



Education and Culture DG

Lifelong Learning Programme

Participant Report

Call: 2011

Leonardo da Vinci Mobility

Form version: 0.4 / Adobe Reader version: 9.401

THIS FORM IS ONLY FOR TESTING AND ONLY FOR INTERNAL EUROPEAN COMMISSION / NATIONAL AGENCIES USE. PLEASE DO NOT DISTRIBUTE!

ENVIRONMENT: TEST

A. GENERAL INFORMATION

Please send this report duly completed and signed by you to your beneficiary organisation within 30 days after the final end date of the action.

B. SUBMISSION

Programme

LIFELONG LEARNING PROGRAMME

Sub-programme

LEONARDO DA VINCI

Action type

MOBILITY

Action

LEONARDO DA VINCI PLM (People in the Labour Market)

Call

2011

B.1. PROJECT IDENTIFIERS

Grant agreement no.

2011-1-GR1-LEO01-00526

Project title (national language)

Project

Beneficiary organisation name

Beneficiary Organisation

Participant name

FirstName LastName

Submission id

Form id

3E52DD43

Form hash code



3E52DD4389A716BA



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C. MOBILITY EXPERIENCE**C.1. MOBILITY EXPERIENCE EDUCATION**

Economic sector	A - AGRICULTURE, FORESTRY AND FISHING
Field of education	Accounting and taxation (344)
Level of education	ISCED 0 - Pre-primary education

C.2. MOBILITY - 1**C.2.1. MY HOST ORGANISATION**

Full legal name (national language)	Host Organisation
Full legal name (latin characters)	Host Organisation
City	Brussels
Country	BE - BELGIUM

C.2.2. MOBILITY DETAILS

Origin country	CZ - CZECH REPUBLIC
Destination country	EE - ESTONIA
Departure date (dd-mm-yyyy)	01-01-2011
Return date (dd-mm-yyyy)	01-02-2011
Duration (in weeks)	4
Duration (in days)	0

C.2.3. LANGUAGES USED

Please list the languages used in this mobility.

EL - Greek

FI - Finnish

C.2.4. PREPARATION

Have you done any preparatory activities?

Yes

Explain how you have prepared yourself for this Mobility with reference to linguistic courses attended, choice of host country and organisation, host country culture and work organisation, etc.

comment



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Please evaluate the following aspects concerning preparation of your Mobility.

ASPECT	EVALUATION
Language preparation received enabled me to cope with everyday situations (LangPrepDay)	To a very small extent (Tvsm)
Language preparation received helped me to work in my occupational area (LangPrepArea)	To a very small extent (Tvsm)
I received the necessary information to get integrated into my new environment (PrepIntegrInfo)	To a very small extent (Tvsm)
Overall satisfaction regarding preparation (PrepOverSat)	To a very small extent (Tvsm)

Please describe the type of preparation provided to you: linguistic courses, host country cultural information, work organisation, etc.

comment

C.2.5. CONTENT

Please evaluate the following aspects concerning the content of your Mobility.

ASPECT	EVALUATION
I was given proper help to find a suitable host organisation (ContFindHost)	To a very small extent (Tvsm)
The organisation where I trained/worked met my training needs (ContTrainNeeds)	To a very small extent (Tvsm)
I knew clearly what I was expected to do and learn during my mobility abroad (ContExpect)	To a very small extent (Tvsm)
The Mobility duration was long enough for me to fulfil my training objectives (ContDurObj)	To a very small extent (Tvsm)
Proposed activities were directly related to my training / training objectives in my home country (ContActRel)	To a very small extent (Tvsm)
I was provided with proper equipment (ContEquip)	To a very small extent (Tvsm)
I knew who was the person assigned to help me carry out my programme and check my results (ContMentor)	To a very small extent (Tvsm)
My sending school/organisation was helpful during my Mobility (ContSendOrg)	To a very small extent (Tvsm)
Overall satisfaction regarding my Mobility (ContOverSat)	To a very small extent (Tvsm)

Please explain how your sending and hosting organisation prepared and organised your Mobility.

comment

What was your involvement in the Mobility preparation?

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comment

Please provide a description of the host organisation, everyday activities, specific tasks undertaken, contact persons in charge (in both sending and receiving organisations), etc.

comment

C.2.6. RECOGNITION

C.2.6.1. EVALUATION

Please evaluate/provide feedback concerning the following Mobility recognition aspects.

ASPECT	EVALUATION
My Mobility was an integral part of the qualification that I am/was studying (RecQualif)	Yes
Overall satisfaction regarding recognition of my Mobility (RecOverSat)	To a very small extent (Tvsm)

C.2.6.2. CERTIFICATION

Please enter the recognition/certification types received from each organisation involved in the Mobility.

