



# ACJ commitment with Erasmus Quality Standards

for mobility projects in the fields of adult education, vocational education and training, and school education

The standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the Programme’s funding are contributing to its objectives.

Basic principles	
EU Demands	ACJI
<b>Inclusion and diversity</b>	
<p>the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants. Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities. The beneficiary organisations should make maximum use of the tools and funding provided by the Programme for this purpose.</p>	<p>We, as the beneficiary organization, wholeheartedly embrace and uphold the principles of inclusion and diversity in every facet of our activities. Our commitment extends towards fostering fair and equal conditions for all participants involved in our programs.</p> <p>Actively engaging and involving participants with fewer opportunities is a priority for us. We believe in creating an environment that not only respects but celebrates differences. By doing so, we ensure that every individual, regardless of background or circumstance, has an enriching and equitable experience within our activities.</p> <p>Furthermore, we are dedicated to maximizing the use of free tools and funding provided by the Programme to enhance our inclusivity efforts. This commitment aligns with our mission to create a space where diversity is not only acknowledged but actively integrated for the betterment of all.</p> <p>Our organization stands firm in its resolve to fulfil and exceed the expectations set forth in promoting inclusion, diversity, and equal opportunities.</p>
<b>Environmental sustainability and responsibility</b>	
<p>the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel.</p>	<p>ACJI proudly affirms its commitment to promoting environmentally sustainable and responsible behaviour within all our programs. Recognizing the urgency of addressing ecological concerns, we actively instil eco-friendly practices among our participants.</p> <p>In alignment with the funding provided by the Programme, we prioritize and maximize the use of resources to support sustainable means of travel. By doing so, we not only contribute to minimizing our carbon footprint but also strive to inspire a broader commitment to environmental stewardship among our participants.</p> <p>With a shared dedication to fostering a sustainable future, our organization stands firmly behind these principles and continues to</p>

	<p>evolve our practices to meet and exceed the expectations set forth by the Programme.</p>
<p><b>Digital education</b> including virtual cooperation, virtual mobility and blended mobility</p>	
<p>the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.</p>	<p>ACJI enthusiastically fulfils the conditions outlined by leveraging digital tools and innovative learning methods to complement our physical mobility activities. Recognizing the transformative potential of technology, we actively enhance cooperation with partner organizations through digital channels.</p> <p>We maximize the use of digital tools, online platforms, and other free opportunities provided by the Programme to seamlessly integrate technology into our programs. This commitment not only amplifies the impact of our initiatives but also ensures that our participants benefit from a dynamic and interconnected learning experience.</p> <p>By embracing the digital landscape, we aim to enhance the quality of your mobility activities and strengthen collaboration with partners, aligning closely with the objectives set by the Programme.</p> <p>ACJI is dedicated to pioneering a modern, digitally-enhanced approach to educational mobility, fostering innovation and connectivity in every aspect of our initiatives.</p>
<p><b>Active participation in the network of Erasmus organisations</b></p>	
<p>one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.</p>	<p>ACJI is dedicated to the objectives of the Programme, actively contributing to the development of the European Education Area. Committed to fostering collaboration, we are proud participants in the Erasmus network, hosting participants from various countries and engaging in exchanges of good practices facilitated by National Agencies and partner organizations.</p> <p>Recognizing the value of experience, we actively share our knowledge with organizations that have less familiarity with the Programme, offering advice, mentorship, and support to ensure a collective and enriched engagement. Moreover, we encourage our participants to take part in alumni activities and networks, promoting a sustained and interconnected community that extends the impact of the Programme beyond individual experiences.</p> <p>As champions of the Programme's objectives, ACJI is dedicated to not only meeting but exceeding the expectations set forth, actively contributing to the vibrant tapestry of the European Education Area.</p>



