23	Filling Europass Mobility details			2 months before mobility		
24	Filling Beneficiary Module (Erasmus+ projects)					2 weeks before mobility
25	Travel tickets			2 months before mobility		
26	Management of insurance policies			2 months before mobility		
27	Board, lodging and local transport abroad			2 months before mobility		
28	Planning the pre-departure training session				3 weeks before mobility	
29	Selection and training of accompanying persons					2 weeks before mobility

| 30 | Intercultural and pedagogical pre-departure training | | | | | 2 weeks before mobility |

BEFORE MOBILITY
ACTIVITIES

Nr.	Activity	Description
15	**Publication of calls for participants**	The dates for publishing the calls for participants have already been suggested in the application stage. A "call for candidates" containing all the formal criteria of participation in the project and the selection process should be prepared. It is suggested to use an application form to collect all candidate applications. It can be also requested to attach other documents to the application, such as: - Europass CV (instructions on how to fill in can be found **here**); - English certificate; - Motivation letter; - Travel documents. After the publication in the project or Applicant website, the VET providers are asked to spread out information through their communication channels at an internal level (websites, social media, communication in class etc.).
16	**Calls promotion**	After the call is online, it is important to promote it. It could be done, for example by organising online and offline promotional events and inviting participants of previous projects to share their experiences.
17	**Selection of Candidates carried out by the VET providers**	After the candidates apply at the call and add the requested documents, a commission composed by staff from the VET providers carry out internal selections using the methods and criteria described in the call for candidates. **Selection video guidelines**

18	**Flows Composition**	The project coordinators create the mobility flows for the sending round. To do that, they put together the selected candidates into flows according to their attitudes, backgrounds, qualification, to ensure that flows are as homogeneous as possible.
19	**Publication of the evaluation results**	The final selection results together with the reserve list are published on the Applicant or project official website. As stated in the call for participants, the selected candidates need to confirm that they accept the mobility offer.
20	**Signing of the Mobility Agreement**	The mobility agreement regulates the relations between the participant and the applicant. It contains all the rights and duties of each party, as well as the economic aspects related to mobility abroad. The agreement is signed by the applicant, the participant and his/her parent (or legal guardian) and it officially approves the assignment/award of mobility to the participant. Withdrawing after signing will cause the payment of a penalty fee. The mobility agreement includes also: - Privacy declaration (**to be updated accordingly to the laws in each country**); - Exemption of responsibility of accompanying persons. **Pay attention! For Erasmus+ projects just the model given by the National Agency can be used!** **In case of non-Erasmus projects, here you can find a Mobility Agreement Template.**
21	**Sending profiles and search for Companies**	Once the participants have been selected, the applicant submits their profiles (CVs in Europass format) to the European partner which, by the date of the pre-departure training, sends over the data of the companies matched with each participant in order to fill in the LAs details.
22	**Filling Learning Agreements details**	The applicant fills in the LAs with the personal details of the participants. As soon as the European companies have been selected in agreement with the European partner (and in any case before the pre-departure training meeting), it is necessary to fill the LA with the companies details.
23	**Filling Europass Mobility details (if available, for Erasmus+ projects)**	The applicant fills in the Europass Mobility online, if available, or downloads the template provided by the National Agency. It is warmly suggested to fill this document at the same time with the learning agreement in order to organise the work more effectively given that many of the details requested are the same.

