



Education and Culture DG

Lifelong Learning Programme

Application Form

Call: 2011

In-Service Training

Form version: 3.10 / Adobe Reader version: 9.301

A. GENERAL INFORMATION

Vejledning: Dette er en vejledning til, hvordan du udfylder ansøgningsskemaet. Du kan ikke bruge skemaet som elektronisk ansøgning. Udfyld gerne skemaet på dansk eller på engelsk. Besvar alle spørgsmål. Det aktive skema finder du på hjemmesiden <http://www.iu.dk/grundtvig>.

and on your National Agency website, whose address is available upon selecting the National Agency in the field below.

The 3 fixed application deadlines for the year 2011 are the following:

- Round 1: 14/01/2011: for training activities that start on or after 1 May 2011
- Round 2: 29/04/2011: for training activities that start on or after 1 September 2011
- Round 3: 16/09/2011: for training activities that start on or after 1 January 2012

The individual National Agencies may also set end dates for the above training periods. Please consult your National Agency's web site for information.

Training activities must start by 30 April 2012 at the latest.

In accordance with standard European Commission practice, the information provided in your application form may be used by the Commission to evaluate the Lifelong Learning Programme. The relevant data protection regulations will be respected.

B. SUBMISSION

B.1. CONTEXT

Programme	LIFELONG LEARNING PROGRAMME
Sub-programme	GRUNDTVIG
Action type	In Service Training
Action	GRUNDTVIG In-Service Training for Teachers and other Educational Staff (IST)
Call	2011
Round	
Training type	Structured Training course (EVENT09_Structured)
Thematic area of training	
Is the event included in the "Comenius / Grundtvig Training Database"?	

B.2. PROJECT IDENTIFIERS

Applicant name

Form hash code

**Vejledning: B.2.
Kan ikke udfyldes - bliver automatisk udfyldt, når punkt C er udfyldt.**

Vejledning: På alle sider findes en 'validate'-knap. Denne knap giver mulighed for undervejs at sikre, at alle obligatoriske felter er udfyldt. Røde felter skal udfyldes, for at ansøgningen kan indsendes elektronisk:

Form hash code 5FF24EE1DD3D81FA
This form has not been submitted.

EN



Validate



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B.3. NATIONAL AGENCY

Identification

DK1 LLP (Danish Agency for International Education)

Postal address

Styrelsen for International Uddannelse, Fiolstraede 44, 1171 Copenhagen K.
Denmark

Email address

grundtvig@iu.dk

Helpdesk

grundtvig@iu.dk

Website

www.iu.dk

Vejledning: B.3. National Agency

Vælg DK1.

**Herefter kommer relevante kontaktinformationer til
Styrelsen for International Uddannelse**



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C. IDENTIFICATION OF THE APPLICANT

C.1. APPLICANT

Title	<input type="text"/>
Gender	<input type="text"/>
First name	<input type="text"/>
Family name	<input type="text"/>
National id	<input type="text"/>
Year of birth	<input type="text"/>
Position	<input type="text"/>
Private address	<input type="text"/>
Postal code	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

Vejledning: C.1. Applicant

Skemaet benyttes i alle EU lande, og derfor kan enkelte felter virke uforståelige/gentagende. Udfyld det, der giver mening.

Husk at alle røde felter skal udfyldes.



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C.2. PROFILE OF THE APPLICANT

EMPLOYMENT STATUS

Please indicate your current employment status

Employees (SAL)

CATEGORY OF EDUCATIONAL STAFF

Please indicate to which of the following categories of staff you belong

TCH-TCH - Teachers

SUBJECT/S TAUGHT

If you are a teacher, please indicate which subject(s) you teach (maximum: 3)

Vejledning:

Hvis du ønsker flere svarmuligheder: klik på '+'

If the subject you have indicated above is a language, please specify it (maximum: 3)

If the subject you have indicated is not a language but it is taught through a foreign language, please specify which language (maximum: 3)



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C.3. HOME INSTITUTION

Vejledning: C.3. Home Institution/Oplyninger om ansættelsessted

Full legal name (national language)

Commercial orientation: kommerciel eller ikke kommerciel.

Full legal name (latin characters)

Acronym

Scope: målgruppe.

National id (if applicable)

Legal status: offentlig eller privat.

Type of organisation

Commercial orientation

Scope

Legal status

Size (staff)

Size (pupils/learners/trainees)

Legal address

Postal code

City

Country

Region

Telephone 1

Telephone 2

Fax

Email

Website



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C.4. NATIONALITY

I am a national of the following country:

DK - DENMARK

C.5. SPECIAL NEEDS

If you have special needs, as defined in the LLP Guide 2011, Part I, Chapter 4.C., please give details of any additional arrangements that are necessary to enable you to take part in the training activity (e.g. an accompanying person). In justified cases the grant amount may be increased.

C.6. PREVIOUS GRANTS

Please indicate if you have received any financial support under the Lifelong Learning Programme over the past two years

Year	Programme	Type of Activity	Agreement Number



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D. COURSE PROVIDER

Vejledning: D.

