



European Schools
Office of the Secretary-General

Pedagogical Development Unit

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Guidelines on organising student exchanges in the European Schools

**APPROVED BY THE BOARD OF INSPECTORS (SECONDARY) AND THE JOINT
TEACHING COMMITTEE**

At their respective meetings of 11 February 2014 and 13 and 14 February 2014

Immediate entry into force

1. Exchanges between students in the European Schools

Exchanges give students in years 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 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. Grading and examinations

Students in year 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. 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) School books: the host school should supply 4th year students with the relevant materials, photocopied if necessary. Students in year 5 must obtain the necessary books if photocopies cannot be supplied.
- d) 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.

NB: A student may return home or be sent home at any time if problems arise.