Programme	**LIFELONG LEARNING**
Subprogramme	**COMENIUS**
Action Category	**MOBILITY**
Action	**COMENIUS Assistantships (assistants)**
Objectives and description of the action	The objective of this action is to give future teachers the opportunity to gain a better understanding of the European dimension to teaching and learning, to enhance their knowledge of foreign languages, other European countries and their education systems and to improve their teaching skills. Assistants receive grants to enable them to undertake an assistantship in a host school of another country participating in the Lifelong Learning Programme. The host school designates a fully qualified and experienced teacher to act as a supervisor for the assistant. The tasks to which an assistant may contribute include: • assisting in classroom teaching, supporting pupils' group work and project-based teaching • improving the pupil's comprehension and expression in foreign languages, teaching the assistant's mother tongue • providing support for pupils with special educational needs • providing information on the assistant's country of origin • introducing or reinforcing the European dimension in the host institution • developing and implementing projects, e.g. eTwinning, Comenius School Partnerships or Comenius Regio Partnerships Assistants should be fully integrated into school life. They are not to act as full-time teachers but should assist in teaching and other school activities (max 12 to 16 teaching units/hours of school based activity are recommended). The assistants should follow the advice given in the Good practice guide for host schools and assistants available at Europa website: http://ec.europa.eu/education/comenius/assistantships_en.htm Comenius assistants may be based at more than one school, either to give extra variety to their work or to meet the particular needs of neighbouring schools. Assistants may not work in more than 3 schools during their assistantship. Assistants are selected by the National Agencies of their home country or of their country of studies.
Who can benefit	Future teachers of any school subject.
Who can apply	Any future teacher who complies with the specific eligibility rules mentioned below.
PRIORITIES	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for COMENIUS Assistantships.
HOW TO APPLY	Decentralised action. Applications have to be sent to the applicant's National Agency. The application has to be submitted either in the country of residence or in the country of studies of the applicant (the applicant has to sign a declaration that only one application has been submitted).
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	31 January 2013
Duration	
Minimum Duration:	13 weeks
Maximum Duration:	45 weeks
Comment on Duration:	All activities must end by 31 July 2014.
FINANCIAL PROVISIONS Please consult **Part I** of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	
Comment on Funding:	Assistants receive a grant to help cover travel and preparatory costs and to contribute towards subsistence costs. Pedagogic, linguistic and cultural preparation: A contribution may be granted on the basis of a lump sum. Please consult your National Agency's website for information on the amount. The eligible activities are induction meetings (cultural preparation), linguistic preparation and pedagogic preparation related to Content and Language Integrated learning (CLIL).
EVALUATION AND SELECTION PROCEDURES Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures **Eligibility Criteria** **General eligibility rules:** The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
Specific eligibility	Applications are submitted by individuals.

rules:	Individual applicants must be either: • nationals of a country participating in the Lifelong Learning Programme and domiciliated in one of these countries; • a national of other countries enrolled in regular courses in institutions of higher education in a participating country or living in this country under the conditions fixed by each participating county. Applicants must not have previously been employed as a teacher. Applicants must either hold a teaching qualification or have completed at least two years of higher education studies which could lead to such a qualification. Applicants must not have previously received a Comenius Assistantship grant (either under the Lifelong Learning or the Socrates programme). Please verify with the National Agency to which you will apply if any additional national requirements exist.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	Assistant and host school must be from two different participating countries, one of them being an EU Member State.
Award criteria	**1. Quality of the mobility (assistantship)**
	The assistant provides a convincing explanation of: his/her motivation to apply for the assistantship; his/her willingness to adapt to the new environment and his/her ability to work with young people in the host school; his/her planned cultural, pedagogic and linguistic (if applicable) preparation for the assistantship; his/her contribution to the host institution (e.g. planned curricular and extracurricular activities); his/her contribution to the local community.
	2. Impact and relevance
	The expected impact on personal and professional competences including languages and intercultural benefits is clearly defined by the candidate.

CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	May
Probable sending date of agreement to the beneficiaries	June (for the preparatory costs)
Probable starting date of the action	August (for the mobility)