

2013 NATIONAL PRIORITIES FOR COMENIUS IN-SERVICE TRAINING

ELIGIBILITY CRITERIA/ADMINISTRATIVE PRIORITIES <i>N.B. MAXIMUM 3 NATIONAL CRITERIA CAN BE SET FOR THE 2013 CALL</i>	AWARD CRITERIA/POLICY ORIENTED PRIORITIES <i>N.B. MAXIMUM 5 NATIONAL CRITERIA CAN BE SET FOR THE 2013 CALL</i>
BELGIUM – FLEMISH COMMUNITY	
<p>1. Applications should be submitted in Dutch, English or French. If an application is drafted in another language, the applicant must submit both the original application and a translation into Dutch. In any other case, the application will be considered ineligible.</p>	<p>1. Applicant teaches mainly or exclusively in nursery, technical/vocational or special needs education – (10 points)</p> <p>2. Applicant is a teacher trainer (in initial or in-service teacher training) or a pedagogical counsellor – (10 points)</p> <p>3. Applicant has not received a grant for in-service training within the framework of the LLP or Socrates or ARION since 2008 – (5 points)</p> <p>All criteria are cumulative but max. n° of points is 15</p>
BELGIUM – FRENCH SPEAKING COMMUNITY	
<p>1. Les candidatures doivent être déposées en français. Si la candidature n'est pas déposée en français, celle-ci sera inéligible.</p> <p>2. Une même personne peut bénéficier d'une bourse formation continue tous les 24 mois. Si une même personne redemande une bourse formation continue après moins de 24 mois, la candidature de celle-ci sera inéligible.</p> <p>3. Maximum 2 personnes issues d'une même institution peuvent participer à une même activité/session de formation continue. Si plus de 2 personnes issues d'une même institution sont candidates pour participer à une même activité/session de formation continue, l'Agence financera les 2 personnes ayant obtenu la meilleure évaluation qualitative.</p>	<p>None</p>
BELGIUM – GERMAN SPEAKING COMMUNITY	
<p>Bewerber fügen ein ausführliches Programm der beantragten Weiterbildungsmaßnahme bei, auch wenn die Bewerbung sich auf eine Weiterbildungsmaßnahme aus der Comenius-Grundtvig Datenbank bezieht.</p>	<p>1. Bewerber, die sich in folgenden Bereichen weiterbilden, erhalten 5 zusätzliche Punkte:</p> <ul style="list-style-type: none"> - Förderpädagogik

	<p>- Informations- und Kommunikationstechnologien</p> <p>Bewerber, die erstmals einen Antrag einreichen, erhalten 5 zusätzliche Punkte</p>
BULGARIA	
<p>1. An applicant may apply for only one In-Service Training within a current call for proposals. If applicant applies more than once for In-Service Training within a current call for proposals he will be considered as ineligible.</p> <p>2. In 2012 applicants, who have already undergone a Comenius In-service training in the last two years (as from the starting date of the In-service training, till the deadline for submission of the application) cannot receive a Comenius IST grant. Such applicants, who have submitted their application nonetheless, will be considered ineligible.</p> <p>3. In addition to the application form, applicants should provide:</p> <ul style="list-style-type: none"> - Europass Curriculum Vitae and Europass Language Passport both in Bulgarian - Certificate, issued by the employer (if applicable) - A confirmation letter for preliminary registration by the course organizer - A short description of the In-service training - A programme of the In-service training. <p>If the applicant has not submitted any of those documents, the NA will contact the applicant and ask him/her to submit them. Should the applicant fail to do this by the date specified by the NA, the application will be considered as ineligible.</p>	<p>1. Teachers in early language learning – language learning in pre-school level – (3 points)</p> <p>2. Applicants, who teach a subject in a foreign language – (3 points)</p> <p>3. Applicants, who have not received an In-service training grant for the last 5 years (as from the starting date of the In-service training, till the deadline for submission of the application) – 3 points</p> <p>4. Applications, working with pupils with special educational needs – (3 points.)</p> <p>5. Unemployed teachers – (3 points.)</p>
CZECH REPUBLIC	
<p>1. The applicant was not awarded a Comenius in-service training grant within current 2013 Call</p> <p>2. Within a particular round the applicant submits only one application. If applicant submits more than one application, the National Agency will ask the applicant to choose only one and withdraw the rest of them. Should the applicant fail to do it in the time limit set by the National Agency, one application will be chosen on the principle of random selection and the rest will be considered ineligible.</p> <p>3. The application form includes a pre-registration or an invitation from the organiser.</p>	<p>1. The applicant applies for job shadowing solely (not combined with participation on a course or other action) 10 points</p> <p>2. The applicant applies for methodology seminar in any non-language subject - 5 points</p>

