

Guidelines on organizing student exchanges in the European Schools

Teaching Committee (Secondary)

Meeting of 16 November 1999 in the "Centre Borschette"

Background

Guidelines on organizing student exchanges were approved in principle by the Teaching Committee subject to redrafting to incorporate the advice of the Committee.

The enclosed version is submitted for approval before being sent to the Schools.

1.0 Exchanges between students in the European Schools

Exchanges give students in years 3,4 and 5 the chance to improve their second or third languages by visiting another European School, with the intention of returning to the school of origin. The student pursues classes in his usual language section while staying with a host family speaking his second or third language. Students in the 3rd or 4th year may stay for a period of two-four weeks and fifth year students must stay for the duration of the first semester.

All exchanges are dependent on the approval of both directors. Approval will only be given if an exchange can be arranged without administrative or financial charge to the schools. An exchange can only be approved if the student's subjects can all be taken in the host school.

Before going to the host school, the student must write a personal statement explaining why he would like the exchange and agreeing to certain conditions proposed by the school(s). This statement should be accompanied by a report from the class teacher. On return, the student should write an account of the stay, describing what has been accomplished.

2.0 Grading and Examinations

Students in years 3 and 4 will receive an A mark and a written comment at the end of their stay which will be forwarded , together with the work done, to their own school.

Students in year 5 will sit the first semester examinations in the host school. The marks awarded for the examinations, and all other marks, will be sent to their own school.

3.0 Financial issues

There must be no additional costs to the schools

- a) School fees: for pupils in categories 2 and 3, normal fees will be paid to the school of origin.
- b) Travel costs: parents/guardians will pay all travel costs.
- c) Board and lodging: it is suggested that the student's family should pay the host family the equivalent of 400 fb per day.
- d) School books: the host school should supply 3rd and 4th year students with the relevant materials, photocopied if necessary. Students in year 5 must obtain the necessary books if photo-copies cannot be supplied.

- e) Insurance: in general, European school students staying in another school, whether a European school or not, are covered by the insurance of the school of origin provided the stay is officially approved. However, there are some variations in cover between the schools and it is essential that students and their parents verify the scope and scale of insurance cover before an exchange.

N.B. A student may return home or be sent home at any time if problems arise.

