
PRIMARY LANGUAGES TRAINING EXCHANGE

BILATERAL AGREEMENT

Contents:

- The bilateral agreement p.2
- Appendix 1 p.8
- Guidelines for use p.10

1. GENERAL AIMS AND OBJECTIVES OF THE EXCHANGE

Article 1

The University of (insert name) and the (IUFM – insert name, Université – insert name) hereafter referred to as the Institutions, have agreed:

- to promote exchanges centred on initial teacher training, integrated as a component part of the trainees' programme of study
- to provide school-based experience that includes teaching aspects of the primary curriculum
- to broaden and deepen their trainees' pedagogical understanding of the teaching and learning of languages at primary level
- to develop intercultural awareness.

Article 2

With a view to achieving the aims set forth in Article 1, the Institutions undertake to carry out annually a trainee exchange as part of the trainees' personal professional development. The number of trainees is stipulated in Appendix 1 of this agreement.

By common agreement, the exchange period for each group is set at four weeks, based in a school which works in partnership with the host institution.

Article 3

The Institutions agree on the general objectives assigned to the four-week training experience:

- to improve and develop the trainees' adaptability and teaching skills in various contexts linked to the requirements of the home governments
- to enhance the trainees' linguistic ability, expand and broaden their experience
- to develop an understanding of language teaching practices in both countries, through exchanges between trainees
- to allow tutors from each Institution to include in their own training practice a comparative approach to pedagogical practices followed abroad
- to develop trainees' intercultural understanding at the social and professional levels.

2. PREPARING THE EXCHANGE

Article 4

Trainees entering the four-week school experience in a foreign country, organised through this agreement do so willingly.

The Institutions may define, by common agreement, more appropriate selection procedures. In particular, each Institution may check (non-exclusively):

- that the participation of a particular trainee in the exchange programme displays sufficient coherence with their individual development and needs
- that the trainees understand the objectives of the exchange programme
- that the trainee is able to demonstrate sufficient teaching ability in their home country before entering on the exchange programme.

Article 5

The Institutions will specify, by common agreement, and in accordance with the requirements of the Common Reference Framework, the organisation of the training offered to the trainees during the four-week exchange. This will depend on the most appropriate pedagogical choices, and demands of the regulations in place at the time in the home country.

Article 6

Prior to the exchange, the Institutions shall identify the method of managing the individual trainee's pastoral and education programmes whilst in the host country. This should include the identification of the host Institution's staff support mechanisms for the foreign trainees, including availability at weekends in case of emergency.

3. PREPARATION OF TRAINEES

Article 7

The Institutions shall define, prior to the exchange, the requirements to which the foreign trainees should comply during training sessions organised in a school.

Article 8

The Institutions shall facilitate mutual communication of relevant documents prior to the exchange.

They shall also make sure that relevant information is made available to the foreign trainees and tutors in sufficient time before the placement.

Article 9

Tutors from each Institution may contribute, according to their specialities, to various training sessions, seminars or conferences organised by the host or home institution falling outside of the placement periods in order to:

- improve the inclusion of foreign trainees in their own Institution and/or
- contribute to support and supervision of their own trainees

Article 10

Trainees and tutors commit to using Information and Communication Technology (ICT) throughout the year to exchange necessary information as required by the host institution.

4. THE PLACEMENT

Article 11

Each host Institution will assume the general responsibility for the visiting trainees when they are on placement. In particular, each host Institution is responsible for the entire logistic, pastoral and other organisational matters before and during the exchange.

Article 12

The Institutions shall agree on the level of support for the trainees and arrangements for assessment during the school experience.

Both parties shall undertake appropriate measures to allow the trainees of the partner Institution to carry out the work required by their home country. The necessary resources and facilities will be placed at the foreign trainees' disposal.

Article 13

The training sessions organised by the Institutions during the exchange will seek:

- an improvement of the trainees' ability to teach aspects of the curriculum, both in their mother tongue and target foreign language, at the same time developing their linguistic and cultural knowledge
- to further their general teaching abilities as required by the standards and regulations in place by the home country
- a better understanding of social and cultural aspects of teaching practices in both countries.

Article 14

Tutors or trainees from either Institution may organise joint training seminars and conferences centred on teaching practices and subjects of common interest to support the school experience.

5. ASSESSMENT OF THE PLACEMENT

Article 15

The Institutions agree on the principle that formative assessment shall take place during the school experience, using the Common Reference Framework. University trainers, host teachers and trainees must all be familiar with the formative assessment procedures of the CRF before the beginning of the placement.

