

2013 NATIONAL PRIORITIES FOR GRUNDTVIG VISITS & EXCHANGES

ELIGIBILITY CRITERIA/ADMINISTRATIVE PRIORITIES	AWARD CRITERIA/POLICY ORIENTED PRIORITIES
<i>N.B. MAXIMUM 3 NATIONAL CRITERIA CAN BE SET FOR THE 2013 CALL</i>	<i>N.B. MAXIMUM 5 NATIONAL CRITERIA CAN BE SET FOR THE 2013 CALL</i>
BELGIUM – FLEMISH SPEAKING COMMUNITY	
<ol style="list-style-type: none"> 1. At least 12 months have passed before the end of a former participation in a granted Grundtvig IST, study or exchange activity and the beginning of the future activity. 2. The application has a clear and existing link with adult education (as understood in the Grundtvig programme); moreover, the organisation has a clear link with adult education in the Flemish Community 3. If 2 or more applicants of the same organisation apply for the same VIS activity, the added value to participate with 2 or more should be clearly shown / motivated. 	<ol style="list-style-type: none"> 1. Applications of organisations that are not involved in a Grundtvig learning partnership. (Not applicable for the European Grundtvig IST and LP conferences) (15 points)
BELGIUM – FRENCH SPEAKING COMMUNITY	
<ol style="list-style-type: none"> 1. Les candidatures doivent être déposées soit en français soit en anglais. Si la candidature n'est pas déposée en français ou en anglais, celle-ci sera inéligible. 2. Un candidat ne peut bénéficier d'une bourse de visite et échanges qu'une fois par année d'Appel. 3. Pour des raisons de budget limité et afin que la visite garde une réelle valeur ajoutée européenne, l'Agence n'acceptera pas plus de 2 candidats par institution/organisation pour une même visite. 	None
BELGIUM – GERMAN SPEAKING COMMUNITY	
None	None
BULGARIA	

<p>1. The following documents must be enclosed to the Application form:</p> <ul style="list-style-type: none"> • EUROPASS CV, EUROPASS language passport – both in Bulgarian; • Profile of the applicant institution - in Bulgarian /if applicable/; • A letter of registration to participate in a conference or seminar; • [already in the application form "Description of the event"; seminar programme must be attached as requested in the application form] 	None
CYPRUS	
<p>1. No more than two Cypriot participants can be selected for the same activity. The selection of participants will be based on the quality assessment ranking. In case 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.</p> <p>2. Maximum two participants can be selected from one institution, provided that each will 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>1. Priority to Adult educators who have not received an individual mobility grant under the Lifelong Learning Programme during the last 3 years – 15 points</p>
CZECH REPUBLIC	
<p>1. Applicants who already obtained a Grundtvig Visits and exchanges grant within the current (2013) and the last two Call for proposals (2011, 2012) will be considered ineligible.</p> <p>2. Identically written applications will be considered ineligible.</p> <p>3. Applicants may submit only one application within one round and one Grundtvig action. If applicants submit more than one application, the NA will go back to the applicant and let him choose which application should be put forward. Should the applicant fail to do it in the time limit set by the National Agency, all the applications submitted by the applicant will be considered ineligible.</p>	<p>1. Applicants without any previous participation in the Grundtvig programme; 15 points.</p> <p>2. Disadvantaged applicants and applicants with special needs; 15 points.</p> <p>NB: National priorities will be given the weight of 15 points altogether. Nevertheless it is sufficient to meet only one national priority to obtain the maximum number of extra points.</p>
GERMANY	
<p>1. Textidentische bzw. weitgehend gleichlautende Anträge sind von der Förderung</p>	None

<p>ausgeschlossen.</p> <p>2. Pro Einrichtung können maximal 2 Personen für dieselbe Maßnahme eine Förderung erhalten, insgesamt können bis zu 5 Personen aus Deutschland für dieselbe Maßnahme gefördert werden.</p> <p>3. Die antragstellende Person ist nicht Mitarbeiter/-in des Konferenzveranstalters und bewirbt sich nicht für dessen eigenes Angebot.</p>	
DENMARK	
<p>1. No more than 3 applications from the same institution will be accepted by the NA. If an institution submits more than 3 applications, the NA will ask the institution to prioritize their applications.</p> <p>2. Danish applicants must submit in an appendix, or make sure it is part of the application, a brief presentation of their present provision of learning activities in the field of general adult education, including a clear profile of the applicant's adult learners / students in the home institution / home organisation.</p> <p>3. 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
ESTONIA	
None	None
SPAIN	
<p>1. A maximum two participants can be selected from one institution, provided that they show the relevance of their participation in the intended activity.</p> <p>2. Applicants participating in a Grundtvig Learning partnership will be considered ineligible.</p>	<p>1. Priority will be given to applicants who have not received any Comenius or Grundtvig or Study Visit individual grant in the last two calls. (10 points)</p> <p>2. Priority will be given to applicants who apply for undergoing less formal types of training lasting at least one week, that is 5 full working days, e.g. job-shadowing and study visit. (10 points)</p>
FINLAND	
None	None