24	**Filling Beneficiary Module (Erasmus+ projects)**	The Beneficiary module is the online platform that facilitates the reporting and submission of intermediate and final reports to the National Agency. The log-in credentials are sent by the National Agency to the contact person of the applicant specified in the application form submitted. According to the reporting procedures, all the details of the participants and the length of the mobility must be indicated here. In a separate section, you will also find the final report that will be sent to the national agency at the end of the project. In order to organise the work more efficiently it is suggested to fill in the Beneficiary Module together with the other documents regarding the participants, for example, the Learning Agreement and the Europass Mobility.
25	**Travel tickets**	The applicant purchases the travel tickets for the participants, it includes the transfer to and from the airport. The travel grant for each participant is expected to cover the cost for the round trip. The applicant is entitled to purchase travel insurance if it finds it appropriate/necessary. During the pre-departure meeting, practical information is handed out to the participants, who will also receive an e-mail with a copy of the tickets.
26	**Management of insurance policies**	The applicant activates a third party liability and personal injuries insurance for the participants of the outgoing flows and communicates it to the insurance company subcontracted (see activity18). It will also activate a third party liability and personal injuries insurance for the participants of the outgoing flows and communicate it to the insurance company.
27	**Accommodation, meals and local transport abroad**	The applicant communicates to the European partners the number of outgoing students, as well as any comments that emerged during the interviews, e.g. intolerances, allergies, health conditions, predisposition to live in shared spaces etc. The European partner proposes a possible accommodation, which should be carefully evaluated to find the best options in terms of price and quality.
28	**Planning the pre-departure training session**	All students attend a training session aimed at preparing them for their first mobility experience. It is recommended to arrange this meeting around 15 days before the departure. This important meeting will provide all the practical and logistic information and the pedagogical preparation via interactive activities.

29	**Selection and training of accompanying persons**	Accompanying persons can generally be selected through teachers who express their interest to participate as accompanying persons. The ratio of accompanying persons and students in mobility is generally 1:10. The accompanying persons should participate in a dedicated training session, which should be focused on the responsibilities of the role and on the documents management. Moreover, the accompanying person should take part in the pre-departure meeting of students, in order to establish a good connection with the group before the departure. **The accompanying person role Video Guidelines**
30	**Pre-departure training session delivery**	The pre-departure meeting should include the following activities: - Introduction to the Erasmus+ program and to the European values; - Providing practical information on the stay abroad (travel, accommodation, meals, European partners, companies etc.); - Non-formal education workshop on intercultural issues, stereotypes and prejudice; - Workshop on the participants' fears, doubts and expectations about the experience they are going to live aimed at preventing crises, conflicts and problems during their stay abroad; - Listening to a testimony of someone who participated or is participating in a European mobility program such as a former student who took part in similar projects (**optional**).

DURING MOBILITY
GANTT

	Description of the activity	How long from the arrival of the students?				
31	Sending/arrival	First day				
32	Learning Agreement signature	First day				
33	Monitoring Mobility	Every week				
34	Monitoring visits	On a regular basis agreed with the European partner				
35	Filling of Internship Diary	Every week				
36	Internship Register signature				At the end of the mobility	
37	Filling of Evaluation Grids				At the end of the mobility	
38	Signing of the Europass Mobility and Certificate of Participation Documents				At the end of the mobility	

DURING MOBILITY
ACTIVITIES

Nr.	Activity	Description
31	**Sending/arrival**	On the departure day the accompanying person stays with the students for the duration of the whole journey. Once they arrive at their destination, they are welcomed by the European partner, who arranges the transfer to their accommodation.
32	**Learning Agreement signature**	The European partner makes sure that the companies sign the Learning Agreement upon arrival at the company and explain to the company how to fill in the internship register.
33	**Monitoring Mobility**	Mobility should be monitored through regular emails with the European partners and forms for the accompanying persons (at least once a week). **Monitoring and evaluating the mobility - video guidelines**
34	**Monitoring visits**	The European partner organises visits to the hosting companies involved in the project. The accompanying person takes part in the visit in order to verify that the working conditions are appropriate, but also that the activities carried out by the student are coherent with the learning outcomes defined in the LA.
35	**Filling of Internship Diary**	Students can be asked to fill in a diary to document their activities, which will also be useful to the school in order to facilitate the recognition and validation of the European learning experience. Besides, completing the diary is an opportunity to reflect on the acquired skills and the personal and professional growth.
36	**Internship Register signature**	The European partner makes sure that the companies sign the internship register duly filled with the number of hours effectively worked during the mobility.

