

ERASMUS INTENSIVE LANGUAGE COURSES (EILCs)

1.1 Funding and Fees

Erasmus Intensive Language Courses are courses in the less widely used and taught European Union languages and the languages of the other countries participating in the programme, aimed at incoming students (and possibly teachers) in preparation for their Erasmus study period.

The NAs in the countries organising EILCs may allocate additional funds to institutions organising EILCs in order to partially support the cost of organising the courses.

The NA shall manage the Community funds allocated to it for organising EILCs according to the criteria specified in these guidelines.

The eligible organisational costs include teaching costs, salaries of administrative staff, building and equipment charges, course materials, communication costs, and cultural programmes as well as eligible costs under the rules of expenditure for Organisation of Mobility (OM).

The maximum Community contribution is 75% of the total EILC organisational costs of each organising institution.

It is recommended that the NA sets a funding ceiling of €75 per student/teacher course week (i.e. the cost of one week's course per student).

Before allocating the grant, the National Agency must ensure that there is sufficient co-funding available from National Authorities, Institutions or other sources to fully fund the courses.

Erasmus students/teachers may not be charged a study fee for participation in an EILC course. However, fees may be charged for excursions and similar optional events and for other charges that Erasmus students/teachers normally may be asked to pay.

The home institution/NA may award a supplementary grant to an outgoing Erasmus student/teacher participating in an EILC, from their SM or TS budget respectively. An EILC grant is intended to offset the additional costs of taking part in an EILC before the student/teacher has commenced his/her Erasmus period. In case an EILC is held parallel to the Erasmus period, an EILC grant should under normal circumstances not be awarded. However, there may be circumstances when a supplementary EILC grant may be justified, i.e. when there are extra costs involved in participating in an EILC.

1.2 Selection of course organising institutions

Call for tender/selection

The selection of organising institutions (OIs) should take place either as a national call for tender or by direct selection.

The course organisers should preferably be higher education institutions and should have excellent capacities for organising and hosting EILCs. It is recommended that those establishments which already have the required infrastructure as well as solid experience in this type of event be selected.

The NA should complement the Community funds with own and/or national funding if available or request that the institutions co-fund the activity.

In selecting course organisers, the NA should ensure that places are available nationally to students continuing their Erasmus study period at institutions which do not offer EILCs.

The deadline for selection of OIs is 31 January at which point all relevant course information should be available for publishing.

Contract between the NA and the OIs

The contract between the NA and the institutions shall be in accordance with the minimum requirements for contracts between NA and institutions and include the additional items particular to EILC presented in this section of the Handbook.

It is recommended that the following additional points be mentioned in the contract:

- the national deadline for application;
- a geographical balance of incoming flows should be aimed for;
- the NAs involvement in the selection of students/teachers;
- internal evaluation of the courses should be carried out. It is recommended to use the questionnaire developed for the evaluation of the EILC pilot project;
- the compulsory provision of information on the courses and the organising institution in standard format (EILC Organising Institution's Information Form);
- obligation to inform students/teachers and home institution/NA¹ of the final selection;
- obligation to fill all course places and use waiting lists;
- assessment of the performance of the students and issuing of certification showing the ECTS credits received for participation in the course.

¹ The information should be sent to whoever is responsible for allocating the mobility grant to the student, as indicated in the application form.

1.3 Selection of students/teachers

Eligibility

Only course places for students/teachers who have been selected for an Erasmus study/teaching assignment period in the host country may be funded by the EILCs Community funds.

Courses are held at beginner and/or intermediate level. Students whose main subject of study is the language of the organising country are normally not eligible for participation.

Responsibility for selection

The final selection of students/teachers is the joint responsibility of the organising institution and the NA in the host country.

The NA in the host country is responsible for monitoring the selection at national level, in particular the balanced participation as regards geographical spread and subject areas.

Application procedure

Students/teachers apply through their home institution's designated Erasmus office, which is responsible for forwarding the applications by e-mail² to the selecting institution together with an electronic confirmation that the applicant has been selected for an Erasmus study period/teaching assignment.³ The e-mail address to which the application form should be sent is specified in the organising institution's information form.

The home institution should ensure that the application data required by the organising institution is included in the application form, either by using the standard EILC application form or by including the additional EILC information in their own application form.

Application deadlines

The home institution decides on its own application deadline for outgoing students/teachers (preferably the same as the one which applies to the Erasmus study period/teaching assignment), taking into consideration the below-mentioned common deadlines.

² All application should be sent electronically (e-mail), without any paper copies. All other correspondence (selection results, confirmation of students, etc.) should be done by e-mail only, if possible.

³ If the selection deadline for an Erasmus study period/teaching assignment is later than the application deadline of the EILC, the Erasmus status of the student/teacher must be confirmed when the student/teacher confirms acceptance on the course.

