

Frequently asked questions IST COMENIUS

Comenius In-Service Training	
Can I receive a grant for participating in an international training course which takes place in my home country?	No. One of the eligibility criteria is that the training activity has to take place in a country other than the country of permanent residence (and other than the country in which the applicant works if this is not identical).
What is job shadowing? In what types of organisations could it take place?	In Comenius job shadowing should support the exchange of best practices by direct exchange. In this activity an applicant will "shadow" a colleague in another institution in order to learn more about his or her daily work. Participants witness first-hand the work environment, methods and approaches used and can learn how a particular method could be put into practice. A host institution should be located in another country participating in the Lifelong Learning Programme and be experienced in the field of activity the applicant wants to learn.
What types of courses are eligible?	In principle all courses which correspond to your specific training needs as a person working in the field of school education, have participants from different European countries and are tailored to a European audience. Courses should last at least five working days and take place in another European country participating in the Lifelong Learning Programme. They should offer the European added value that could not be gained through attending a course in your home country. In case of doubt, please contact your National Agency.
Where can I find eligible courses?	One way of finding courses which are currently on offer is to consult the Comenius-Grundtvig course database: http://ec.europa.eu/education/trainingdatabase/ .

Do I have to take a course from the catalogue?	It is not compulsory to take a course from the database. Participation in other courses which fulfil the eligibility criteria can also be funded. If you apply for a grant to participate in a course not included in the database, you should provide full information on the course when applying for the grant (the programme, the target group, the course provider).
Can I take part in a conference? What are the conditions?	The LLP Guide states that grants under this activity can be also given for participation in "a conference or seminar organised by a Comenius Network, Comenius Multilateral Projects, National Agency or any genuinely representative European association active in the field of school education". When applying for this type of training activity, please provide full information on the event.
I am a school psychologist. Am I eligible for an IST grant?	This action is open to all persons working in the field of school education. Applicants do not have to be teachers, but could be other staff members in schools or active in the administration and support of school education in a participating country. In case of doubt, please clarify with your National Agency if you are eligible to receive funding.
Are there national priorities for certain types of In-Service Training?	There are no European priorities in 2009 but there might be national priorities in your country. The national priorities are published on the website of your National Agency.
I am from a border region and live in France, but work in Germany. Where do I have to submit an application?	Applicants should submit their application to the NA in the country where they are currently working. In this case, you should submit your application to the German NA. Please note that in cases like this <u>neither</u> a training activity in France (your country of residence) <u>nor</u> in Germany (the country where you are working) is eligible.
What information do I need for my application?	In your application you should provide information on the training

	<p>activity itself and your motivation to follow this training. The application should show that the training activity has the potential to enhance the European dimension of the applicant's professional development, that the activity is good value for money and that there is a clear match between the training selected and the applicant's training needs.</p>
<p>What costs are covered? Is there a maximum limit?</p>	<p>Usually the travel costs, course fees, visa costs and subsistence are covered by the grant. The cost of the insurance policy needs to be covered by the beneficiary herself/himself. In order to give more applicants the chance to follow training courses, many agencies apply ceilings.</p> <p>Please contact your National Agency in order to get detailed information on the rates applicable.</p>
<p>I am a teacher of English but am keen on integrating ICT in my lessons. Can I go on a course for ICT teachers?</p>	<p>In principle yes, but the course should correspond to your training needs. You will have to prove that the selected course which is targeted at the needs of ICT teachers corresponds also to your specific training needs as a language teacher.</p>
<p>I am a teacher of geography but I would like to improve my foreign language skills. Am I eligible for a training activity in pure language skills in-service training?</p>	<p>Funding for pure language learning is restricted to the following groups:</p> <ul style="list-style-type: none"> • Persons teaching another subject in schools through the medium of a foreign language (often referred to as "Content and Language Integrated Learning — CLIL"), • Teachers retraining as foreign language teachers, • School staff participating in a Comenius School Partnership and requesting training in one of the Partnership languages, • School teachers requesting training in a less widely used and taught language for teaching purposes.
<p>I am a teacher of mathematics and would be interested in a</p>	<p>If the teaching language of the course is German, a too limited</p>

course for mathematics teachers in Germany. However, my German is not very good. Can I take part in the course?

knowledge of German could jeopardise the benefits you should derive from participating in the course. If some linguistic preparation before the training could solve the problem, National Agencies may award extra funding for linguistic preparation. Please mention the need for linguistic preparation in your application form and state how you intend to prepare yourself.