FRANCE	
None	None
GREECE	
<ol style="list-style-type: none"> 1. Applicants who submit an application for another Grundtvig or Comenius mobility action under the same Call for Proposals will be considered ineligible. 2. Due to budgetary restrictions, the NA may not approve the participation of more than 2 applicants from the same home organization for a visit to the same host organization. If there are more than 2 applicants from the same organization with the same score, the National Agency will ask the organization to prioritize their applications. 3. The NA may not approve more than 3 Greek applicants to participate in the same activity (with the exception of big-scale events like international conferences), in order to assure the European dimension of the activity. If more than 3 applicants are scored equally, priority will be given according to social criteria, as well as past academic / school performance. 	<p>Priority will be given to applicants who:</p> <ol style="list-style-type: none"> 1. have no previous participation in a Grundtvig mobility action (Grundtvig In-Service Training, Visits and Exchanges, Grundtvig Assistantships) in the last 4 years. (5 points) 2. work in Regional authorities and municipalities (3 points)
CROATIA	
<ol style="list-style-type: none"> 1. Maximum one application per individual applicant within the Call 2013 will be considered eligible. 2. If the applications are similar or identical in the content part (preparation, aims, impact) they will all be considered ineligible. 3. If the application is drafted in another language than English, the applicant must submit both the original application and a translation into English. 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. 	None
HUNGARY	
<ol style="list-style-type: none"> 1. In case of visits and exchanges based on an individual workplan, maximum two applicants per organisation will be allowed to take part in the same visit or exchange using the same workplan. In case of events with pre-defined programme (seminars, conferences) only one applicant per organisation will be approved. In case of more applications from the same organisation, the participants have to choose who shall 	None

<p>participate.</p> <p>2. Visits with the aim of participation in project management and/or proposal writing seminars are ineligible.</p> <p>3. At least 24 months must pass between two Grundtvig Visits and Exchanges grants awarded to the same person.</p>	
IRELAND	
<p>1. Applicants who were awarded Grundtvig In Service Training or Grundtvig Visits and Exchanges grant under the Call for Proposals 2012 are not eligible to apply for funding under either of these actions under the Call for Proposals 2013.</p> <p>2. The application has a clear and existing link with adult education (as understood in the Grundtvig Programme); and the applicant organisation if applicable, has a clear link with adult education in Ireland.</p> <p>3. Identically written applications will be considered ineligible.</p>	None
ICELAND	
None	None
ITALY	
None.	1. Applicants who have not received a grant from Grundtvig Visits and Exchanges in the past two years (since Call 2011) will be strongly encouraged (15 points).
LIECHTENSTEIN	
None	None
LITHUANIA	
<p>1. The same applicant can be granted only once in the Call 2013.</p> <p>2. Applicants from the same institution cannot apply for the same Grundtvig visits and exchanges activity within the same deadline. If more than one applicant from the same institution submits application for the same activity within the same deadline, all applications will be rejected as ineligible.</p>	<p>1. Applicants submitting an application for a job shadowing activity (15 points).</p> <p>2. Applicants working in adult education centres (adult secondary schools) (5 points).</p> <p>A maximum of 15 points can be awarded.</p>