DENMARK	
<p>A person can only have one application granted once every two years.</p> <p>If an application is drafted in another language than English or Danish, the applicant must submit both the original application and a translation into English or Danish. If the application is not translated into Danish or English it will be rejected due to eligibility criteria.</p>	None
GERMANY	
<p>1. Studienreferendare sind von der Teilnahme an der Aktion COMENIUS-Lehrerfortbildung ausgeschlossen. Maßgebend ist der Status des Antragstellers zum Zeitpunkt der Antragstellung.</p> <p>Trainee teachers are excluded from Comenius In-Service Training measures. The decision will be taken according to the status of the applicant at the time the application is submitted.</p> <p>2. Wenn mehr Mittel (formal korrekter Antrag + Mindestpunktzahl der inhaltlichen Begutachtung erreicht) beantragt werden, als zur Verfügung stehen und somit Ablehnungen ausgesprochen werden müssen, werden Anträge von Antragstellern aus formalen Gründen abgelehnt, deren letztmalige Förderung für eine Fortbildungsmaßnahme im Rahmen des Programms für lebenslanges Lernen während der letzten 24 Monate vor Beginn der neu beantragten Fortbildung stattgefunden hat (d.h. zwischen dem letzten Tag der bereits geförderten und dem ersten Tag der neu beantragten Maßnahme müssen mindestens 24 Monate liegen).</p> <p>In case more funds are applied for than are available (the application is eligible + the minimum score has been reached in terms of quality) and applications therefore have to be rejected, the following type of applicants will be considered ineligible: applicants who received funding for an in-service training measure under the Lifelong Learning Programme within the last 24 months prior to the start date of the intended training measure (i.e. a period of at least 24 months must have elapsed between the last day of the training measure financed previously and the first day of the intended training measure.)</p>	<p>Darüber hinaus gilt für die Aktion COMENIUS-Lehrerfortbildung folgende inhaltliche Priorität, die mit bis zu 15 Punkten bei der inhaltlichen Begutachtung bewertet wird:</p> <p>1. Bei der beantragten Maßnahme handelt es sich um ein individuelles Job-Shadowing in einer Schule bzw. Einrichtung. Die Zielsetzung der Maßnahme ist klar formuliert und mit der Wahl der gastgebenden Einrichtung verknüpft. Es wird deutlich dargelegt, wie die Ergebnisse der Maßnahme in der entsendenden Schule / Einrichtung verbreitet und ggf. genutzt werden.”</p> <p>The following priority concerning quality is valid for COMENIUS In-Service Training and will be awarded up to 15 points in the quality assessment:</p> <p>1. The measure applied for is an individual Job-Shadowing at a school resp. institution. The aim of this measure is clearly formulated and the host institution chosen is relevant to the aim. It is clearly explained how results will be disseminated and used in the sending school / institution.</p>

