

**!! This page is not part of the template. Please remove it before signing the document. !!**

## What is this template?

This is a recommended template for learning programmes provided by invited experts under Erasmus+ Key Action 1. The template is applicable in the fields of school education, vocational educations and training, and adult education.

## What is a learning programme provided by an invited expert?

A learning programme for invited experts describes the content, methodology and objectives of an expert's visit to the hosting organisation.

The learning programme forms a part of a package of documents for preparation and follow-up of the visit. While exceptions are possible depending on the context, this package will typically include:

- **Grant agreement** between the inviting organisation and the participant defining the financial support to the invited expert and the legal framework for the mobility
- **Learning programme provided by an invited expert** defining the content, methodology and objectives of the visit.

A draft learning programme should be prepared before the mobility and signed after the mobility, taking into account any changes that have happened during implementation.

## Is it obligatory to define a learning programme with invited experts?

It is obligatory a proof of attendance by the invited expert including the resulting learning outcomes, but it is not obligatory to use this specific template.

This obligation is defined by the standard grant agreement for Erasmus+ projects that each beneficiary organisation signs with their National Agency. It requires the following supporting documentation in order to claim financial support for individual mobility activities:

*Supporting documents: proof of attendance of the activity in the form of one or several documents specifying the participant's name and learning outcomes, as well as the starting and end date of the activity. In case accompanying persons have supported the participants during the activity, their names and duration of stay shall also be included. The supporting documents must be signed by the hosting organisation and the participant.*

This template is recommended by the European Commission as it contains the minimum elements required to ensure compliance with the above obligations. However, if needed, you may choose to modify the template or to use a different one, as long as the above minimum requirements are respected.

## How to use this template?

To use the template, complete the needed content in each article. Throughout the template, you will find concrete instructions and advice in [square brackets and grey shading]. The grey-shaded text and this initial page should be removed before finalising the document.

## Erasmus+ learning programme provided by an invited expert

### 1. Information about the activity

Field	[Choose one: School education OR Vocational education and training OR Adult education]
Activity type:	Invited experts
Mode:	[Choose one: Physical OR Blended OR Virtual]
Start date:	[DD/MM/YYYY]
End date:	[DD/MM/YYYY]

#### 1.1. Information about the invited expert

Full name:	
Address:	[Full address, including country, city and post code]
Email:	
Phone number(s):	
Qualifications:	[Describe the invited person's expertise in terms of their academic qualifications, work experience and other relevant information that qualifies them to fulfil the agreed programme of the visit]

#### 1.2. Hosting organisation

Organisation name:	[Full legal name of the hosting organisation]
Address:	[Full address, including country, city and post code]

### 2. Timetable

[Introduce the full timetable of the activities that the invited expert has performed at the hosting organisation. The below table format is only a simple example that can be modified to best fit the implemented programme.]

Timing	Activity/Session
[e.g. Day 1 – 9:00]	[e.g. 'Introduction']

### 3. Methodology and objectives

[According to the Programme Guide, activity format 'Invited experts' allows organisations to invite trainers, teachers, policy experts or other qualified professionals from abroad who can help improve the teaching, training and learning at the receiving organisation. For example, invited experts may provide training to the receiving organisation's staff, demonstrate new teaching methods or help transfer good practices in organisation and management. The purpose of this section is to define the specific objectives of this activity and how the invited expert has provided these expected benefits.]

The learning programme provided by the invited expert has been performed in the following way:

Methodology:	[Describe how will the learning be organised; what activities, methods and approaches have been applied by the invited expert]
Objectives:	[Describe what the objectives of the activity were. For example, what were the staff from the hosting organisation expected to learn, which practices of the hosting organisation are expected to improve, etc.]

### 4. Signatures

The signatories confirm that the activity has been implemented as described in this document.

Invited expert	
Full name:	
Date and place:	
Signature:	

For hosting organisation	
Full name:	
Position:	
Date and place:	
Signature:	