



Erasmus Intensive Language Courses (EILCs) 2012-13

ORGANISATION OF EILC CALENDAR FOR ORGANISING INSTITUTIONS

PERIOD	ACTIVITY
February/March 2012	<ul style="list-style-type: none"> Selection of Organising Institutions (OIs) by NA.
30th March 2012	<ul style="list-style-type: none"> Deadline for OIs to complete and to send to NA the “EILC Organising Institution’s information form”.
10 th April 2012	<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 2012	<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 2012	<ul style="list-style-type: none"> All NAs inform their higher education institutions (HEIs) about the EILCs, EILC website and calendar for 2012-13. HEIs inform their students about EILC 2012-13. Students submit their applications to their home HEI, which sets its own internal application deadline.
For courses starting in summer/autumn 2012	
1st June 2012	<ul style="list-style-type: none"> Deadline for HEIs to send student applications by e-mail² to OIs.
Early June 2012	<ul style="list-style-type: none"> OIs select applicants in co-operation with their home NA.
22nd June 2012	<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. 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.
Late June/early July 2012	<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 2012	<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 2012	<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 2013	
31st October 2012	<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 2012	<ul style="list-style-type: none"> OIs select applicants in co-operation with their home NA.
19th November 2012	<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. 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

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.

	EILCs in their country with all other NAs by using the communication tool CIRCA.
Late November/early December 2012	<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 2012/January 2013	<ul style="list-style-type: none"> OIs select reserve students in case selected students withdraw.

For all courses	
March-April 2013	<ul style="list-style-type: none"> OIs send final list of students who have attended EILC 2012-13 to sending HEIs and sending NAs.

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