

**Foreign Language Assistant Bilateral Exchange Programme  
Validation of Assistantship in accordance with the European Credit  
Transfer and Accumulation System (ECTS)**

**Section to be completed by the assistant:**

Academic year: .....  
Bilateral Assistant Exchange Programme between France and.....

Family name: .....

First name(s): .....

Home university: .....

Home university department: .....

University course name and year already completed: .....

University course name and year currently being undertaken: .....

Home address: .....

Home telephone: .....

Mobile: .....

E-mail: .....

Name and address of the assistant's assigned school: .....

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**Section to be completed by the assistant's supervisor:**

Family name: .....

First name(s): .....

School name: .....

School address: .....

School telephone: .....

School e-mail: .....

Name of the assistant: .....

Assistantship start date: .....

Assistantship end date: .....

Date : .....

Official stamp :

Signature :

ACADEMIC YEAR 2009-2010														
BILATERAL LANGUAGE ASSISTANT EXCHANGE PROGRAMME REFERENCE LEVELS FOR SKILLS ASSESSMENT														
Assessment of the referent teacher										Assessment of the Head of School (Primary or Secondary) or Head of Department (higher education)				
MOBILITY														
1	2	3	4	5						1	2	3	4	5
					Openness to the culture of the host country									
					Integration into the culture of the host country									
					Ability to adapt to national customs									
					Ability to deal with administrative procedures and practicalities (housing, banks, etc.)									
					Ability to identify links between the host country and France (historical, political, economic, cultural, linguistic, etc.)									
					Ability to see one's own culture from a new perspective in light of the host country's culture									
					Ability to share one's own culture with colleagues and pupils									
					INTEGRATION WITHIN THE HOST INSTITUTION									
1	2	3	4	5						1	2	3	4	5
					Understanding the way it is organised									
					Understanding the way it is run									
					Application of the institution's rules									
					Availability									
					Involvement in the life of the school/institution									
					PROFESSIONAL SKILLS									
1	2	3	4	5						1	2	3	4	5
					Good team member									

					Familiarity with information and communication technologies (ICT) or information and communication technologies in education (ICTE)					
					Ability to plan and prioritise activities					
					Ability to identify and develop documentary resources					
					Ability to motivate a group					
					Ability to act on own initiative					
					Ability to lead a group					
					Knowledge of and ability to convey one's own cultural references					
					Ability to introduce pupils to a more international outlook					

**Rating:** for each section above, mark your level of satisfaction according to a scale from '1' (totally unsatisfactory) to '5' (highly satisfactory).

**N.B.:** the reference levels for skills assessment sheet can be downloaded and printed out by the Assistant using the link provided on the CIEP website; it is available in German, English, Spanish, Italian and Portuguese.