Oplysninger om hvem der arrangerer efteruddannelsesaktiviteten (kursus, konference eller job-shadowing).

Full legal name (national language)

Full legal name (latin characters)

Acronym

Type of organisation

Legal address

Postal code

City

Country

Telephone 1

Telephone 2

Fax

Email

Website



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E. DESCRIPTION OF THE TRAINING ACTIVITY

In case the training activity is not included in the Comenius / Grundtvig Training Database, you must attach a copy of the course/conference programme and other supporting documents on the activity (e.g. brochures, etc) to the paper version of this application sent to your National Agency.

E.1. SUMMARY

TITLE

Vejledning: E.

Program for aktiviteten skal vedlægges papirversionen som sendes pr. brev. Ved job-shadowing: vedlæg en beskrivelse af, hvad der skal foregå.

DATES AND PLACE OF TRAINING

Country

UK - UNITED KINGDOM

Town

Start date (dd-mm-yyyy)

End date (dd-mm-yyyy)

TOPIC

Topic of the training activity

LANGUAGE OF THE TRAINING ACTIVITY

Language in which the training activity will be delivered

E.2. PREPARATION

Preparation forms an integral part of the training activity content. Please explain all the following points:

- How will you prepare for your participation in the training activity?
In the case of job-shadowing/practical placement/observation period, please give details on the co-operation between you and your host organisation prior to your stay.
- Please give details of your fluency in the working language(s) of the training, indicating for example: qualifications obtained, language courses followed, time spent in the foreign country. You may also use the standard Europass Language Passport to describe your language knowledge and attach it to printed version of this from <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+Language+Passport.csp>
- If you feel that you will need linguistic preparation prior to the start of the training activity, please describe and justify any expenditure which you expect to incur in this regard (see also section: Budget). Please indicate any language preparation courses or other activities to be undertaken before the start of the training activity. (Note: a grant for linguistic preparation is not allowable where the training itself is oriented exclusively or predominantly towards the improvement of language skills).

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E.3. AIMS OF THE APPLICANT

Please explain your reasons for applying for the training activity. Please cover all the following points:

1. Please briefly describe your current job (if applicable). You may use the standard Europass format to make a short CV and attach it to the printed version of this form:
<http://europass.cedefop.europa.eu/europass/home/vernav/InformationOn/EuropassMobility.csp>
2. Please describe your training needs.
3. Please explain how the training activity you have selected matches your training needs.
4. Please explain how you expect the training to improve the way you perform your current / future job.

E.4. IMPACT

1. Please describe the expected impact of the proposed training on your personal and professional competences, including language and intercultural benefits.
2. Please describe the expected impact of your participation in the training activity on a) your home institution b) your pupils or learners (if applicable).

Vejledning: E.4.

Hvad forventer du at få ud af efteruddannelsen. EU-kommissionen lægger vægt på, at erfaringerne udbredes til andre.

E.5. EUROPEAN ADDED VALUE

1. Please outline how the selected training activity abroad will have a greater potential value than similar training in your country.
2. Please indicate whether and how your participation in the training activity will contribute to giving a European dimension to your institution.

Vejledning: E.5. Europæisk merværdi

Betyder at tilskuddet går til at dele erfaringer fra hele europa, der kan gøre gavn på din arbejdsplads og som adskiller sig fra rent nationale aktiviteter, du kunne have deltaget i.

E.6. CERTIFICATION

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If you intend to use any of the Europass tools, please give details. If you need more information on Europass, please consult the following web site.

<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

E.7. DISSEMINATION

Please provide a dissemination plan, indicating how and to whom you will provide feedback on the outcomes of the training and the new knowledge/skills you have acquired?

Vejledning: E.7.

Hvordan vil du dele dine erfaringer med andre, efter du er kommet hjem?



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F. BUDGET

F.1. BUDGET CALCULATION

The grant will contribute to travel, subsistence, and, if applicable, to the course/conference fee and language preparation costs.

Please note that no changes to the requested budget will be accepted.

For the specific rates applicable in your country, including the expenses related to special needs of the applicant, please contact your National Agency.

If individuals reside in one of the overseas countries and territories listed in the Decision 2001/822/EC of the Council or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity.

Requested funding should be based on estimated costs. All figures in euro.