Article 16

(To be based on the outcomes of the Paris Bilateral Conference, June 2008. The following points should be included:

- *A final summative assessment at the end of the placement*
- *Based on the approach used in the CRF*
- *Agreement on shared assessment or reciprocal assessment to be stated clearly in Appendix 1.*
- *In the case of reciprocal assessment, the means to periodically check meeting the partner country's requirements to be included and stated in Appendix 1.)*

6. FINANCIAL ARRANGEMENTS

Article 17

The host institution will meet any fees and costs to the partnership schools for the visiting trainees' four-week school experience.

Article 18

The Institutions accept to follow, as far as possible, a general principle of reciprocity in all aspects of the programme; the implementation of this reciprocity is defined precisely in the Appendix 1 to the agreement.

Article 19

The host institution is responsible for finding suitable accommodation for visiting trainees, with the agreement of the sending institution. Agreement on the reciprocity of accommodation is detailed in Appendix 1.

7. TRAINEES' INSURANCE AND SUITABILITY TO WORKING WITH CHILDREN

Article 20

Each institution should ensure each trainee has personal insurance coverage.

Article 21

The two institutions agree that, if attestation of a trainee's fitness to work with children, and in particular the absence of a criminal record, is a precondition for school placements during training in the home country, this should be considered valid for the placement abroad.

If this is not the case, the home institution will provide the host institution with agreed documentation guaranteeing trainees' fitness to work with children prior to the placement.

8. ACADEMIC OUTCOMES AND INTELLECTUAL PROPERTIES

Article 22

Each Institution retains the intellectual property rights of the information it owned previously.

Article 23

Depending on the interest of such works for the trainees' exchange program, the Institutions may undertake any measure (with trainees' prior permission) in order to facilitate the publication of comparative studies or reports, written by trainees, centred on teaching practices at the level of primary school in both countries.

Article 24

Any further research work by tutors at either Institution, related to the exchange program (with or without participation of trainees) will be encouraged by the Institutions.

9. MONITORING THE PROGRAMME AND BILATERAL CONSULTATIONS

Article 25

Representatives of the two Institutions shall attend bilateral meetings organised by their national (government) authorities or in coordination with the latter.

Article 26

Both Institutions shall take part in national evaluations linked to the exchange programme where appropriate.

10. TERMS OF AGREEMENT

Article 27

This agreement will take effect from (insert date) and will continue on a yearly basis.

Appendix 1, giving details of the annual exchange, forms part of this agreement and is to be updated annually by amendment.

Amendments to this agreement may be requested by either of the Institutions and shall be carried out by mutual agreement, subject to the laws in force, at the time, in each country.

In case of difficulty, the Institutions shall seek amicable arrangement. Either party may terminate the agreement by written notice three months prior to the expiry of the current yearly agreement.

In two originals drafted in (language) and English languages, both texts being equally authentic.

Signature:

Signature:

Printed name:

Printed name:

Date:

Date:

On behalf of:

On behalf of:

BILATERAL AGREEMENT

- APPENDIX 1 -

AGREED RESPONSIBILITIES FOR THE ACADEMIC YEAR 20xx-xx

Universities of:		
1. Number of trainees		
2. Date of arrival		
3. Date of departure		
4. Hosting		
5. Accommodation		
6. Transport		
7. Meals		
8. Documentation		
9. Cultural		

programme		
10. Final assessment		
11. Other		

In two originals drafted in (language) and English languages, both texts being equally authentic.

Signature:

Signature:

Printed name:

Printed name:

Date:

Date:

On behalf of:

On behalf of:

GUIDELINES FOR USE

This agreement has been validated bilaterally by national representatives of the partner countries for use in each exchange partnership. It states the general principles governing the bilateral trainee exchanges.

Bilateral partners should go through each article and agree on how each one will be met. Teacher trainers, if not present during the negotiation, should be consulted on the engagements taken. The agreement will then be signed, in two language versions, by the directors of the partner institutions.

Certain details proper to your own exchange partnership will need to be stated explicitly in Appendix 1, which should be updated annually by an amendment to the agreement.

A copy of this agreement should be given to the trainees and to the schools' host teachers so that every stakeholder in this programme knows exactly what his or her role is in the programme.

The prompt questions and remarks below will help you to approach the discussion on each article.

