Call for courses for Comenius Catalogue

(2000/C 127/09)

1. PURPOSE OF CALL

The purpose of this Call is to gather proposals from course providers for suitable high quality courses to be included in the Comenius Catalogue. This is a list of all those in-service teacher training courses attendance at which may in principle be fundable under the Comenius action. The Catalogue will be valid from 1 June 2001 to 31 May 2002.

2. BACKGROUND

The second phase of the Community action programme in the field of education, Socrates, was adopted by Decision No 253/200/EC of the European Parliament and Council for a period from 1 January 2000 to 31 December 2006. Part of this programme (Comenius) relates to school education and covers, inter alia, the provision of in-service training courses for updating and improving the skills of educational staff.

It is proposed that, to ensure that the widest possible range of in-service courses are available to education staff and that those choosing courses can do so on the basis of the fullest possible information, all appropriate in-service training should be included in a catalogue which will be made available to applicants for in-service training. This catalogue will contain a list of European in-service training courses. If you wish your training course to be in the catalogue, then it must meet the criteria outlined below.

Please note that inclusion in the catalogue has no direct funding implications, however, courses included in the Catalogue are eligible to receive persons wishing to undertake in-service training who are funded by in-service training grants under Comenius. It is anticipated that, over time the Catalogue will become the sole list of courses considered eligible for this purpose. From the inception of the Catalogue, National Agencies will give priority to applicants applying to attend courses included in the Catalogue. Note that inclusion in the Catalogue will not guarantee full attendance at courses. It is intended that the Comenius Catalogue will be compiled and updated regularly by the European Commission.

3. OBJECTIVES

The aim of developing a comprehensive catalogue is twofold:

— it will be a method to inform candidates of European in-service training which is available and which most meets their training needs; potential participants will be able to obtain from the Catalogue comprehensive information about the wide range of eligible courses and thus be able to make an informed choice of course, and

— in the long term, to contribute to improving the quality and range of European in-service training available for school education staff.

4. ELIGIBILITY CRITERIA

4.1. Formal criteria

Only proposals that are properly completed and received within the deadline stipulated (see point 6) will be taken into consideration.

4.2. Eligibility of applicants

Applicants must fulfil the following criteria:

— Applicants must be institutions and/or organisations that have legal status and work in the area of in-service training provision.

— Applicants must be from and courses delivered in one of the 15 Member States of the European Union or from Iceland, Liechtenstein or Norway or from one of the other participating countries in the programme; Bulgaria, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, Cyprus and Malta (1).

— Applicants must give proof of financial and technical capacity to successfully offer the proposed course. These capacities will be judged principally on the basis of the following documents:

  — the 1999 activity report;
  — the accounts for the financial year 1999;
  — the curricula vitae of those submitting the proposal.

4.3. Eligibility of courses

Content of the courses

Eligible courses, including those aimed at language teachers, must concentrate on providing participants with practical classroom skills, techniques and methodologies. They should be based on a coherent and detailed syllabus and provisional timetable with clear

(1) The participation of the countries listed above which are not Member States of the European Union is dependent on completion of formal legal procedures. These are expected to be completed in time to enable all the countries listed to participate with effect from 2001 and successful applicants from these countries will be included in the catalogue. However, course participants' attention will be drawn to the fact that participation in these courses cannot be funded under the Socrates programme, unless the legal formalities are completed prior to the commencement of the course.
pedagogical objectives and content appropriate for achieving those objectives; the envisaged outcomes of the training course in terms of the skills to be acquired or improved by the participants should be clearly defined (e.g. as ‘can do’ statements). In the case of language courses in the less widely used and less taught languages, pure language courses will be allowed; in the case of other languages such courses will not be eligible (1) (for example, pure English language courses are not eligible).

**Duration of the courses**

Courses must be for a minimum duration of one week for general in-service training, and two weeks for language training. If the pedagogical objectives of the course require it to be of longer duration, then course organisers are free to organise longer courses up to a maximum duration of four weeks.

**Location of the courses**

— Courses must take place in one of the participating countries in the Socrates programme. However, in the case of languages courses, courses must in addition take place in a country where the target language is widely spoken.

— The course may in some cases take the form of a placement in commerce or industry, where this is considered to be conducive to achieving the objectives mentioned above.

**Target group**

The target group for general in-service training should include at least one of the following sub-groups:

— teachers (including those in pre-school and vocational education),

— head teachers, school management staff, school inspectors, counsellors or careers advisors,

— staff working with pupils at risk, for example, mediators and street educators,

— staff involved in intercultural education or working with children of migrant workers; Gypsies and travellers, and occupational travellers,

— staff working with pupils with special educational needs,

— additional categories of school education staff at the discretion of national authorities.

For language teacher training the target audience should include at least one of the following groups:

— qualified and practising teachers of an official language of the EU (or Irish or Letzeburgesch) as a foreign language,

— trainers of foreign language teachers,

— teachers re-training as a foreign language teacher,

— primary or pre-primary teachers whose responsibilities include or will in the future include teaching foreign languages,

— teachers of other subjects through the medium of a foreign language,

— language teachers re-entering the profession after a period away from teaching,

— inspectors or advisors in the field of language teaching.

Providers should not that they are free to recruit participants from any source they wish, provided that they endeavour to ensure that trainees constitute a multi-national group (from at least three participating countries in total).

**Course trainers**

— Trainers must have appropriate qualifications and experience. CVs of trainers should, where possible, be attached to the application form. Where one or more trainers’ CVs are not available at the time of application, then the organisers should indicate clearly the qualifications that the trainers they intend to recruit will hold.