IRELAND	
<ol style="list-style-type: none"> Applicants who were awarded a Comenius In Service Training grant under the Call for Proposals 2012 are not eligible to apply for funding under this action under the Call for Proposals 2013. Identically written applications will be considered ineligible. 	
ESTONIA	
<ol style="list-style-type: none"> There must be at least a 24-month gap between the previous course took place and the new course applied for. In case the NA receives applications from more than one teacher from the same institution for the same course at the same time only one candidate will be granted. The application with the highest number of quality points will be chosen or, if the quality points are equal or similar, the difference in the "Relevance and Impact" part and the national award criteria are being weighed. 	<ol style="list-style-type: none"> Science and technology – (4 points) Content and Language Integrated Learning (CLIL) – (4 points) Inclusive education – (4 points) Applicant has not received a grant for in-service training within the framework of the LLP – (3 points)
GREECE	
<ol style="list-style-type: none"> Candidates should not be on an educational or another kind of leave, or serve as substitute teachers or have education duties in higher education institutions Candidates should apply only once under the specific call for proposals. Should a candidate apply more than once in the frame of the same call for proposals, all applications submitted by the particular person will be considered ineligible. Candidates who teach in schools eligible for Comenius School Partnerships and are not seconded to other organisations (non-eligible for Comenius School Partnerships.) <p><u>Comment:</u> Teachers in the Greek education system may be seconded to other organisations, i.e. Ministry of Education, for a limited period of time. By this criterion, we specify that only teachers appointed in a school and performing their teaching duties are considered eligible to participate in IST activities.</p>	<p>Candidates are given extra points provided that they:</p> <ol style="list-style-type: none"> have no previous participation in the Comenius In-Service Training action. (3 points) have selected a course / seminar from the In-Service Training for school and adult educators Comenius - Grundtvig database. (3 points) are of different disciplines and not foreign language teachers. (3 points) belong to disadvantaged social groups (special needs, immigrants, ethnic minority groups) (3 points) have 5-23 years of service. (3 points)
SPAIN	
<ol style="list-style-type: none"> Applicants who teach in the University education level will not be considered eligible, except for those specialities dealing with training of future teachers. Only one application per person will be accepted for in-service training action. If two or more 	<p>Priority will be given to applicants who:</p> <ol style="list-style-type: none"> have not received any Comenius or Grundtvig or Study visit individual grant in the last two calls. (10 points) will apply for job-shadowing activities. (5 points) are participating in the Comenius Individual Pupil Mobility action as contact teachers or

applications are sent all of them will be considered ineligible.	tutor teachers of foreign pupils. (5 points) 4. are participating in a Comenius partnership and wish to be trained in one of the partners' language, except for specialized teachers in languages. (5 points) Overall, a maximum of 15 points can be awarded to the applicant.
FINLAND	
None	None
FRANCE	
None	None
ITALY	
The applicant did not receive a Comenius in-service training grant under the 2013 Call. The applicant did not receive a Comenius in-service training grant under the 2012 Call.	1. Applications from primary school teachers, not yet specialized in English and currently enrolled in the compulsory national training course for teaching English in primary schools according to the art.10, paragraph 5 of D.P.R. n. 81. 20th March 2009, will be strongly encouraged (15 points). 2. Applications from the first cycle of education teachers(primary and lower secondary) in Objective 1 Regions (Calabria, Campania, Puglia, Sicilia) enrolled in national training courses for teaching foreign languages will be strongly encouraged (10 points) 3. Secondary school teachers (except teachers of foreign languages) who apply for a training course focused on CLIL methodology, according to the new "Riforma della Scuola Secondaria Superiore", approved by the Council of Ministers on February 4 2010 will be strongly encouraged(15 points). 4. applications from teachers involved in the National Plan for Digital School of the Ministry of Education (classes 2.0 and schools 2.0) will be strongly encouraged (10 points) Overall, a maximum of 15 points can be awarded to the applicant.
CYPRUS	
1. No more than two Cypriot participants can be selected for the same In-service activity. The selection of participants will be based on the quality assessment ranking. In case of more than two applicants have the same score for the same training activity the selection will be based on the relevance of the activity to the needs of the applicant. 2. Maximum two participants can be selected from one institution, provided that each will	1. Priority to applicants who have not received an individual mobility grant under the Lifelong Learning Programme during the last 5 years. (10 points) 2. Priority to applicants who teach in Technical and Vocational Schools (5 points)

