

Dear Aseica families of *Seconde*,

In agreement with the *Lycée*, and as these last three years, your association will be organizing once again the exchange program for seconde students. Like last year, in addition to the traditional long-stay exchange in Oceania, we are pleased to propose a shorter exchange with Scotland.

We are developing relationships with existing partners and others also, adding schools and places to the project. Feel free to transmit any contacts.

Please read this document carefully, it describes the process that will lead to establishing the list of students who will participate in the program next June.

Scotland

This is a short-stay exchange – 1 week. The setup is the following: students of Dollar Academy (Dollar, 1h away from Edinburgh) will spend one week in CIV at the end of May / beginning of June. After one gap week, our students will return the visit for the same period in Scotland. The cost of the exchange involves the plane ticket, personal expense money and a contribution to the activity program which is set up when we welcome the correspondents. All added up, you can expect an expense of around 450€, a figure that will become more precise as we settle this new program. It is worth to note that this year, Aseica will fund the accompanying teacher's expenses.

Oceania

The first part of the long-stay exchange sees our students go to Oceania. Departure will be mid-June for a period of approximately 6 weeks. The counterpart students will arrive here at the beginning of December 2018 for the same period. The cost of the exchange involves the plane ticket, personal expense money and a contribution to the activity program which is set up when we welcome the correspondents. All added up, you can expect an expense of around 2300€. It is worth to note that this year, Aseica will fund the accompanying teacher's expenses.

Firstly, it must be said upfront that we cannot guarantee as of now a place for each applicant. Even if everything is done to increase the number of places, there will be disappointments without any doubt. Each and any idea with regards to finding new partners is welcome, so please don't hesitate to pass on information on such possibilities to us. A final comment, the places reserved for girls, as per last year, will probably be more numerous than those for boys. This is based on the proportion of interested counterparts in the participating schools.

It's likely there will be many disappointed youngsters even among the strongest of applicants. We advise you to take this into account and insist you only put yourselves forward if you accept that you may have to face this disappointment. If the exchange idea is important in your vision of education, then we would actively suggest that you also consider alternative exchange programmes.

With this message, we start a process that will lead by end of term to establish a priority list of students who will determine the order of access to available spots – current or to come: experience shows that the number of places becomes final only around March or April.

Here are the main dates:

Information to families	17/11
Application Submission	18/11 to 27/11
Application Assessment	28/11 to 08/12
Selection of applicants and information	15/12
Meeting and draw to establish priority list	20/12
Signed agreements	12/01

Application Submission

With this information document, you will find the application form. It will also be possible to download it from www.aseica.org. The file requires identification information as well as your agreement to a number of commitments. This file must be submitted **duly signed by Monday, November 27th before strict 4pm at the latest, and exclusively by e-mail at schoolexchangetrip@aseica.org. DO NOT SEND THEM BY SNAIL MAIL. DO NOT DROP THEM OFF AT THE OFFICE.**

Any application that is received after the deadline, is illegible, not signed or by any other channel than e-mail, will be excluded without exception from the selection process due to the limited number of places available. Take special care to verify what you send. An acknowledgement will be sent to you to confirm the file has been received.

Application Assessment

The board will coordinate the assessment of the applications. As the choice of the selection criteria will inherently be arbitrary, we will use an evaluation panel composed of teachers and CPEs who have worked closely with the candidates. Thus, the criteria are open-ended and multiple: academic results, demeanour, linguistic benefit, cultural gain, maturity, etc... Assessment is strictly confidential and the decision collegial.

There is no ideal solution for deciding between candidates. We ask in advance for your understanding that certain decisions may regrettably engender discontent. Please bear in mind that it is volunteers that make this at all possible. This is why we insist that the only communication channel to be used throughout this process is via the following e-mail address, which leads directly to Aseica's Board of Directors: schoolexchangetrip@aseica.org

Approved Applications

At the end of the assessment process, you will be informed if your application has been approved or not. We can assume that the number of approved applications will again be numerous – as an indication, last year there were around 60 approved applications for about 30 places.

Meeting and Draw

We will then organize a final meeting on December 20th in order to:

- Establish by random draw priority lists for boys and for girls among all the approved candidates. This order determines to whom the spots will be proposed, and if possible, the choice of destination (Oceania only). **There will be no exception to the process: if you do not approve the destination, the only choice will be to drop out.** The same applies to the

pairing: **the correspondent will be assigned to you and there will again be no exception should you not agree** (except of course for justified reasons, e.g. medical)

- Provide information about the trip and its formalities, and to distribute the engagement files

Submission of Engagement files

The deadline for returning these forms, which among other things serve to create the pairings, is fixed to January 12th, 16h. **Again exclusively by e-mail at the same address.**

We hope that the information above is useful and helps you with your deliberations as to whether or not you wish to participate in this process – a bit strict we agree, but which leads to a unique experience. We count on your support in making the coming weeks pleasurable for all.