Article 2

Agree on exact dates in schools – If the number of four weeks cannot be met, for example because of conflicting national holidays, identify the reasons and state how the home institution will meet the shortfall

Have list of schools - by what date? September? November?

Article 3

How will partners assure trainees' understanding of teaching pedagogy? e.g., lectures, seminars?

How will school and university tutors assist trainees' cultural awareness?

How will university tutors ensure that trainees' development meets the trainees' home requirements?

Article 4

Host institutions should be given information of trainees' previous classroom experience.

Article 5

The school-based training programme needs to be itemised and prepared and information passed on to the home institution of the trainees before the guest trainees arrive.

Article 6

The trainees must have named tutors before arriving in the host country.

Article 7

These requirements must be agreed with the schools and the programme passed on to the trainees and their tutors before travelling abroad: e.g. are trainees expected to come to staff meetings / what about playground duties / what is the dress code?

Article 8

What documents does the home institution need and when will the host institution provide them by, and vice-versa?

The host class teachers must give this information to the visiting trainees via university tutors so that trainees can prepare themselves for the 4 weeks prior to going abroad.

Article 9

How will foreign trainees be included in the host institution?

Article 11

Who is going to visit which students? How many times per week? What type and how many reports do the home institutions expect? Who is writing reports?

Who is responsible for pastoral care for which student/s? Of what nature will this pastoral care be? >> Named person?

Article 12

References to Common Reference Framework

What information do host tutors need to carry out these responsibilities and when do they want it by?

Article 13

References to the Common Reference Framework

Article 14

How? References to Common Reference Framework

Article 15

How will assessment be reported?

Common Reference Framework and how it fits with home assessment requirements?

Article 16

What information/documentation is needed and when will it be sent?

Article 18

Define this reciprocity with reference to the other articles' agreement?

When will this information be ready? When is it wanted for? Who is going to be responsible for organising this and ensuring quality?

Article 19

It is recommended that trainees be provided with single rooms with en-suite or nearest best, e.g. shared with one other, having access to WC/washroom shared with a minimum of others, adequate working area / desk in room, access to telephone and internet (not necessarily in own rooms), access to cooking facilities or suitable alternatives, and evening meal facilities.

Consider the pros and cons of accommodating trainees together, alone, with host families, or in pairs.

Will your trainees or visiting trainees have access to library facilities, or sporting/recreational facilities? What documentation/ ID will be required?

Article 20

Discuss if the trainees are covered while in the host school and if not what arrangements need to be made.

All trainees must have insurance covering their activities in schools and in the host institution, but national practices differ as to who must request this coverage, the home institution or the individual. This should be made clear between partner institutions.

Trainees must of course also have travel and health insurance for their placement abroad.

Article 21

If needed, how will details be sent and when?

Article 24

Research activities can be formally acknowledged in Appendix 1.

The Appendix

Appendix 1 serves to define more precisely some details of the exchange, according to agreement on reciprocity between partner institutions which may involve financial matters.

A yearly amendment to the bilateral agreement drawn up at the beginning of the academic year enables institutions to update the information in Appendix 1 for the current year, and ensure formal agreement on for example, the number of trainees and dates of arrival and departure.

A column is available for each partner institution, in case of different approaches.

The headings given are not exhaustive, and you may wish to add others to suit your partnership.

Hosting – concerns matters such as a 24-hr referee and school mentors, but can also contain agreed details about the trainee's arrival, their induction in the host institution,...

Accommodation – this should specify the type of accommodation (hall of residence, host family) and – most importantly – if accommodation is reciprocal or if it is to be paid by the visiting trainees.

Transport – may contain details of travel to and from the partner institution. Should specify if public transport (which?) is needed during the placement, and which institution pays for the transport to and from the school. (Example: Each institution contributes to transport costs for its own students, applying its own criteria.)

Meals – An important detail if the trainee is staying in the host family is which meals are included. For other types of accommodation, "self-catering" and/or "university restaurants" is useful information. Also useful, the possible use of school canteens.

Documentation – It can be useful to stipulate the information to be sent before the placement. (The use of ICT can also be agreed on here.) Any support material to be brought by the trainees themselves can also be defined here.

Cultural programme – Indications can be included as to a cultural programme: museums, theatre, and other cultural events.

Final assessment – The agreement reached on how the final assessment is recorded and by whom should be clearly stated here.

Other – Other arrangements concerning the exchange may be stated here, such as, for example, joint seminars and conferences or research.