<p>participate in a different activity. The selection of participants will be based on the quality assessment ranking.</p> <p>3. Identically written applications will be considered ineligible.</p>	
<p>LATVIA</p>	
<p>1. The NA will accept only applications from applicants who have not received Comenius In Service Training grant within the Call 2011 and 2012. Identically written applications will be considered ineligible.</p> <p>2. If more than one application from the same school for the same activity is submitted, only one application of the best quality will be supported. If there is more than one grant application with the same score from the same school, additional assessment will be carried out.</p> <p>3. If several applicants apply for the same activity, not more than three applications of the best quality will be supported. If there are more than three grant applications with the same score for the same activity, additional assessment will be carried out.</p>	<p>1. Applicants who have never received Comenius grants for In-Service Training. (10 points)</p> <p>2. Applicants to job shadowing activities. (5 points)</p>
<p>LITHUANIA</p>	
<p>1. The same applicant can be granted only once under the Call 2013.</p> <p>2. Maximum one person from the same institution can receive an IST grant for the same Comenius in-service training activity within the same deadline. If more than one applicant from the same institution submits application for the same in-service training activity within the same deadline, all applications will be rejected.</p> <p>3. Only applicants representing eligible type of institution can apply for Comenius in-service training. The list of eligible institutions can be found on the NA website.</p>	<p>1. Applicants who are not foreign language teachers (5 points).</p> <p>2. Applicants working in pre-primary, primary schools and institutions for learners with special educational needs (5 points)</p> <p>3. Applicants who have not received a Comenius in-service training grant during the LLP (5 points).</p>
<p>LUXEMBOURG</p>	
<p>An applicant may apply for only one In-Service Training within a current call for proposals. If a candidate submits more than one application per call for proposals, only the first application will be considered eligible.</p>	<p>None</p>

HUNGARY	
<p>Eligible applicants:</p> <ol style="list-style-type: none"> 1. who were not awarded Comenius in-service grant within the current (2013) Call for proposals or previous Call (2012) 2. have at least 2 years teaching experience since earning teacher certification 	<p>Priority will be given to applicants:</p> <ol style="list-style-type: none"> 1. who are not certified foreign language teachers (8 points) 2. who choose courses in less widely used languages. (7 points) 3. who apply for job shadowing or placement or observation or structured development course for school education staff other than language teachers (7 points) 4. who choose courses with a well-defined focus on teaching children with special educational needs (7 points) <p>Overall, maximum 15 points can be awarded to the applicant.</p>
MALTA	
<ul style="list-style-type: none"> - The applicant has to include with the application form a letter of acceptance/invitation and a CV. In the case that the original letter of acceptance/invitation is not available, electronic correspondence is also acceptable. - The course details applied for have to be attached even if they form part of the training database, and the stated costs of the course to be attended are also to be included with the application form. - The applicant is requested to provide a filled-in Financial Identification sheet with the institution's bank account details. This sheet has to be presented with the application form. <p>If the applicant does not attach all the specified documentation, the application will be considered ineligible.</p>	<ul style="list-style-type: none"> - Priority will be given to job-shadowing activities. - Priority to teachers who have not received a Comenius In Service Grant under the last 2 calls. <p>Projects addressing one National Priority will receive 5 points. Projects addressing both National Priorities will receive 10 points.</p>

NETHERLANDS	
An individual can apply for a Comenius In-service Training grant more than once in their career, but only every two years (no application possible for two consecutive calls).	<ol style="list-style-type: none"> 1. Applicants from a priority region, namely the provinces of Drenthe, Flevoland, Friesland, Groningen, Limburg or Zeeland. (3 points) 2. Institutions for primary education, special needs education (both primary and secondary) or pre-vocational education (vmbo). (3 points) 3. Activities aimed at learning/teaching of French and/or German (LinQ, for example). (3 points) 4. Institutions that participate in bilingual education (tto) and/or promote European citizenship (Elos). (3 points)
AUSTRIA	
<p>Bewerberinnen und Bewerber können nur 1x im Jahr eine Förderung im Rahmen der jeweiligen Aktion beantragen.</p> <p>Die Auswahl beruht auf qualitativen Aspekten, d.h. die besten fünf Anträge für einen Kurs werden (im Falle von mehr als 5 Bewerbungen) genehmigt. Darüber hinaus werden maximal 2 Bewerber/innen pro Institution für einen Kurs zugelassen.</p>	None