Item		
Travel (including visa)	<p>Vejledning: Travel: rejseudgifter til og fra destinationen (ikke til transport under aktiviteten).</p>	
From (country)		
From (city)		
To (country)		
To (city)		
Type of transport		
Travel grant requested		
Visa (if applicable) grant requested		
Total travel grant requested		0.00
Subsistence		<p>Subsistence: ophold udregnet efter fast sats pr. dag. Medregn rejsedage. Eksempel: Du skal deltage i et kursus fra den 20-25 maj = 6 dage. Dertil kommer ud- og hjemrejse = 2 dage. Dvs. i alt 8 dage.</p>
Date of departure (dd-mm-yy)		
Date of return (dd-mm-yyyy)		
Total duration of the mobility		
Subsistence calculation	<p>Other expences: Er f.eks. - Deltagergebyr. Styrelsen yder maksimalt 750 euro i tilskud. - Sprogforberedelse - se pkt. E.2.</p>	Calculate
Subsistence grant requested		
Other expenses	<p>Calculate: udregner tilskud til ophold ud fra aktivitetens varighed. Ophold er satsbaseret. Dagsatsen fremgår af oversigt på iu.dk. Virker kun, når følgende er oplyst: - Sub-programme: Grundtvig - Action: Grundtvig In-service-training - National agency: DK1 (iu.dk) - Destination country: hvilket land aktiviteten foregår i. - Days: opholdets varighed - ikke rejsetid.</p>	
Grant requested for the participant (se pkt. E.2)		
Grant requested for language preparation		
Special needs of the participant		
Real estimated special needs of the participant		
Grant requested for provision of special needs		

F.2. TOTAL EU FUNDING

TOTAL EU funding requested
Sum of all the categories of EU requested funding based on estimated costs.

Total 0.00

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G. CHECKLIST

Before sending in your application form to the National Agency, please make sure that it fulfils the requirements listed below. Please consult your National Agency for any additional national requirements.

- The application is submitted to the National Agency of the country where the applicant is resident. If the applicant works in a country other than in which he or she is resident, the application form must be sent to the National Agency in the country where the applicant works.
- The application is submitted by the applicant by the published deadline.
- The application is submitted using the correct application form.
- The application form is not hand written.
- The application form has been completed in full and it includes all the requested attachments.
- The application form has been completed in one of the official languages of the European Union or, in the case of EFTA/EEA or candidate countries, in the national language of the country concerned.
- The application form submitted to the National Agency bears the applicant's original signature.
- If the applicant is an employed person, the application form is additionally signed by the head of the applicant's institution.
- The applicant is a national of a country participating in the Lifelong Learning Programme (the LLP) or a national of another country employed or living in one of the countries participating in the LLP, under the conditions fixed by the participating country. For the list of participating countries please consult Part I of the LLP Guide, section 1.C: Which countries participate in the Programme?
- If the applicant is an employed person, his/her employer institution is eligible for participation in the Grundtvig programme.
- The applicant belongs to at least one of the staff categories eligible for the IST action. (Please consult Specific eligibility rules of the Grundtvig IST in Part II of the LLP Guide)
- The training activity is eligible under the Grundtvig IST action.
- The training activity takes place in one of the countries participating in the LLP, and is organised by an institution/company which is located in a country participating in the LLP (please see above).
- The training activity takes place in a country other than the country where the applicant is resident or works.
- In the case of job-shadowing, either the home or the destination country is an EU Member State.
- The training activity takes place within the eligible period.
- The training activity is eligible in terms of duration.
 - for structured courses - from 5 working days up to 6 weeks.
 - for job shadowing/work placements and conferences/seminars - up to 6 weeks.



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H. DATA PROTECTION NOTICE

PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency to which the form must be submitted. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at anytime.

<http://www.edps.europa.eu/>

I. SUBMISSION

Before submitting the report electronically, please validate it. Please note that only the final version of your report should be submitted electronically.

I.1. DATA VALIDATION

Validation of compulsory fields and rules

I.2. SUBMISSION SUMMARY

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form hash code	Status
1	2010-11-07 14:10:48 *	Form has not been submitted yet	5FF24EE1DD3D81FA	Unknown

* means local PC time, which is not trusted and cannot be used for claiming that the form has been submitted in time

I.3. STANDARD SUBMISSION PROCEDURE

Online submission (requires internet connection)

I.4. ALTERNATIVE SUBMISSION PROCEDURE

Creates a file to be sent by email to the National Agency (To be used ONLY if online submission is not available. Please see "User Guide")

J. SIGNATURE

Vejledning: I.3. Klik 'submit online' når du har udfyldt ansøgnings-skemaet. Når det er indsendt korrekt, vil det se ud som følger:

I.3. STANDARD SUBMISSION PROCEDURE

Online submission (requires internet connection)

Submission status	OK
Submission ID	218810
Submission Local Date (Brussels)	2010-11-30 23:19:43
Hash code	5FF24EE130845C62

This is a confirmation that you have successfully submitted your form. Now, you should print, sign and send the form to your National Agency. Please save the form for future reference.

Please also note that only an electronically submitted form should be printed, signed and sent to your NA.

I, the undersigned, certify that the information contained in this Application Form is correct to the best of my knowledge.

Place: _____

Name: _____

Signature: _____

Vejledning: J.

Skal udfyldes på papirversionen. Sørg for relevante underskrifter og indsend med posten (husk at vedlægge program).

Endorsement by the legal representative of the home institution

Form hash code 5FF24EE1DD3D81FA

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I, the undersigned, certify that the information contained in this Application Form is correct to the best of my knowledge.

Place: _____ Date: _____

Name: _____

Position: _____

Signature: _____

Stamp (if applicable):