## Good management of mobility activities

We fully support the beneficiaries with all expertise in

For all beneficiary organisations	For mobility consortium coordinators
<p><b>Core tasks - keeping ownership of the activities:</b> the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations.</p> <p>The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)</p> <p><b>Supporting organisations, transparency and responsibility:</b> in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from other organisations, as long as the beneficiary organisations keep control of the content, quality and results of the implemented activities, as described under core tasks.</p> <p>If beneficiary organisations use programme funds to pay other organisations for specific implementation tasks, then the obligations of such organisations must be formally defined to ensure compliance with the Erasmus quality standards and protection of the Union funds. The following elements must be included in the formal agreement between the beneficiary and the service provider: tasks to be carried out, quality control mechanisms, consequences in case of poor or failed delivery, and flexibility mechanisms in case of cancellation or rescheduling of agreed services that guarantee fair and balanced sharing of risk in case of unforeseen events. Documentation defining these obligations must be available for review by the National Agency.</p> <p>Organisations that assist the beneficiary with specific implementation tasks (on paid or voluntary basis) will be considered supporting organisations and must be registered in the official reporting tools. The involvement of supporting organisations must bring clear benefits for organisational development of the beneficiary organisation and for the quality of mobility activities.</p> <p>In all cases, the beneficiary organisation will stay responsible for the results and quality of implemented activities, regardless of the involvement of other organisations.</p> <p><b>Supporting organisations, transparency and responsibility:</b> in practical aspects of project implementation, the beneficiary organisations may receive advice, assistance or services from</p>	<p><b>Allocation of tasks:</b> allocation of tasks between the coordinator and member organisations must be agreed in advance. The tasks (including core tasks) should be divided in a way that best enables participating organisations to pursue their objectives and develop new capacities.</p> <p><b>Allocation of funding:</b> the funding awarded for consortium’s activities should be divided between the consortium coordinator and the member organisations in a fair and transparent way, in proportion to the tasks and needs of the participating organisations.</p> <p><b>Joint decision-making:</b> consortium member organisations must take part in decisions affecting their activities and their participants.</p> <p><b>Choosing and working with hosting organisations:</b> consortium member organisations must be involved in the choice of the hosting organisations and must have the possibility to contact them directly.</p> <p><b>Sharing expertise and resources:</b> if the coordinator has formed the consortium to promote and coordinate Programme activities in their area of responsibility, then it must take an active role in building the capacity of the consortium member organisations (for example by providing training to their staff, bringing them in contact with new hosting partners, or demonstrating good practices).</p> <p>In this kind of consortium, the coordinator must actively support member organisations in fulfilling the Erasmus quality standards, and must make sure that consortium members are appropriately involved in tasks that directly affect their participants (for example: selection, monitoring, or definition of learning outcomes).</p>

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**Contributions paid by participants:** as a form of co-funding, the beneficiary organisation may ask participants in mobility activities for contributions to pay for goods and services necessary for the implementation of those activities. The size of the participants contributions must remain proportional to the grant awarded for the implementation of the activity, must be clearly justified, collected on a non-profit basis, and may not create unfair barriers to participation (especially concerning participants with fewer opportunities). Additional fees or other participant contributions cannot be collected by supporting organisations or other service providers chosen by the beneficiary organisation.

**Integrating results of mobility activities in the organisation:** beneficiary organisations must integrate the results of the implemented mobility activities (e.g. knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.

**Developing capacity:** beneficiary organisations should use the programme funds (and organisational support in particular) in a way that gradually increases their capacity to work

<p>internationally on a sustainable, long-term basis. In a mobility consortium, all organisations should benefit in this way.</p> <p><b>Regular updates:</b> beneficiary organisations must regularly encode the information about planned and completed mobility activities in the tools provided for this purpose by the European Commission</p> <p><b>Gathering and using participants’ feedback:</b> beneficiary organisations must ensure that participants complete the standard report about their activities, as provided by the European Commission. The beneficiary organisations should make use of the feedback provided by the participants to improve their future activities.</p>	
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<b>Providing quality and support to the participants</b>	
EU Demands	ACJI
<b>Practical arrangements</b>	
the beneficiary organisations must ensure the quality of practical and logistic arrangements (travel, accommodation, visa applications, social security, etc.). If these tasks are delegated to the participant or a service provider, the beneficiary organisation will remain ultimately responsible for verifying their provision and quality.	Ensuring top-tier practical and logistic arrangements is our pledge at ACJI. From travel and accommodation to visa applications and social security, we prioritize the seamless execution of every detail. Even when tasks are delegated, rest assured, our organization retains ultimate responsibility, diligently verifying the provision and quality of these crucial elements. At ACJI, commitment to excellence is not just a promise – it's our practice.
<b>Health, safety and respect of applicable regulation</b>	
all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.	At ACJI, paramount importance is given to the safety and protection of all participants in our activities. Adhering strictly to applicable regulations, including those related to parental consent and minimum participant age, we organize all activities with the highest standard of safety in mind. Additionally, our commitment extends to ensuring that participants are adequately covered by appropriate insurance, as outlined in both the general rules of the Programme and relevant regulations. Trust ACJI for an experience that not only meets but exceeds safety and compliance standards.
<b>Selection of participants</b>	
participants must be selected through a transparent, fair and inclusive selection procedure.	ACJI strictly adheres to a transparent, fair, and inclusive participant selection procedure. Our commitment to these principles ensures that every individual has an equal opportunity to participate. Through a meticulous and open selection process, we uphold the values of fairness and inclusivity, guaranteeing a diverse and enriching experience for all participants. Count on [Your Organization] for a selection process that embodies transparency, fairness, and inclusivity at every step.
<b>Preparation</b>	