37	**Filling of Evaluation Grids**	The evaluation grid is filled in by the company tutor at the end of the internship. This document is essential to the process of validation and recognition of the internship abroad. In fact, it is on the basis of this document, that the school will recognize and validate the experience abroad as if it was made in the home country.
38	**Signing of the Europass Mobility and Certificate of Participation Documents**	The legal representative of the European partner signs the Europass Mobility and Certificate of Participation. While the former certifies the skills acquired by the student, the latter is needed as a proof of payment for reporting.

AFTER MOBILITY
GANTT

	Description of the activity	How long after mobility?				
39	Submission and collection of evaluation questionnaires	Within 1 weeks after				
40	Evaluation meeting with accompanying persons		Within 3 weeks after			
41	Verification of the reported expenditures		Within 2 weeks after			
42	Archiving documents			Within 4 weeks after		
43	Survey on student employment outcomes					Within 24 months after
44	Filling of Indicators Grid					Within 24 months after

AFTER MOBILITY
ACTIVITIES

Nr.	Activity	Description
39	**Submission and collection of evaluation questionnaires**	Upon the return of every flows, the quality control activities take place, these consists in sending online evaluation questionnaires according to the following procedures: - **Evaluation questionnaires for students**: they are sent to the student by the accompanying persons when they return back home, or on the last day of mobility (i.e. on the way back). - **Evaluation questionnaires for VET providers**: they are sent by the applicant to the contact persons of all VET providers at least twice during the length of the project - **Evaluation questionnaires for European partners**: they are sent by the applicant to European partners at the end of each flow to see how mobility has gone from their point of view.
40	**Evaluation meeting with accompanying persons**	It is suggested to the applicant to meet the accompanying persons when they return back from mobility for two reasons: - To collect all the documentation produced (e.g. learning agreement, certificates of participation, internship diaries, internship diaries etc.); - To assess the overall implementation of mobility, in particular how the students, the European partner and the hosting companies behaved. The assessment of the accompanying persons' is crucial to improve the service delivered because it offers a rather impartial point of view. **Learning outcomes validation and recognition - Video Guidelines**
41	**Verification of the reported expenditures**	After the return of the participants, it is important to check that all the expenses reported are in line with the guidelines given by the National Agency.

42	**Archiving documents**	After the applicant has received all the supporting documents, it should take care of archiving them in a tidy and easily understandable way in the event of a financial audit from the National Agency. Apart from the debit notes and supporting documents of the European partners, it is necessary to scan and archive all the signed documents before sending them to the VET providers for the recognition and validation of mobility. These documents are: - **Learning Agreement** - **Internship Register** - **Evaluation Grid** - **Final reports of each flow** - **Europass Mobility** The supporting documents to be archived includes also the travel documents of the participants along with their **boarding passes**.
43	**Survey on student employment outcomes**	This is an online questionnaire that the participants fill in after 6 and 12 months from leaving the school. It is required the collaboration of VET providers in order to retrieve this information either to contact the ex-alumni or to access the data from similar questionnaires that they already submit.
44	**Filling of Indicators Grid**	It is a good practice for the applicant to measure the impact of the activities and dissemination of the project by filling in an indicator grid. Some examples of indicators can be: number of presentations regarding the project carried out, number of people reached by dissemination, etc.). The grid can be completed at half at the end of the project.

TRANSVERSAL ACTIVITIES

PROMOTION AND DISSEMINATION
The Erasmus + program explicitly requires projects to have an impact on the local school system but also outside. It is therefore necessary to **spread the word** about the project with the different stakeholders who might benefit from, promote, support or **enhance the impact at different levels.** The most **relevant targets** to address are: VET providers, municipalities, local educational authorities, business associations and business actors in general etc.