<p>3. The submitted application must include the following documents:</p> <ul style="list-style-type: none"> - Working applicants must submit the copies of the relevant documents which prove that applicant's institution provides non-vocational adult education. - Applicants working in the higher education institutions must submit a relevant statement signed by a legal representative of the higher education institution, confirming that the applicant provides non-vocational education in the sense of the Grundtvig programme. 	
LUXEMBOURG	
<ol style="list-style-type: none"> 1. Applicants who have benefited from an individual grant (In-service training for adult education staff, Visits and exchanges for adult education staff) under the call 2012 cannot apply for a Visits & Exchanges grant under the call 2013. Their applications will be considered ineligible. 2. Applicants who are active in adult education as self-employed persons, on a freelance basis or as volunteers have to include documents proving their activities in adult education (CV, contracts, ministerial approval). Applicants who have completed a qualification leading to adult education as well as students who have completed at least two years of study leading to a career in adult education have to enclose documents about related qualifications or ongoing training activities. Applicants who are not formally employed by a Luxembourgish organisation have to prove that they have been resident in Luxembourg for at least 5 years. 	None
LATVIA	
<ol style="list-style-type: none"> 1. Only one application per person for participation in only one of the Grundtvig actions (IST, Visits and exchanges, Assistantships) will be accepted. 2. Applications from applicants who have received the Visits and Exchanges grant during last five years will be considered ineligible. 	1. Applicants who plan to participate in the conference supported by the EU official institutions are encouraged (5 points).
MALTA	
1. The applicant has to include with the application form a CV. The applicant is requested to provide a filled-in Financial Identification sheet with the institution's bank account	1. Priority will be given to job-shadowing activities.

details. This sheet has to be presented with the application form.	<p>2. Priority will be given to applicants who have not received a Grundtvig Visits & Exchanges Grant during the last 2 last two calls.</p> <p>Projects addressing one National Priority will receive 5 points. Projects addressing both National Priorities will receive 10 points.</p>
NETHERLANDS	
None	<p>1. Applicants from a priority region, namely the provinces of Flevoland, Friesland, Limburg or Zeeland. (5 points)</p> <p>2. Activities aimed at improving language and/or mathematical skills of socio-economically disadvantaged learners. (5 points)</p> <p>3. Activities aimed at improving social skills of socio-economically disadvantaged learners, with a view to enhancing their participation in society and/or the labour market. (5 points)</p>
NORWAY	
None	None
AUSTRIA	
<p>1. Erwachsenenbildung muss eine Kernaufgabe der Organisation sein und der pädagogische Vermittlungsaspekt muss im Vordergrund stehen. (Ausnahme: zukünftiges Personal in der EB):</p> <p>2. Kulturelle,- Sport- und Freizeitangebote per se fallen nicht unter EB, außer sie werden methodisch/didaktisch/pädagogisch zur Wissensvermittlung eingesetzt.</p> <p>3. Maximal 5 österreichische Bewerberinnen und Bewerber pro Besuch/Austausch, wobei maximal 2 aus derselben Institution sein dürfen.</p>	<p>Organisationen, welche ein im Qualitätsrahmen anerkanntes externes Testat aufweisen, Ö-Cert oder vergleichbare Qualitätsauszeichnungen. (10)</p>
POLAND	
<p>1. One person may only have one mobility funded per two years in one of the two following actions: Visits and Exchanges for Adult Education Staff and In-Service Training for Adult Education Staff counting from the final date of the preceding activity he/she took part in till the beginning of the new activity. The application referring to the training/event taking place earlier will be considered ineligible. If the applicant submits</p>	None

<p>more than one application within one of the above mentioned actions, the National Agency will ask the applicant which applications should be considered ineligible and if there is no such decision within the deadline given by the National Agency, all applications will be rejected.</p> <p>2. The original version of the application in Polish or English must be submitted together with the relevant documents, prepared according to the detailed guidelines published on the website of Polish National Agency:</p> <p>a) documents informing about the legal status of the home organisation and proving its adult educational profile in the sense of Grundtvig Programme,</p> <p>b) confirmation of pre-registration from the organiser of the training/event – not applicable for conferences/seminars,</p> <p>c) in case of employees of higher education institutions: relevant documentation confirming that the applicant works in a separated unit for non-vocational adult education situated in organisational structure of the higher education institution (e.g. University of the Third Age),</p> <p>d) in case of persons having no home organisation, i.e. who intend to re-start a career in adult education / persons who are re-entering adult education from another labour market situation / persons who have completed a qualification leading to a career in adult education and intend to start a career in this field: relevant documents proving these plans and intentions, and, if applicable, qualifications,</p> <p>e) in case of students: detailed information about his/her studies and qualifications to be obtained after completing education/studies, confirmed by the relevant higher education institution – in Poland students of the last year of masters level studies in the field of adult education are eligible.</p> <p>In case relevant documents are not submitted, the application will be considered ineligible.</p>	
PORTUGAL	
<p>1. The applicant shall submit with the application proof of acceptance issued by the training activity organizer or a proof 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</p>	<p>1. Priority to Adult educators who have not received an individual mobility grant under the Lifelong Learning Programme during the last 3 years – 15 points</p>

