Programme	**LIFELONG LEARNING**
Subprogramme	**COMENIUS**
Action Category	**MOBILITY**
Action	**COMENIUS Assistantships (host schools)**
Objectives and description of the action	Schools can apply to host a Comenius assistant, a future teacher of any subject. While the assistantship offers the Comenius assistant the opportunity to gain teaching experience in another European country, the school receives additional support for activities such as: • assisting in classroom teaching, supporting pupils' group work and project-based teaching • introducing or reinforcing the European dimension • implementing CLIL (Content and Language Integrated Learning) by teaching a subject in a foreign language • improving the pupils' comprehension and expression in foreign languages, enriching the language offer at the school • developing and implementing projects e. g. eTwinning, Comenius School Partnerships or Comenius Regio Partnerships • working with pupils with special educational needs Host schools must designate a teacher to supervise the assistant, look after his or her welfare, monitor progress and act as a contact person during the assistantship. Assistants should be fully integrated into school life. They are not to work 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 host school and the assistant must draw up an agreement which specifies the lessons to be taught, the projects to be completed, etc. The host school should follow the advice given in the Good practice guide for the host schools and assistants available at Europa website: http://ec.europa.eu/education/comenius/assistantships_en.htm. The host school should report on the assistantship to its National Agency. 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. Host schools are selected by the National Agencies in their home country.
Who can benefit	Schools (pre-schools, primary, secondary) providing general, vocational or technical education.
Who can apply	Applications must be submitted by schools which comply 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.
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 €:	Not applicable
Comment on Funding:	The host school does not receive any financial support as it benefits from the presence and the work of the assistant. Assistants receive a grant to help to cover travel and preparatory costs and to contribute towards subsistence costs.
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 must be submitted by bodies which are legal entities.

rules:	Organisations participating in the Comenius Programme must be located in a country participating in the LLP and belong to one of the types of institution specified by the relevant National authorities in their list of eligible school types. (http://ec.europa.eu/education/comenius/eligible_en.htm) For the participation of specific types of schools, please refer to the introductory part of the Comenius Chapter in Part II of this Guide. 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 host school provides convincing reasons to host an assistant and sets out clearly the curricular and extra-curricular activities to be carried out by the assistant. The description of the planned assistantship established by the host school is clear and reasonable. The host school explains clearly how the assistantship will be monitored and, if applicable, how the assistant's workload will be managed if the assistant is shared with other institutions.
	2. Impact and relevance
	The expected impact and concrete outcomes that the host school wishes to achieve are clearly defined. The school gives a clear view of the intercultural experience the assistant can bring to the school.

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
Probable starting date of the action	August