Nr.	Activity	Description
45	**Update of website/s**	It is warmly recommended to create an internet page describing the project, with a clear and visible link on the applicant's homepage.
46	**Press conferences and press releases**	It is useful to arrange an annual press conference with the support of any local institutions when the calls are published in order to share the results. Alternatively, press releases can be sent to local medias
47	**Presentations**	The project can be presented as a good practice in conferences or events to which the organisation takes part.
48	**Social medias**	It is recommended to use social networks like Facebook, Twitter etc. to foster and disseminate the results of the project. This can be done, for example, by sharing articles written by participating students that can be shared in different social networks.
49	**Dissemination at internal level**	It is important to inform all members of your organisation about the project to ensure that even those who do not work directly are aware of the scope of the activities. In the case of organisations such as consortia or networks, it is also important to present the project to the members so that all organisations are made aware of the project.
50	**Articles on online blogs**	It is a good practice to publish in online blogs articles and pictures regarding the mobility experiences of the participants on a regular basis, they can be shared or used by the applicant to spread information about the project.

	COORDINATION AND SUPPORT TO THE SENDING ORGANISATIONS (VET PROVIDERS OR VET CENTRES)

The Applicant manages the communication with VET providers about all aspects of the implementation (e.g. selection, preparation, recognition and validation of competences, etc.). It also coordinates the sending organisations, defines the time schedule, and provides the necessary information to their contact persons. Apart from regular mailing and telephone contacts, this activity includes also organising and participating in coordination meetings with VET providers which are aimed at getting to know the teachers personally and secondly to inform them about the methodology adopted by the project.

Nr.	Activity	Description
51	**Communication with VET providers (in case of Consortia)**	During the implementation of the project, the sending organisations will likely require support for their activities. In order to better manage communication flows and supporting activities in a compatible way with the rest of the activities in your organisation, it is suggested to set up an help desk for a few hours a week to answer mail or receive calls.
52	**Support to the validation and recognition process of the VET providers**	The coordinators support the sending organisations for issues related to the validation and recognition phase. Both recognition and validation are terms pertaining to the ECVET dictionary, you can find out more on ECVET on the official website: http://www.ecvet-toolkit.eu/. - **Validation process**: It consists in confirming that one or more learning outcomes have been achieved by a student. This process is based on the evaluation of the hosting company which is expressed through the Evaluation Grid filled at the end of the internship. The responsible for validation in the school (usually the class council of the responsible for curricular internships) will validate by comparing the documentation produced with the learning outcomes initially foreseen which have been listed in the Learning Agreement. If the documented results meet the standards required by the qualification, the evaluation carried out by the host company is then validated, which means that recognition can be performed. - **Recognition process**: it consists in officially certifying that the student has achieved the learning outcomes foreseen by assigning credits (such as in the case of universities) or some other kind of recognition. After validation, the school confirms that the knowledge, skills and competences learned abroad have been accepted and are now part of the students' curriculum. In the case of mobility, recognition can be made by exempting the student from performing the compulsory practising period for a number of hours equal to those spent abroad.

LEARNING MOBILITY GLOSSARY

Applicant/Project's coordinator	It is the organisation which has formally submitted the project to the national agency. In the application form it is the first partner.
Hosting organisations	Partners in other European countries which facilitate the organisation of the internship abroad, their role is to find the right hosting companies as well as accommodation, food provision, and local transport for participating students.
Sending Organisation	A school or a VET centre which is a partner of the mobility consortium of the project. Sending organisations are only those which are part of the consortium in the application form.
European partners	Same as hosting organisations
Flow	A mobility flow is a group generally composed of 10 students plus 1 accompanying person, who have been selected to participate in the mobility experience.
Round of flows	All the flows of students leaving on the same days for the mobility experience abroad.
LA	Learning Agreement
MOU	Memorandum of Understanding
ECVET	European Credit System for Vocational Education and Training (www.ecvet-toolkit.eu)

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