<p>programme or under different sectoral programmes, within the same deadline (e.g. Comenius, Grundtvig).</p> <p>3. To the same mobility/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 in total. The remaining applications will 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>	
ROMANIA	
<p>1. To be considered eligible the application must be submitted together with all of the following documents:</p> <ul style="list-style-type: none"> - Europass Curriculum vitae of the applicant - Pre-registration provided by the organiser of the training/event – not applicable for conferences/seminars. <p>2. The application must be completed in the language of the training activity if this is English or French, otherwise must be completed in Romanian language.</p> <p>3. If the applicant is an employed person, the application form must be signed and stamped by his/her employer organisation</p>	None
SWEDEN	
<p>1. Only one application per person will be accepted in the same round. If a person submits more than one application, 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>	None
SLOVENIA	
<p>1. An applicant can only be awarded one GRU VIS or GRU IST grant in the Call 2013. If an applicant submits both/more applications, the NA will request the decision on one application to be put forward from the applicant. Other applications will be considered ineligible. In case of no reply all applications will be rejected as ineligible.</p> <p>2. Within one application round only two applicants of the best quality from the same</p>	<p>1. Priority will be given to applicants who show concrete implementation of the results and impact of the training also out of the home organisation and region. (5 points)</p> <p>2. Priority will be given to applicants applying for activities related to (any of the following): (10 points)</p> <ul style="list-style-type: none"> - Use of new methods of work and information technology in Adult education;

<p>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 were awarded Grundtvig IST or Grundtvig Visits and Exchange grant within calls for proposals 2011 or 2012 are not eligible to apply in 2013.</p>	<ul style="list-style-type: none"> - Work with vulnerable groups on the topics: Young adults employment, Reducing early school leavers, Immigrants and older adults (50+); - Development of Key Competencies; - Quality Assurance Process in Adult education; - Assessment and Recognition of previously acquired knowledge; - Improving the Quality of Guidance Systems; - Intergenerational cooperation; - Job shadowing.
SLOVAKIA	
<p>1. Applicants who were already awarded by Grundtvig Visits and Exchanges grant within the previous Calls (2011, 2012) will be considered ineligible.</p> <p>2. Due to budgetary restrictions, the NA may not approve the participation of more than 2 applicants from the same home organisation for a visit. In case of more than two applicants, all additional applications of them will be considered ineligible and will be rejected due to administrative criteria.</p>	<p>1. Priority will be given to the applicants who have applied for undergoing less formal types of training, e.g. job-shadowing (15 points).</p>
SWITZERLAND	
None	None
TURKEY	
<p>1. Applicants who have received a grant from any Grundtvig individual action (In-service training for adult education staff, Visits and exchanges for adult education staff, Assistantships) within the current and the last two Calls for proposals (2011, 2012, 2013) cannot apply in the 2013 Call for proposal and thus an applicant can only submit one application for any Grundtvig individual action within any round in the same Call for proposal. Applications not meeting these criteria will be considered ineligible.</p> <p>2. Applicants must have a clear and existing link with adult education. The National Agency may request further proof of the adult education link of the applicant. Applicants with no or limited link with adult education will be considered ineligible. Applicants working in formal education institutions (primary/secondary/higher education) cannot normally apply in the 2013 Call for proposal. However, applicants working in these institutions involved particularly in adult education and in the case of applicants who</p>	<p>1. Applicants who have never received a grant from any Grundtvig individual action since the beginning of LLP. (10 points)</p> <p>2. Applicants working in museums, libraries, prisons, nursing homes and others working with learners with special needs and disadvantaged groups. (5 points)</p>

<p>have completed a qualification leading to a career in adult education and intend to start or re-start a career in adult education and applicants who are re-entering adult education from another labour market can apply subject to submitting documents which proves these plans, intentions and qualifications.</p> <p>3. The applicant will be required to submit all documents required by the National Agency. These documents are: a pre-registration confirmation from the organiser of the activity (except for seminars and conferences), documents describing the content of the activity including the daily programme (or weekly programme for periods longer than 2 weeks) for activities not from the Grundtvig-Comenius Course Training Database and a language proficiency certificate for the main working language of the activity at the required levels announced in the National Call and on the NA website. Applicants not submitting any of the mentioned documents will be considered ineligible.</p>	
UNITED KINGDOM	
None	None