There are two application deadlines for home institutions to send applications to OIs.

For courses starting in 2005: 31 May 2006

Deadline for OIs to answer applicants and send a list of selected/reserve participants to sending institutions: 20 June 2006.

For courses starting in 2006: 31 October 2006

Deadline for OIs to answer applicants and send a list of selected/reserve participants to sending institutions: 20 November 2006.

Other recommendations for selection

Each NA should provide all HEIs in their country with information about the EILCs and indicative numbers of places available in the various host countries.

NAs in host countries should monitor the selection procedure in their country in general. It is recommended that NAs participate in the selection by attending or organising selection committee meetings or consulting the EILC organiser otherwise at selection time. The course participants must be selected in a co-ordinated way in order to ensure as balanced geographical participation as possible (e.g. through a joint selection meeting for all course organisers).

Each EILC organiser should draw up a reserve list and be aware of a possibility of a relatively high number of withdrawals.

All applicants should be informed individually by the EILC organiser about the selection results (including a possible placement on a reserve list).

Information about approval must be sent to the students/teachers as soon as possible after the selection has been made (this is a critical point to avoid withdrawal!), usually no later than one month before the start of the course.

The OI should send information on the selected participants to the home institution/NA after the student/teacher has confirmed acceptance of the place.

1.4 Reporting

A final report on the organisation of EILCs is to be submitted to the Commission no later than 31 May 2007. Only the NAs receiving Community funds for EILC are required to submit this report.

The EILC report consists of three parts:

- I. A statement of expenditure which specifies the use of Community funds to subsidise EILC organisation costs in institutions selected by the NA. The statement of expenditure shall specify (i) the name of each organising

institution, (ii) the total costs for each course and (iii) the Community funding allocated.

- II. An overview of the number of students/teachers who participated in the courses, by home country, course period and by course level.

Part I and II are to be submitted using an Excel spreadsheet provided by the Commission.

- III. A narrative report which describes the management of the EILC courses (to be issued during the contractual year). Any additional documentation which the Contractor considers to be of relevance for the Commission may be attached.

1.5 Framework description of EILC courses

EILC courses are held in the host country and are aimed at students/teachers who have been selected for an Erasmus study period/teaching assignment.

Definition of the course:

- From 1 July 2005 to 28 February 2006;
- Prior to the start of classes or during the course of the semester. It is for each NA to decide the number and timing of their courses within the above-mentioned time limit;
- Duration: minimum 3 weeks and maximum 8 weeks (with a minimum of 60 contact hours);
- Intensive: minimum 15 contact hours per week, plus self study and language lab;
- Small group strongly recommended: about 15 participants;
- Tuition: language and culture;
- Other activities: cultural visits, social events;

Organisation of the course:

- Provision of information based on standard format;
- Compliance with standardised documentation data (application forms, evaluation forms);
- Provision of accommodation to all the participants.
- Recommended: Assessment of the performance of the students.
- Issuing of certifications and ECTS credits.

Objectives of the course:

For participants intending to study in the target language:

- a) ability to communicate in everyday life
- b) ability to comprehend written and oral information/messages
- c) ability to perform academic activities in the language

For participants intending to study in English in the 1st term and in the target language in the 2nd term:

- a)+b) as above
- c) access to a parallel course offered by the Institution in the first term.

For participants intending to study in English:

- a)+b) as above

For the three categories above:

- Introduction to the local culture and way of life;
- Integration into an international group of students;
- Contacts with local students.

A Note on the participation of Comenius Language Assistants

Comenius Language Assistants (CLAs) are future language teachers selected and funded by the Comenius programme to spend 3 to 8 months as Language Assistants at a host school abroad teaching a foreign language.

As from 2005-06 the CLAs may participate in EILC's if there is a surplus of places. Erasmus students/teachers have priority for places but any surplus available places should be given to the CLAs.

CLAs receive funding from the Comenius National Agency in their home country to participate in EILCs.

CLAs are subject to the same rules as Erasmus students as regards fees (see last paragraph of section 1.1 above).

CLAs apply directly to the EILC host institution (not through their home institution) using a standard application form (available on the EILC website). A confirmation of the CLA's status from the home Comenius National Agency must accompany the application.

Application deadlines:

- For summer/autumn 2005 courses: 31 July 2005⁴
- For winter 2006 courses: 31 October 2005

CLAs must be informed individually about the selection results (approval/rejection and possible placement on a reserve list) as soon as possible after the application deadline for summer/autumn courses 2005. For winter 2006 courses the same calendar applies as for Erasmus students.

⁴ Due to differences in the Comenius and Erasmus calendars, CLAs are not able to apply by the same deadline as Erasmus students.