

Erasmus Intensive Language Courses (EILCs) 2011-12

ORGANISATION OF EILC CALENDAR FOR ORGANISING INSTITUTIONS

PERIOD	ACTIVITY
February/March 2011	<ul style="list-style-type: none"> • Selection of Organising Institutions (OIs) by NA.
31st March 2011	<ul style="list-style-type: none"> • Deadline for OIs to complete and to send to NA the “EILC Organising Institution’s information form”.
8 th April 2011	<ul style="list-style-type: none"> • NAs send to the Commission the link to their EILC Organising Institution’s information forms, already published on the NA website.¹
April 2011	<ul style="list-style-type: none"> • Commission to put the links to all “EILC Organising Institution’s information” forms, student application form etc. on the Commission EILC website: http://ec.europa.eu/education/programmes/llp/erasmus/eilc/index_en.html
March - May 2011	<ul style="list-style-type: none"> • All NAs inform their higher education institutions (HEIs) about the EILCs, EILC website and calendar for 2011-12. • HEIs inform their students about EILC 2011-12. • Students submit their applications to their home HEI, which sets its own internal application deadline.
For courses starting in summer/autumn 2011	
1st June 2011	<ul style="list-style-type: none"> • Deadline for HEIs to send student applications by e-mail² to OIs and a list of applicants to their home NA.
Early June 2011	<ul style="list-style-type: none"> • OIs select applicants in co-operation with their home NA.
22nd June 2011	<ul style="list-style-type: none"> • Deadline for OIs to send a list of selected and reserve students to sending HEIs. • EILC Organising Institutions inform all applicants - including the selected, reserve and rejected students – about the selection results.
Late June/early July 2011	<ul style="list-style-type: none"> • Selected Erasmus students send confirmation of participation in EILCs to OIs through their HEI’s Erasmus office. • OIs send the infopack to “confirmed EILC students”.
June - August 2011	<ul style="list-style-type: none"> • <i>Comenius/Grundtvig Assistants</i> apply to the EILC Organising institution as soon as their <i>Comenius/Grundtvig Assistant</i> status has been confirmed.
July/August 2011	<ul style="list-style-type: none"> • OIs select reserve students in case selected students withdraw. • <i>Comenius/Grundtvig Assistants</i> to be informed about selection results.
For courses starting in winter/spring 2012	
30th October 2011	<ul style="list-style-type: none"> • Deadline for HEIs to send student applications by e-mail³ to OIs and a list of applicants to their home NA. • Deadline for <i>Comenius/Grundtvig Assistants</i> to apply to the EILC Organising institution.⁴
Early November 2011	<ul style="list-style-type: none"> • OIs select applicants in co-operation with their home NA.
20th November 2011	<ul style="list-style-type: none"> • Deadline for OIs to send a list of selected and reserve students to sending HEIs. • EILC Organising Institutions inform all applicants - including the selected, reserve and rejected students – about the selection results.
Late November/early December 2011	<ul style="list-style-type: none"> • Selected Erasmus students send confirmation of participation in EILCs to OIs through their HEI’s Erasmus office. • OIs send the infopack to “confirmed EILC students”.
December 2011/January 2012	<ul style="list-style-type: none"> • OIs select reserve students in case selected students withdraw.

¹ If possible, NAs should send the forms before that date.

² 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.

³ See footnote 2.

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

For all courses	
March-April 2012	<ul style="list-style-type: none">• OIs send final list of students who have attended EILC 2011-12 to sending HEIs and sending NAs.

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