



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	2013

B.1. PROJECT IDENTIFIERS

Grant agreement no.	2012-1-ES1-LE002-00001
Project title (national language)	Project title
Beneficiary organisation name	Full legal name
Participant name	FIRST NAME LAST NAME
Submission id	
Form id	105C01F3
Form hash code	 105C01F300AFD90D



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	City
Country	DE - GERMANY

C.2.2. MOBILITY DETAILS

Origin country	AT - AUSTRIA
Destination country	BE - BELGIUM
Departure date (dd-mm-yyyy)	01-01-2013
Return date (dd-mm-yyyy)	01-02-2013
Duration (in weeks)	4
Duration (in days)	3

C.2.3. LANGUAGES USED

Please list the languages used in this mobility.

EN - English

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.

text

To what extent are you satisfied with the following aspects concerning the preparation of your Mobility?



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

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

text

C.2.5. CONTENT

To what extent are you satisfied with the following aspects concerning the content of your Mobility?

ASPECT	EVALUATION
I was given proper help to find a suitable host organisation (ContFindHost)	Totally accomplished (Tot)
The Mobility duration was long enough for me to fulfil my learning objectives (ContTrainNeeds)	Totally accomplished (Tot)
I knew clearly what I was expected to do and learn during my mobility abroad (ContExpect)	Totally accomplished (Tot)
The activities in the work place were directly related to my learning objectives (ContActRel)	Totally accomplished (Tot)
I was provided with proper equipment (ContEquip)	Totally accomplished (Tot)
I knew who was the person assigned to help me carry out my programme and check my results (ContMentor)	
My sending school/organisation was helpful during my Mobility (ContSendOrg)	
Overall satisfaction regarding my Mobility (ContOverSat)	

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

text

How did you prepare for the Mobility?

text

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



text

C.2.6. RECOGNITION

C.2.6.1. EVALUATION

To what extent are you satisfied with 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)	Totally accomplished (Tot)

C.2.6.2. CERTIFICATION

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

ORGANISATION	RECOGNITION/CERTIFICATION TYPE
Sending Organisation	Certifications (CERT)
Intermediary Organisation	Diploma (Dip)
Host Organisation	Joint Degree (Dip-Joint)

Please provide any personal comments you may have concerning recognition.

text

C.2.7. LEARNING OUTCOMES

To what extent are you satisfied with the following aspects concerning the learning outcomes of your Mobility?

ASPECT	EVALUATION
I learned new professional skills and how to apply new techniques and new methods (OutNewTechMeth)	Totally accomplished (Tot)
I learned how to act in a professional environment in a foreign country (OutSkills)	Totally accomplished (Tot)
I can express myself better in another language (OutLangExpress)	Totally accomplished (Tot)
I feel more confident (OutPersonConf)	Totally accomplished (Tot)
I now have a better understanding of people in a foreign country (OutPeopleKnowl)	Totally accomplished (Tot)
I'm more interested in my studies/training programme than before (OutTrainInterest)	Totally accomplished (Tot)
I now consider working in another country (OutWorkAbroad)	Totally accomplished (Tot)



My mobility abroad will help with my future studies* (only for persons still in training) (OutFutureStudy)	Totally accomplished (Tot)
My Mobility abroad will be helpful when finding a job (OutjobFind)	Totally accomplished (Tot)
Overall satisfaction regarding the outcomes of my Mobility (OutOverSat)	Totally accomplished (Tot)

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

text

C.2.8. PRACTICAL ARRANGEMENTS

To what extent are you satisfied with 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)	
I am satisfied with the grant provided by the Leonardo programme for accommodation and subsistence (PractSubsGrant)	Totally accomplished (Tot)
I am satisfied with the arrangements for transportation (PractTransport)	Totally accomplished (Tot)
I am satisfied with the arrangements for insurance (PractInsurance)	Totally accomplished (Tot)
I am satisfied with the information and support I received concerning my social protection (PractSocialProtect)	Totally accomplished (Tot)
I am satisfied with the information and support I received concerning my personal safety? (PractSafety)	Totally accomplished (Tot)
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 small extent (Tsm)
Overall satisfaction regarding support from sending organisation for practical arrangements (PractSendSupp)	To a high extent (Thigh)
Overall satisfaction regarding support from host organisations for practical arrangements (PractHostSupp)	To a very high extent (Tvhigh)
Overall satisfaction regarding financial support provided by the Leonardo da Vinci programme (PractLeoFinSupp)	

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

text



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

text

Please describe what you did in your free time.

text



D. LESSONS LEARNED

D.1. PROBLEM HANDLING

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

text

D.2. COMMENTS AND SUGGESTIONS

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

text

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

text



E. DATA PROTECTION NOTICE

PROTECTION OF PERSONAL DATA

Processing this form may involve the recording and processing of personal data. Such data will be processed pursuant to Regulation (EC) No 45/2001 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. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

http://ec.europa.eu/dgs/education_culture/calls/dpo_en.htm

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: _____



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	2013-06-12 11:36:59 *	Form has not been submitted yet	105C01F300AFD90D	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)