POLAND	
<p>1. Minimum 2-year applicant’s job experience in education sector.</p> <p>2. 2-year suspension period for the applicants previously awarded Comenius In-service Training grants (two years means the period between the end date of the previous training activity and the start date of the training activity which the applicant applies for).</p> <p>3. The full set of documents submitted in accordance with the list of documents published on Comenius website:</p> <p>2 copies of the application with 4 attachments:</p> <p>1) [attachment1] – a letter of recommendation signed by school headmaster/a legal representative of the home institution</p> <p>2) [attachment 2] – provisional brooking of place on the course/training activity</p> <p>3) [attachment 3] – programme of the course/training activity</p> <p>4) [attachment 4]- certificate of foreign language proficiency</p>	<p>Priority will be given to applications submitted by teachers working in pre-primary education as well as in integrated teaching classes (first stage of education including grade I - III of primary schools – in new core curriculum defined as early school education) - (15 points)</p>
PORTUGAL	
<p>1. The applicant shall submit with the application proof of acceptance issued by the training activity organiser or a prof of the training activity pre-registration.</p> <p>2. The applicant must not have been beneficiary of an individual grant under the LLP in the two years immediately preceding the date of the activity he/she wants to attend (final date of the participation in the activity): Furthermore, the applicant must not be submitting more than one application to individual mobility activities under the same programme or under different sectoral programmes, within the same deadline (e.g. Comenius, Grundtvig).</p> <p>3. To the same training activity, the NA shall select only the best applications, up to a maximum of two eligible participants from the same institution (Comenius - Grundtvig) and up to a maximum of five participants from Portugal. The remaining applications shall be included in a reserve list under this national criterion ensuring that all applications with the same score are either approved or in the reserve list</p>	<p>2. Applicants to job shadowing activities (15 points)</p> <p>Comment: 15 (fifteen) points shall be awarded to the applications meeting one or two priorities, regardless of the total score obtained in the evaluation process.</p>

ROMANIA	
<p>1. Transversal restriction - for all types of individual mobility: a person cannot receive more than two grants in 2012 for an individual mobility under the LLP (taking into account all the sub-programmes).</p> <p>2. Applicants who participated in the Comenius IST action within the Call for proposals 2011 and 2012 would not be eligible to apply in 2013</p>	<p>1. Teachers who work in schools for students with disabilities/ special needs (2 points)</p> <p>2. Teachers with disabilities/ special needs (2 points)</p> <p>3. Teachers who have never received a Comenius in-service training grant under LLP (4 points)</p>
SLOVENIA	
<p>1. An applicant can only be awarded one COM IST grant in the Call 2013.</p> <p>2. Within one application round only two applications of the best quality from the same organisation can be approved, but not for the same activity (only one applicant from an organisation can be approved for the same activity). No more than two of the best quality applications can be approved from different organisations for the same training activity. More applications for the same training activity (from different organisations) can be approved only if they have received over 85 quality points. Other applications will be put on the reserve list and selected according to the number of the awarded quality points.</p> <p>3. Applicants who participated in the Comenius IST action within call for proposals 2011 and 2012 are not eligible to apply in 2013.</p>	<p>1. Priority will be given to applicants whose institution or permanent residency is located in one of the following regions: Pomurska, Koroška, Notranjsko-Kraška, Zasavska, Spodnjeposavska, Jugovzhodna Slovenija. (5 points)</p> <p>2. Priority will be given to applicants participating in activities related to natural and technical sciences. (6 points)</p> <p>3. Priority will be given to applicants participating in other education and training activities than those aimed at English language teaching. (4 points)</p>
SLOVAKIA	
<p>1. Applicants who were already awarded Comenius IST grant within the current Call for proposals or previous Calls (2011, 2012) will be considered ineligible.</p> <p>2. An applicant may submit application only for one training activity under the same current deadline; if applicant submits more than one application, all applications will be considered ineligible.</p> <p>3. Maximum 5 Slovak applicants for the same training activity (course) with the same dates of duration can be funded. In the case that more than 5 applicants will be with the same score all applications will be assessed by the third external expert who will establish the rank list.</p>	<p>1. Job shadowing oriented training activities for teachers – recent graduates. (10 points)</p>