<p>participants must receive appropriate preparation in terms of practical, professional and cultural aspects of their stay in the host country. The preparation should be organised in collaboration with the hosting organisation (and the hosting families, where relevant).</p>	<p>At ACJI, we prioritize the holistic preparation of participants, encompassing practical, professional, and cultural dimensions of their stay in the host country. Our robust preparation programs are organized in close collaboration with hosting organizations, ensuring a well-rounded experience. Where applicable, involvement with hosting families is seamlessly integrated, guaranteeing participants are equipped with the knowledge and support needed for a successful and enriching journey. Choose ACJI for thorough participant preparation that goes beyond expectations.</p>
<p><b>Monitoring and mentoring</b></p>	
<p>where relevant based on the format of the activity, the sending and hosting organisations must identify a mentor or a similar key person who will be following the participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process.</p>	<p>At ACJI, we prioritize participant success through personalized mentorship. Whether sending or hosting, we identify dedicated mentors to guide participants, ensuring a smooth integration process and facilitating the achievement of desired learning outcomes. Our commitment to attentive mentorship underscores our focus on participant well-being and the meticulous monitoring of the learning journey. Trust ACJI for an experience where mentorship is central to participant support and success.</p>
<p><b>Support during the activity</b></p>	
<p>participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.</p>	<p>Ensuring participant well-being is our top priority at ACJI. We have established a robust support system where participants can request and receive assistance from both hosting and sending organizations at any time during their mobility. Clear communication channels, designated contact persons, and well-defined protocols for exceptional circumstances are in place, assuring participants that support is just a message or call away. Transparency is key, and all our participants are fully informed about these arrangements, emphasizing our commitment to their safety and peace of mind throughout their mobility journey.</p>
<p><b>Linguistic support</b></p>	
<p>the beneficiary organisation must ensure appropriate language training, adapted to the personal and occupational needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.</p>	<p>At ACJI, we prioritize the linguistic needs of our participants by providing customized language training that aligns with their personal and occupational requirements. Our commitment to excellence extends to making maximum use of the specialized tools and funding offered by the Programme, ensuring participants receive comprehensive language support. Choose ACJI for language training that is not only appropriate but also maximizes the resources available for an enriched learning experience.</p>
<p><b>Definition of learning outcomes</b></p>	
<p>the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual</p>	<p>At ACJI, we prioritize the individualized growth of each participant by collaboratively establishing clear and mutually agreed-upon learning outcomes for the mobility period. These outcomes are meticulously discussed and decided upon by both sending and hosting organizations, with active participant involvement in the case of individual activities. The</p>



<p>activities). The form of the agreement will depend on the type of the activity.</p>	<p>adaptability of our agreement forms ensures a tailored approach that aligns seamlessly with the diverse types of activities we offer. Choose ACJI for a commitment to personalized learning excellence where every participant's journey is defined by clear and collaborative objectives.</p>
<p><b>Evaluation of learning outcomes</b></p>	
<p>learning outcomes and other benefits for the participants should be systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.</p>	<p>At ACJI, we prioritize the ongoing enhancement of participant experiences by systematically evaluating learning outcomes and other benefits. Our commitment to excellence extends beyond the activity itself as we rigorously analyse evaluation results to inform and elevate future programs. By consistently refining our approach based on these insights, we ensure that each participant's journey becomes a stepping stone towards continuous improvement and enriched educational experiences. Choose ACJI for a commitment to excellence through thoughtful evaluation and continuous enhancement.</p>
<p><b>Recognition of learning outcomes</b></p>	
<p>formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.</p>	<p>At ACJI, we prioritize the comprehensive recognition of formal, informal, and non-formal learning outcomes achieved by participants during mobility activities. Our commitment extends to utilizing available European and national instruments whenever possible, ensuring that the accomplishments of our participants are appropriately acknowledged upon their return to the sending organization. Trust ACJI for a seamless and robust recognition process that values and validates the diverse learning experiences gained through our mobility activities.</p>