— The training team should be multinational, or, at the very least, the team of trainers should have significant experience of more than one European education system. (The requirement for a multinational training team does not apply to courses with a significant language content aimed at language teachers, however, even in the case of these courses, an effort should be made to ensure that trainers have experience of more than one European education system).

**Language issues**

For all courses (other than language courses), materials should be made available in at least two languages, one of which must be one of the 11 official European Union languages or Letzeburgesch or Irish.

(1) However, courses for teachers of these languages focused on pedagogy and didactics are eligible.
Evaluation

Course providers must commit themselves to having an evaluation session at the end of the course. They must put at the disposal of participants a computer with an internet connection so that participants can input their opinion on the quality of the course. This evaluation will be made public via internet by the European Commission. It is intended to be a quality check and a valuable information tool for future participants.

Dates of Courses

Courses for inclusion in this catalogue should be scheduled to take place between 1 June 2001 and 31 May 2002.

5. SELECTION CRITERIA

Proposals for inclusion in the Catalogue will be evaluated on the basis of whether they meet the selection criteria. The following selection criteria will be used:

5.1. European Dimension

The proposals presented must offer added value for the European Union as well as national and/or regional value. Courses must have a European dimension, which in this context means they must:

- accord with the general objectives of Comenius,
- be open to participants from all participating countries,
- take account of difference of culture and educational practice between participants,
- meet needs that cannot be adequately met by courses organised in participants' home countries.

5.2. Innovative character

The proposals submitted should include innovative approaches as regards cooperation, organisation and the content of the activities or methods proposed.

Proposals with a multidisciplinary approach and those involving actors from various different specialities are encouraged.

5.3. Preparation and follow-up

Course organisers must provide participants with supervised preparation and follow-up activities in their home countries to maximise the benefit of the course (for example, via distance learning activities, telephone/e-mail contact with trainers, self-evaluation of lessons taught before and after the period abroad, etc.). Training providers are encouraged to establish networks of trainees for the purpose of mutual support and study.

5.4. Evaluation methodology

Proposals must include plans for continuous evaluation from the beginning of the course. In all cases, course providers will organise a final evaluation session and will put at the disposal of the course participants a computer with internet connection to send their evaluation of the course to the European Commission. The results of this evaluation will appear in the Catalogue website.

5.5. Accreditation

Course organisers must accredit attendance at courses by certificate or otherwise (e.g., credits as part of a diploma or masters programme). All certificates must state clearly the topic and number of teaching hours of the programme. This accreditation may be taken into account for the purposes of the teacher's career progression, salary, etc., if the competent authorities in the participant's country so decide.

5.6. Language issues

- Course providers should take account of the linguistic needs of participants and include strategies for minimising difficulties caused by participants' imperfect knowledge of the language(s) in which the course is conducted.

- Courses (other than courses for language teachers) should, if possible be conducted in a number of official EU languages. Materials should be made available in at least two languages one of which must be one of the 11 official EU languages or Letzeburgesch or Irish.

- Courses aimed at improving the teaching of less widely used and less taught languages of the EU are warmly encouraged and pure language courses in these languages are permitted.

(1) Courses developed within European projects under Comenius will be included in the Catalogue, subject to a satisfactory evaluation of the project concerned. Until further notice, at least, courses developed under the former Socrates I Actions Lingua A or Comenius 3.1/3.2 will also be included. Providers of these courses therefore do not need to submit an application under this call for proposals but should contact their national agencies for details of the procedures which apply to them.
6. LENGTH OF TIME IN THE CATALOGUE

Courses included in the Catalogue, either automatically as a product of European projects or following this call for proposals, will remain in it until all their scheduled courses have been held, subject to satisfactory evaluations from course participants and receipt of a satisfactory written report from the provider. For inclusion in subsequent years, all providers will need to submit a new, full application.

7. PROCEDURE FOR SUBMITTING APPLICATIONS

Forms

Applications should be submitted to the appropriate national agency in your country on the official application form, in one of the 11 official languages of the European Union. Only typed forms including all annexes will be accepted. Forms can be obtained on the Internet in the 11 official languages of the Union, at the following address:

http://europa.eu.int/comm/education/socrates/comenius/call.htm

or by contacting your national agency:

http://europa.eu.int/comm/education/socrates/nat-est.html

Submission of the application

The application, duly completed, dated and signed, must be sent in duplicate and drafted precisely and succinctly. It must provide comprehensive and verifiable information with regard to the criteria listed in points 3 and 4. If necessary, further information can be supplied on separate sheets. In addition to the application form, details of the course as it is to appear in the catalogue should be submitted in electronic format.

Applications must be sent to the appropriate national agency of the country of origin of the course provider by ordinary or registered mail by 30 June 2000 at the latest. The date on the postmark will be considered the official date of dispatch.

Course providers should note that one application form will be sufficient even if they wish to submit one course for different dates. However, if they wish to submit different courses, providers must use different forms and all documentation requested will need to be provided for each course.

8. PROCESSING OF THE APPLICATIONS

Following the deadline, the national agencies will arrange for the assessment of each application on the basis of the documentation received in accordance with this call for proposals. The selected courses will then be forwarded to the European Commission which will include them in the Catalogue.

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NOTICE

(2000/C 127/10)

The list of experts selected by the Commission to assist it in 1999 with the evaluation of proposals received in response to calls launched in connection with the specific programmes implementing the fifth framework programme of the European Community for research, technological development and demonstration activities and the fifth framework programme of the European Atomic Energy Community (Euratom) for research and training activities for the period 1998 to 2002 is available from 20 April 2000 on the CORDIS website (http://www.cordis.lu/fp5/fp5-experts.htm). This list is set out by specific programme, and includes the experts’ surnames, first names, nationality and sex, together with the institution to which they belong.