

GUIDELINES – BRITANNIA ENGLISH ACADEMY

HOW TO APPLY FOR EUROPEAN UNION FUNDING TO ATTEND A TEACHERS' COURSES IN THE UK

ERASMUS PLUS: KEY ACTION 1 – MOBILITY OF INDIVIDUALS.

PERIOD: 1 JANUARY 2020 – 31 MAY 2020

DEADLINE: 1 OCTOBER 2019 – 12.00 pm (Brussels time)

Schools and consortia can apply for Erasmus+ funding. Individual teachers cannot apply for funding.

1. Select one or several of BRITANNIA ENGLISH ACADEMY (hereinafter, BEA) Courses from our website: <https://www.britannia-school.com/erasmusplus/> (All BEA teachers' courses are eligible for funding.)

Pre-register on the course(s) by sending an email to info@britannia-school.com

A place will then be reserved for you/ your colleagues on the course(s) until you let us know whether or not you can definitely attend.

(If your school would like a tailor-made course for a group of teachers, please ask us to prepare proposals.)

2. A representative of your school or college will need to:

a) Register your school in the Erasmus+ Participant Portal in order to obtain a Personal Identification Code (PIC) number for your school:
<https://www.erasmusplus.org.uk/registering-your-organisation>

b) Submit an online application in your own language.

You will need to download and use the application form on your Erasmus+ National Agency's website.

Link to Erasmus+ National Agencies: http://ec.europa.eu/programmes/erasmus-plus/contact_en

Your school can use BEA's information about the course objectives and content to complete the application.

It is recommended to quote the specific course title and course provider (**Britannia English Academy LTD – PIC Number 916797635**), as our organisation and courses are well known to the Erasmus+ national agencies.

Take particular note of pages 253-256 of the Erasmus+ Programme Guide (especially award criteria).

https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-programme-guide-2019_en

In your school's Erasmus+ application you will need to include details of a European Development Plan for your school and a Project. There needs to be a clear link between your and your colleagues' attendance at course(s) in the UK and your school's European Development Plan and Project.

It is also important to indicate that the teaching ideas and materials acquired on the course will not only be used to enhance each participant's own lessons, but will also be disseminated to colleagues at workshops which you will conduct after your course(s), so that a large number of students will benefit.

Please ask for suggestions for possible project titles connected to BEA courses.

Funding Rules (pages 43-50 of the Erasmus+ Programme Guide) indicate maximum grants per person.

3. As soon as your school hears whether the application for funding has been successful, please let us know that you & your colleagues will definitely attend your chosen course(s) (quoting teachers' names, course dates, course locations & course titles) or that you will not be able to attend.

Please do not book flights until your course has been reconfirmed.

Teachers are also welcome to attend BEA courses paying with their own or other funds.