SWEDEN	
<p>1. Only one application per person will be accepted in the same round. If a person submits more than the maximum number of applications, the NA will contact him or her who may in turn choose which application should be put forward.</p> <p>2. A person can only have one application granted once every two years.</p> <p>3. A maximum of two applications from the same organisation for identical activity and session can be accepted</p> <p>If the NA receives more than two applications from the same organisation for identical activity and session the NA will contact the legal representative who may in turn choose which applications should be put forward. The other applications will be considered ineligible.</p>	<p>1. Applications for structured courses or conferences targeting one of the following topics/competences: mathematics, natural sciences and technical competences. To receive the additional points the topics should be clearly marked/described in the application under Description of the In-service training activity and Topics (15 p).</p> <p>2. Applications for job shadowing activities (15 p)</p> <p>The criteria are complementary. Only one criterium must be met for receiving 15 points.</p>
UK	
<p>No more than two applications will be accepted for the same course / conference / job-shadowing activity from any one institution. Any institution submitting more than two applications will be asked to choose which two it wishes to proceed before any of the applications are assessed.</p>	<p>1. Applications relating to job-shadowing (7.5 points).</p> <p>2. Applications from institutions and individuals actively involved in other Comenius actions (including eTwinning) (7.5 points).</p>
ICELAND	
<p>1. National Agency will only accept applications from applicants who have not received Comenius in service Training grant in the last 2 calls</p> <p>2. Within a particular application round (deadline), the applicant submits only one applications. If an applicant submits more than one application, the National Agency will ask the applicants to choose only one and withdraw the rest of them.</p> <p>3. Obviously replicated applications will be considered ineligible.</p>	<p>None</p>

LIECHTENSTEIN	
None	None
NORWAY	
<ol style="list-style-type: none"> 1. The national agency will accept applications only from applicants who have not received Comenius In- Service Training grant in the last 2 years. In case the applicant was awarded a Comenius In-Service Training grant within current and two previous Calls, the application will be considered ineligible. 2. If several applicants apply for the same activity in the same round, a maximum of 5 applications of the best quality will be supported. The remaining applications will be included in a reserve list. 3. If several applicants from the same institution apply for the same Comenius In-Service Training activity, a maximum number of two applicants from the same institution can be approved. Any institution submitting more than two applications will be asked to choose which two it wishes to proceed before any of the applications are assessed. 	Job shadowing oriented training activities. (5 points)
CROATIA	
<ol style="list-style-type: none"> 1. The applicant persons who received a grant for Comenius IST from the Call 2011 onwards will be considered ineligible. 2. An applicant person may submit application only for one training activity under current deadline; if applicant submits more than one application; all applications will be considered ineligible. 3. If the application is drafted in another language than English or Croatian, the applicant must submit both the original application and a translation into English or Croatian. If the translation is not provided, the applicant will be asked to deliver the translation; should the applicant fail to do this by the date specified by the NA, the application will be considered ineligible. 	1. Applications from kindergartens (10 points).
FORMER YUGOSLAVIAN REPUBLIC OF MACEDONIA	
None	None

SWITZERLAND	
None	None
TURKEY	
<p>1. Applications submitted by a beneficiary who has already been awarded Comenius IST grant within the current call for proposal (2013) and previous Calls (2011, 2012) will be considered ineligible.</p> <p>2. Maximum one application can be submitted by an applicant in the same application round. If the applicant submits more than one application, all applications submitted by that applicant will be considered ineligible.</p> <p>3. In addition to the application form, applicants should submit all documents required by the National Agency. These documents are: a) a language proficiency certificate (except those applying for pure language courses), b) a confirmation letter for preliminary registration by the course organizer and c) A short description and a programme of the activity (for the training activities not included in the Comenius-Grundtvig database). Applicants not submitting any of the above mentioned documents will be considered ineligible. The required language proficiency certificates and levels will be announced in the National Call and on the NA website.</p>	<p>1. Priority will be given to teachers of general branches in school education (pre-primary, primary and high schools) over foreign language teachers in any field of educational institutions (10 points).</p> <p>2. Teachers working in pre-primary schools and institutions for students with special needs (5 points).</p>