

**2013 NATIONAL PRIORITIES FOR COMENIUS PREPARATORY VISITS**

<b>ELIGIBILITY CRITERIA/ADMINISTRATIVE PRIORITIES</b>	<b>AWARD CRITERIA/POLICY ORIENTED PRIORITIES</b>
<i><b>N.B. MAXIMUM 3 NATIONAL CRITERIA CAN BE SET FOR THE 2013 CALL</b></i>	<i><b>N.B. MAXIMUM 5 NATIONAL CRITERIA CAN BE SET FOR THE 2013 CALL</b></i>
<b>BELGIUM – FLEMISH COMMUNITY</b>	
<ol style="list-style-type: none"> <li>1. The application form must be completed in Dutch, French or English. 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</li> <li>2. An organisation cannot receive more than 1 grant for a preparatory visit grant/contact seminar per year</li> <li>3. An organisation cannot receive a grant for a preparatory visit/contact seminar in 2012 if it has submitted an application for a School/Regio Partnership in 2012 which has been approved or is undecided yet.</li> </ol>	<ol style="list-style-type: none"> <li>1. The preparatory visit/contact seminar aims at the development of a Comenius School- or Regio Partnership which mainly involves nursery, technical/vocational or special needs education</li> <li>2. Application from an organisation which did not receive a Comenius grant for a preparatory visit, a contact seminar or a School Partnership since 2008</li> </ol> <p>Weighting of policy oriented priorities:</p> <ol style="list-style-type: none"> <li>1. 7,5 points</li> <li>2. 7,5 points</li> </ol> <p>All criteria are cumulative but max. n° of points is 15</p>
<b>BELGIUM – FRENCH SPEAKING COMMUNITY</b>	
<ol style="list-style-type: none"> <li>1. Les candidatures doivent être déposées en français. Si la candidature n'est pas déposée en français, celle-ci sera déclarée inéligible.</li> <li>2. La participation à une visite préparatoire est limitée à une seule personne par institution. Toutefois, dans des cas exceptionnels et dûment justifiés, deux personnes d'une même institution peuvent être autorisées à participer à une même visite pour autant qu'il existe une répartition claire et justifiable des responsabilités et des tâches entre elles et que l'avantage par rapport à une visite individuelle soit clairement démontré. L'Agence nationale reste seule juge de la nécessité de la participation d'une 2e personne. S'il s'agit d'un séminaire de contact, ce nombre est strictement réduit à 1.</li> </ol>	None

<b>BELGIUM – GERMAN SPEAKING COMMUNITY</b>	
None	None
<b>BULGARIA</b>	
If the applicant institution has received a Partnership grant in the last 5 years (including 2008 selection year), they can not apply for a Preparatory Visit grant in 2013. If the applicant organisation submits such an application, it shall be considered ineligible.	None
<b>CZECH REPUBLIC</b>	
The National Agency will fund a maximum of one person from any institution within a particular Call.	None
<b>DENMARK</b>	
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.	None
<b>GERMANY</b>	
<ol style="list-style-type: none"> <li>1. Preparatory visits of German institutions for a new project are not eligible if the partner institution to be visited is a partner in an on-going project with the applying institution.</li> <li>2. At least one of the participants in a preparatory visit for COMENIUS-Regio projects must be a representative of the eligible school authority.</li> </ol>	None
<b>IRELAND</b>	
Only one application for one person per institution will be accepted. Applications which request funding for more than one participant will only be considered in exceptional circumstances e.g. in the case of participation of an individual with special needs.	Priority will be awarded to applicant institutions who have not undertaken a Preparatory Visit in the last 5 years. (15 points)

<b>ESTONIA</b>	
<ol style="list-style-type: none"> <li>1. The applicant institution is considered ineligible if it has received a Partnership grant in the last 5 years (2008 selection year including).</li> <li>2. A Comenius preparatory visit grant can be awarded for maximum one person per application. Applications which request funding for two participants will only be considered in exceptional cases.</li> <li>3. Only one application per institution will be accepted in the same programme year.</li> </ol>	None
<b>GREECE</b>	
<ol style="list-style-type: none"> <li>1. An ongoing Comenius project has to be formally closed before an institution can apply for a preparatory visit grant.</li> <li>2. Only one application for Preparatory Visits per institution and just for one person can be funded. Participants with special needs can be accompanied by one more person. In case an institution submits more than one application, all will be considered ineligible.</li> </ol>	<p>Extra points will be given to:</p> <ol style="list-style-type: none"> <li>1. Institutions which have never received a Comenius grant under the Lifelong Learning Programme. (8 points)</li> <li>2. Applications for participation in a contact seminar organised by a National Agency. (7 points).</li> </ol>
<b>SPAIN</b>	
Applicant institutions which already obtained a preparatory visit grant the previous call for proposals will be considered not eligible.	<p>Priority will be given to:</p> <ol style="list-style-type: none"> <li>1. Schools applying for contact seminars organised by National Agencies (5 points).</li> <li>2. Institutions from underrepresented regions in order to promote a territorial balance (up to 10 points).</li> </ol> <p>Autonomous Communities: Galicia, Principado de Asturias, Cantabria, País Vasco, Navarra, La Rioja, Aragón, Cataluña, Castilla y León, Castilla La Mancha, Comunidad de Madrid, Extremadura, Comunidad Valenciana, Islas Baleares, Andalucía, Región de Murcia, Canarias.</p> <p>Autonomous Cities: Ceuta and Melilla</p> <p>After reviewing the distribution of applications from the 17 Autonomous Communities and two Autonomous Cities, in order to ensure that all of them can equally and proportionally participate in terms of its size/population/educational figures (following the Orden Marco, ECI/390/2008), priority is given to applications</p>