ORGANISATION	RECOGNITION/CERTIFICATION TYPE
Sending Partner	Diploma (Dip)
Intermediary Partner	Europass Curriculum Vitae (CV) (Europass_CV)
Host Organisation	Europass Language Passport (Europass_LangP)

Please provide any personal comments you may have concerning recognition.

comment

C.2.7. OUTCOMES

Please evaluate the following aspects concerning the outcomes of your Mobility.

ASPECT	EVALUATION
I discovered new techniques, new methods (OutNewTechMeth)	To a very small extent (Tvsm)
I have new professional skills (OutSkills)	To a very small extent (Tvsm)

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I can express myself better in another language (OutLangExpress)	To a very small extent (Tvsm)
I feel more confident (OutPersonConf)	To a very small extent (Tvsm)
I now have a better understanding of other people (OutPeopleKnowl)	To a very small extent (Tvsm)
I'm more interested in my training than before (OutTrainInterest)	To a very small extent (Tvsm)
I now consider working in another country (OutWorkAbroad)	To a very small extent (Tvsm)
My mobility abroad will help with my future studies* (only for persons still in training) (OutFutureStudy)	To a very small extent (Tvsm)
My Mobility abroad will help me find a job (OutjobFind)	To a very small extent (Tvsm)
Overall satisfaction regarding the outcomes of my Mobility (OutOverSat)	To a very small extent (Tvsm)

Please describe the benefits you have gained from your Mobility abroad and the impact you expect on your professional/ personal life.

comment

C.2.8. PRACTICAL ARRANGEMENTS

Please evaluate/provide feedback on the following aspects concerning the practical arrangements of your Mobility.

AREA	RATING
I completed and understood a contract with my host/sending/intermediary organisations regarding my Mobility (PractContract)	Yes
The host enterprise paid me a gratuity (PractHostGratuityPay)	Yes
I am satisfied with the grant provided by the Leonardo programme for accommodation and subsistence (PractSubsGrant)	To a very small extent (Tvsm)
I am satisfied with the arrangements for transportation (PractTransport)	To a very small extent (Tvsm)
I am satisfied with the arrangements for insurance (PractInsurance)	To a very small extent (Tvsm)
I am satisfied with the information and support I received concerning my social protection (PractSocialProtect)	To a very small extent (Tvsm)
I am satisfied with the information and support I received concerning my personal safety? (PractSafety)	To a very small extent (Tvsm)
I am satisfied with the assistance I received concerning the practicalities of training/ working abroad (PractPract)	To a very small extent (Tvsm)
I was offered opportunities to be integrated into local life (PractLocalLife)	To a very small extent (Tvsm)
Overall satisfaction regarding support from sending organisation for practical arrangements (PractSendSupp)	To a very small extent (Tvsm)
Overall satisfaction regarding support from host organisations for practical arrangements (PractHostSupp)	To a very small extent (Tvsm)
Overall satisfaction regarding financial support provided by the Leonardo da Vinci programme (PractLeoFinSupp)	To a very small extent (Tvsm)

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Please describe what practical arrangements were taken for your stay abroad: travel, insurance, accommodation, local transportation, etc.

comment

With regards to the above, explain how the finances were organised and, if applicable, explain the problems and solutions found to overcome them.

comment

Please describe what you did in your free time.

comment

EXAMPLE, NOT FOR ACTUAL USE



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D. LESSONS LEARNED

D.1. PROBLEM HANDLING

Please describe any problem you encountered, including also the solutions applied.

comment

D.2. COMMENTS AND SUGGESTIONS

Please provide any further comments you might wish to make in order to help other participants.

comment

Please provide any further comments you might wish to make concerning programme improvements.

comment



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E. DATA PROTECTION NOTICE

PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency to which the form must be submitted. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at anytime.

<http://www.edps.europa.eu/>

F. PARTICIPANT DECLARATION AND SIGNATURE

I, the undersigned, hereby declare that the attached information is accurate and in accordance with the facts.

Place: _____

Date: _____

Name: _____

Signature: _____

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G. SUBMISSION

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

G.1. DATA VALIDATION

Validation of compulsory fields and rules

G.2. SUBMISSION SUMMARY

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form hash-code	Status
1	2011-06-07 18:30:04 *	Form has not been submitted yet	3E52DD4389A716BA	Unknown

* means local PC time, which is not trusted and cannot be used for claiming that the form has been submitted in time

G.3. STANDARD SUBMISSION PROCEDURE

Online submission (requires internet connection)

G.4. ALTERNATIVE SUBMISSION PROCEDURE

Creates a file to be sent by email to the National Agency

(To be used ONLY if online submission is not available. Please see instructions about this procedure in the "Applicant Guide")