



## **EEBII Guidelines on Student Exchanges**

Temporarily visiting other schools in a different country gives students the chance to develop more intensively in many regards, e.g. to improve their language skills and to mature through experiencing a different educational and cultural environment.

European schools - both official and accredited - offer the possibility of hosting other students. These opportunities are known collectively as "student mobility programmes".

Mobility programmes normally take place within the 1st semester of S5. As a school, we request to do a 4 months exchange (during the first semester) because this is much more enriching than only 5 or 6 weeks.

The pupil pursues classes in his/her usual language section while staying with a host family speaking his/her second or third language.

The class council, at the end of the first term of the preceding year, provides advice – notably on the school results and on the behaviour of the pupil. The final decision concerning the request is taken by the Director. The agreement may possibly be withdrawn should the results or the attitude of the pupil deteriorate in the second term.

All exchanges are dependent on the approval of both Directors. An exchange can only be approved if the pupil's subjects (as many as possible) can be taken in the host school. If a subject can't be followed, the pupil and parents must be aware that the pupil will need to catch up on his/her own on what he missed in that subject during the second semester.

In the host school, the pupil participating in the exchange receives an A-mark and sits the tests for the B-marks. A report signed by the Director of the host school is handed over at the end of the first term.

### **Miscellaneous**

- If the European School Brussels II supports the request, it will ask the Director of the host school to consider the request.
- Should a positive answer be granted by the host school, parents agree to accept the procedure and practicalities and to transfer the rights and duties from the school of origin to the host school.



ECOLE EUROPEENNE DE BRUXELLES

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EUROPEAN SCHOOL BRUSSELS

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EUROPÄISCHE SCHULE BRÜSSEL II

- Neither the school of origin nor the host school may be charged with additional administrative or financial burdens (travelling expenses, school books, insurances etc.).
- Before the two schools involved approve, a host family must be confirmed to receive the student. A host family can be found independently by the applying student's family, or through the contact person from the APEEE of the hosting school. Parents are responsible for finding a suitable host family.
- Regarding schoolbooks: pupils are requested to have **all** books used in the host school.
- If parents make a request for an exchange for one of their children, they have to be ready to accept other students = being a host family in the following year

## Procedure

- The request has to be done before the end of the first teaching week after the Christmas holidays
- This request is made up of the following documents, which must be filled in and handed in to the coordinator: -annex 2 (general information)  
-annex 5 (parents' consent form)  
-first part of annex 4 (health form)
- If a host family is found, guardians must fill in and hand in the following documents:  
-annex 3 (host family)  
-second part of annex 4 (confidential - health)  
-annex 6 (host family charter)
- Before the final decision, guardian must fill in and hand in annex 7 (learning agreement)
- Post-exchange report (self-evaluation) to complete by the student (annex 7)