	of regions which are not adequately represented due to a lower volume of applications A maximum of 15 points can be awarded.
<b>FINLAND</b>	
None	None
<b>FRANCE</b>	
None	Priorité est donnée aux nouveaux établissements dans le cadre des séminaires de contact uniquement : l'agence sélectionnera en priorité les candidatures des établissements n'ayant réalisé aucun projet de partenariat scolaire Comenius (depuis 2007), avec attribution automatique de 5 points supplémentaires à toute candidature de ce type ayant atteint ou dépassé le seuil de qualité (60 pts).
<b>ITALY</b>	
<ol style="list-style-type: none"> <li>1. Only one application per institution for Preparatory visit will be accepted under each sectoral programme.</li> <li>2. If the applicant school has already been granted for a preparatory visit/contact seminar in the 2013 call for proposal period, it cannot submit another application in the same call for proposal within the same Sectoral Programme.</li> </ol>	<ol style="list-style-type: none"> <li>1. Applications from school institutions which have never received any grants for effecting a Preparatory Visits will be strongly encouraged (15 points)</li> <li>2. Applications from school institutions to participate in a Contact Seminar organized by any National Agency will be strongly encouraged. (15 points)</li> <li>3. Applications from school institutions to participate in a PV in order to establish a Comenius Individual Pupil Mobility will be strongly encouraged. (15 points).</li> </ol> <p>An overall maximum of 15 points can be awarded to each applicant.</p>
<b>CYPRUS</b>	
<ol style="list-style-type: none"> <li>1. The applicant organization should not have an ongoing Comenius School Partnership</li> <li>2. Maximum one person per application can be awarded a Comenius Preparatory Visit grant</li> <li>3. An organization cannot receive more than one LLP Preparatory Visit grant per year. Subsequent applications will be considered ineligible.</li> </ol>	<ol style="list-style-type: none"> <li>1. Priority to institutions which have never received a Comenius grant under the Lifelong Learning Programme (6 points).</li> <li>2. Priority to institutions applying for participation in a Contact Seminar organised by a NA (6 points)</li> <li>3. Priority to applications from schools which have never participated in Comenius PV under the Lifelong Learning Programme (3 points)</li> </ol>
<b>LATVIA</b>	
1. The NA shall award only one grant per institution or organisation per year for	1. Applications from schools which have never participated in Comenius

<p>the participation of one person.</p> <p>2. The institution applying for Preparatory Visit may not be involved in a running first year partnership unless the institution has more than 600 pupils.</p>	<p>partnerships under the Lifelong Learning Programme. (10 points)</p>
<b>LITHUANIA</b>	
<p>1. An institution which has submitted an application for a Comenius School Partnership in 2013 which has been approved or is not yet decided, cannot receive a Preparatory Visit grant for the same type of partnership (bilateral or multilateral) under the call 2013. Such applications will be rejected as ineligible.</p> <p>2. An institution can only receive a Preparatory visit grant for one person per LLP sub-programme (except Erasmus programme) in the Call 2013. Subsequent applications will be rejected as ineligible.</p> <p>3. An institution which received a grant for Preparatory visit in 2012, but didn't submit an application for Comenius School partnership or Comenius Regio partnership projects in 2013, cannot be awarded a Preparatory visit grant in 2013.</p>	<p>1. An institution which has never been granted for a Comenius bilateral, multilateral, Regio partnership project or Comenius Preparatory Visit in LLP (5 points).</p> <p>2. Pre-primary, primary schools and institutions for learners with special educational needs (5 points).</p> <p>3. An institution which intends during the preparatory visit to develop Comenius Regio partnership proposal (10 points).</p> <p>An overall maximum of 15 points can be awarded to each applicant.</p>
<b>LUXEMBOURG</b>	
None	None
<b>HUNGARY</b>	
<p>1. In the case of merged institutions a maximum of 1 Comenius preparatory visits application per member school or premises will be accepted.</p> <p>2. A Comenius Preparatory Visit grant can be awarded for maximum one person per application.</p>	None
<b>MALTA</b>	
<p>1. The CV of the applicant is to be attached to the application form.</p> <p>2. 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> <p>If any of these documents is not provided, the application will be considered ineligible.</p>	None

