



## Erasmus Intensive Language Courses (EILCs) 2013-14

### ORGANISATION OF EILC CALENDAR FOR ORGANISING INSTITUTIONS

PERIOD	ACTIVITY
February/March 2013	<ul style="list-style-type: none"> <li>Selection of Organising Institutions (OIs) by NA.</li> </ul>
<b>29<sup>th</sup> March 2013</b>	<ul style="list-style-type: none"> <li>Deadline for OIs to complete and to send to NA the “EILC Organising Institution’s information form”.</li> </ul>
9 <sup>th</sup> April 2013	<ul style="list-style-type: none"> <li>NAs send to the Commission the link to their EILC Organising Institution’s information forms, already published on the NA website.<sup>1</sup>.</li> </ul>
April 2013	<ul style="list-style-type: none"> <li>Commission to put the links to all “EILC Organising Institution’s information” forms, student application form etc. on the Commission EILC website: <a href="http://ec.europa.eu/education/programmes/lp/erasmus/eilc/index_en.html">http://ec.europa.eu/education/programmes/lp/erasmus/eilc/index_en.html</a></li> </ul>
March - May 2013	<ul style="list-style-type: none"> <li>All NAs inform their higher education institutions (HEIs) about the EILCs, EILC website and calendar for 2013-14.</li> <li>HEIs inform their students about EILC 2013-14.</li> <li>Students submit their applications to their home HEI, which sets its own internal application deadline.</li> </ul>
<b>For courses starting in summer/autumn 2013</b>	
<b>1<sup>st</sup> June 2013</b>	<ul style="list-style-type: none"> <li>Deadline for HEIs to send student applications by e-mail<sup>2</sup> to OIs.</li> </ul>
Early June 2013	<ul style="list-style-type: none"> <li>OIs select applicants in co-operation with their home NA.</li> </ul>
<b>21<sup>st</sup> June 2013</b>	<ul style="list-style-type: none"> <li>Deadline for OIs to send a list of selected and reserve students to sending HEIs.</li> <li>EILC Organising Institutions inform all applicants - including the selected, reserve and rejected students – about the selection results.</li> <li>EILC Organising Institutions send the list of selected participants to the NA of the Organising Institution. The NAs share the compiled list of selected participants to the EILCs in their country with all other NAs by using the communication tool CIRCA.</li> </ul>
Late June/early July 2013	<ul style="list-style-type: none"> <li>Selected Erasmus students send confirmation of participation in EILCs to OIs through their HEI’s Erasmus office.</li> <li>OIs send the infopack to “confirmed EILC students”.</li> </ul>
June - August 2013	<ul style="list-style-type: none"> <li><i>Comenius/Grundtvig Assistants</i> apply to the EILC Organising institution as soon as their <i>Comenius/Grundtvig Assistant</i> status has been confirmed.</li> </ul>
July/August 2013	<ul style="list-style-type: none"> <li>OIs select reserve students in case selected students withdraw.</li> <li><i>Comenius/Grundtvig Assistants</i> to be informed about selection results.</li> </ul>
<b>For courses starting in winter/spring 2014</b>	
<b>31<sup>st</sup> October 2013</b>	<ul style="list-style-type: none"> <li>Deadline for HEIs to send student applications by e-mail<sup>3</sup> to OIs and a list of applicants to their home NA.</li> <li>Deadline for <i>Comenius/Grundtvig Assistants</i> to apply to the EILC Organising institution.<sup>4</sup></li> </ul>
Early November 2013	<ul style="list-style-type: none"> <li>OIs select applicants in co-operation with their home NA.</li> </ul>
<b>18<sup>th</sup> November 2013</b>	<ul style="list-style-type: none"> <li>Deadline for OIs to send a list of selected and reserve students to sending HEIs.</li> <li>EILC Organising Institutions inform all applicants - including the selected, reserve and rejected students – about the selection results.</li> <li>EILC Organising Institutions send the list of selected participants to the NA of the Organising Institution. The NAs share the compiled list of selected participants to the</li> </ul>

<sup>1</sup> If possible, NAs should send the forms before that date.

<sup>2</sup> All applications should be sent electronically (e-mail), without any paper copies. All other correspondence (selection results, confirmation of students, etc.) should be done by e-mail only, if possible.

<sup>3</sup> See footnote 2.

<sup>4</sup> The following procedures for Erasmus students apply also to *Comenius/Grundtvig Assistants*, where appropriate.

	EILCs in their country with all other NAs by using the communication tool CIRCA.
Late November/early December 2013	<ul style="list-style-type: none"> <li>Selected Erasmus students send confirmation of participation in EILCs to OIs through their HEI's Erasmus office.</li> <li>OIs send the infopack to "confirmed EILC students".</li> </ul>
December 2013/January 2014	<ul style="list-style-type: none"> <li>OIs select reserve students in case selected students withdraw.</li> </ul>

<b>For all courses</b>	
March-April 2014	<ul style="list-style-type: none"> <li>OIs send final list of students who have attended EILC 2013-14 to sending HEIs and sending NAs.</li> </ul>

Explanations: OI=EILC Organising Institution, NA=National Agency, HEI= Higher Education Institution