

## HOW TO APPLY FOR AN INTERNATIONAL STUDY PROGRAMMES TEACHERS' COURSE & FOR A EUROPEAN UNION COMENIUS OR GRUNDTVIG GRANT

I.S.P.'s In-service Teacher Training Courses are listed in the Comenius-Grundtvig Training Database. All our courses are eligible for European Union (Comenius or Grundtvig) funding.

Comenius or Grundtvig grants cover most or all of the travel costs, course fees, accommodation and meals.

### How to apply

#### 1. **Select one International Study Programmes' Course.**

Send an email to [discover@international-study-programmes.org.uk](mailto:discover@international-study-programmes.org.uk) asking us to reserve a place for you, quoting the course reference number, location and dates.  
(If you are not sure which course to select, please contact us for advice.)

We will send you a confirmation that you have pre-registered on the course, with details of your course and a pre-registration form.

#### 2. Go to the website of your Lifelong Learning Programme National Agency ([http://ec.europa.eu/education/lifelong-learning-programme/doc1208\\_en.htm](http://ec.europa.eu/education/lifelong-learning-programme/doc1208_en.htm)). **Download an application form for a Comenius In-Service Teacher Training grant (or for teachers in Adult Education a Grundtvig grant).**

Allow plenty of time before the deadline to prepare your grant application.

Read the guidelines very carefully and make sure that you answer all the questions fully and do not use the same words as a friend or colleague.

On the website of your Lifelong Learning Programme National Agency you should find details of **how points are awarded to grant applicants**. When you pre-register we send you the English version of this document ("EU Criteria for assessing applications for Comenius funding"). You need a high number of points in order to be awarded a grant.

**Please note that all I.S.P.'s teachers' courses result from a Socrates or LLP centralised project and this gives you an automatic addition of 10 points.**

I.S.P.'s teachers' courses fulfil all the requirements in terms of: Content and Duration, Relevance and Impact, European added value

However it is essential that you study the detailed description of your course and make it clear in your grant application how the course will benefit you as a teacher, and how it will benefit your school/college and your learners.

- Dissemination of results.  
Participants on I.S.P. courses return home with many ready-to use teaching materials. This makes it easier for participants to pass the teaching ideas gained on the course on to colleagues at home.

It is advisable to include in your grant application that after your course you intend to invite teachers of your school and other schools in your area to a meeting so that your colleagues can benefit from the new ideas, teaching activities and materials which you have acquired on your course.

- Preparatory activities: Pre-course reading for teachers of English and CLIL. When you pre-register ISP sends you a list of recommended books. You are not obliged to read any of these books. However, mentioning that you are already reading one or more of these books may help your grant application.

**Submit your grant application to your Lifelong Learning Programme National Agency** before the deadline, and if possible at least 2 weeks before the deadline (in which case some National Agencies will advise you of any technical errors which would disqualify you, so that you can correct them and re-submit).

After submitting the application by e-mail, you will also need to print a paper copy and send an original, signed copy of the form plus two photocopies, with any other required documentation, to your Lifelong Learning Programme National Agency.

**The next deadline is 30 April 2012** for courses starting on or after 01 September 2012.

3. Send the ISP registration form to [discover@international-study-programmes.org.uk](mailto:discover@international-study-programmes.org.uk) to indicate that you have applied for a grant.
4. When you hear the result of your grant application, send an email to [discover@international-study-programmes.org.uk](mailto:discover@international-study-programmes.org.uk) to confirm or cancel your reservation. (There is no cancellation fee at this stage).
5. 2 months before your course starts, we will send you the I.S.P. application form to complete, and details of how to pay.
6. You can then make your travel arrangements to the U.K..
7. One week before your course begins, you will receive a finalised course programme and details of your accommodation.

Tell your host family your arrival time and place and they will usually be able to collect you from the local railway or bus station.

### **Recommended Pre-course Reading:**

#### **Primary Teachers of English**

- “An Introduction to Teaching English to Children” by House (Richmond)
- “Children Learning English” by Moon (Heinemann)
- “Teaching Children English” by Vale & Freunteun (C.U.P.)
- “Teaching English to Children” by Scott & Ytreberg (Longman)
- “Assessing Young Language Learners” by McKay (C.U.P.)

#### **Primary CLIL**

- “Uncovering CLIL” by Mehisto, Marsh & Frogol (Macmillan)

#### **Secondary Teachers of English**

- “The Practice of English Language Teaching” by Harmer (Longman)
- “Collaborative Language Learning and Teaching” by Nunan (O.U.P.)
- “Tasks for Language Teachers” by Parrott (O.U.P.)
- “Planning Lessons and Courses” by Woodward (C.U.P.)
- “English as a Lingua Franca” by Jenkins (O.U.P.)

#### **Secondary CLIL/Bilingual**

- “European Models of Bilingual Education” by Beatens-Beardsmore (Multilingual Matters)
- “First Language Use in Second and Foreign Language Learning” by Turnbull & Dailey-O’Cain (Multilingual Matter)
- “Uncovering CLIL” by Mehisto, Marsh & Frogol (Macmillan)