<b>NETHERLANDS</b>	
The institution applying for a preparatory visit may not be involved in a running partnership with the institution to be visited.	<ol style="list-style-type: none"> <li>1. Applicants from a priority region, namely the provinces of Drenthe, Flevoland, Friesland, Groningen or Zeeland. (3 points)</li> <li>2. Institutions for primary education, special needs education (both primary and secondary) or pre-vocational education (vmbo). (3 points)</li> <li>3. Activities aimed at learning/teaching of French and/or German (LinQ, for example). (3 points)</li> <li>4. Institutions that participate in bilingual education (tto) and/or promote European citizenship (Elos). (3 points)</li> </ol>
<b>AUSTRIA</b>	
None	None
<b>POLAND</b>	
<ol style="list-style-type: none"> <li>1. Institution/school wishing to create a school partnership can take part only in one preparatory visit/contact seminar in one year.</li> <li>2. Institution/school is not realizing a first year of a school partnership project</li> </ol>	None
<b>PORTUGAL</b>	
<ol style="list-style-type: none"> <li>1. Schools who received a Preparatory Visit grant in 2010, 2011 or 2012 and did not submit an application for a partnership, project or network in 2011 or 2012, cannot apply for a new Preparatory Visit grant in 2013.</li> <li>2. No more than one person in any one institution can be awarded a Preparatory Visit grant in relation to any proposed new partnership.</li> </ol>	<ol style="list-style-type: none"> <li>1. Institutions from underrepresented regions in order to promote a territorial balance: for Madeira, Algarve, Alentejo and Central Portugal (5 points awarded) and for Azores (10 points awarded).</li> </ol>

<b>ROMANIA</b>	
<ol style="list-style-type: none"> <li>1. Only one grant for a preparatory visit could be awarded to an institution in a financial year even if the institution is eligible in more than one sectoral programme.</li> <li>2. If an institution submits at the same round more than one application form (one application for each sectoral programme) the NA will ask the institution to decide among the submitted applications.</li> <li>3. If a Preparatory Visit grant has already been awarded to this institution in the 2013 call, all the other application forms that will be submitted to a later stage will be declared ineligible.</li> </ol>	<ol style="list-style-type: none"> <li>1. Institutions that have not received funding under the Lifelong Learning Programme (2 points)</li> <li>2. Projects submitted by institutions that are located in rural areas (3 points)</li> <li>3. Institutions seeking funding for contact seminars (2 points)</li> </ol>
<b>SLOVENIA</b>	
<ol style="list-style-type: none"> <li>1. In the Call 2013: <ol style="list-style-type: none"> <li>a. applicants who received Preparatory visit grant in the Call 2011 or 2012 for the same action they are applying for a Preparatory visit grant;</li> <li>b. applicants who were awarded a project grant in the Call 2012 in the same action they are applying for a Preparatory visit grant</li> </ol> are ineligible.</li> <li>2. Only one Slovene organization can be approved for the same preparatory visit.</li> <li>3. Same organisation can be awarded only one PV for certain action in the frame of Call 2013.</li> </ol>	None
<b>SLOVAKIA</b>	
None	None
<b>SWEDEN</b>	
None	Applications 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 Project objectives and Topics (15 p).
<b>UK</b>	
<ol style="list-style-type: none"> <li>1. Schools who received a Preparatory Visit grant in 2010, 2011 or 2012 and who did not go on to submit an application for a partnership, project or network in 2011 or 2012, cannot apply for a new Preparatory Visit grant in 2013.</li> <li>2. No more than one person in any one institution can be awarded a Preparatory Visit grant in relation to any proposed new partnership.</li> </ol>	None
<b>ICELAND</b>	
None	None
<b>LIECHTENSTEIN</b>	
None	None
<b>NORWAY</b>	
None	None
<b>CROATIA</b>	
<ol style="list-style-type: none"> <li>1. Only one application per institution for the same contact seminar will be accepted. If an institution submits more than one application for the same contact seminar deadline, the NA will go back to the applicants and let them choose which application should be put forward.</li> <li>2. 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.</li> <li>3. Only one grant for Preparatory Visits per applicant institution within</li> </ol>	None

<p>Comenius is possible under the Call 2013. If an institution applies for a second grant for Preparatory Visits within Comenius, it will be considered ineligible.</p>	
<b>FORMER YUGOSLAVIAN REPUBLIC OF MACEDONIA</b>	
None	None
<b>SWITZERLAND</b>	
None	None
<b>TURKEY</b>	
<ol style="list-style-type: none"> <li>1. Only one application will be accepted per institution per contact seminar/preparatory visit application round. If the applicant submits more than one application, all applications submitted by that applicant will be considered ineligible. If the applicant school has already been awarded a grant for preparatory visit/ contact seminar in the 2013 call for proposal period, it cannot submit another application in the same call for proposal.</li> <li>2. The applicant organisation should not have an ongoing Comenius School Partnership.</li> <li>3. In addition to the application form, applicants should submit all documents required by the National Agency. These documents are: a) the language proficiency certificate of the participant of the applicant organisation, b) an official invitation letter from the host organization (not required for contact seminars). The required language proficiency certificates and levels will be announced in the National Call and on the NA website.</li> </ol>	<ol style="list-style-type: none"> <li>1. Applications from general public schools (6 points).</li> <li>2. If the applicant institution has not received any grant under Comenius Partnerships (5 points).</li> <li>3. Priority will be given to schools for students with special needs (4 points).</li> </ol>