

BRATISLAVA MEETING, JUNE 28, 2007/JULY 1, 2007

PROJECT MEMBERS ATTENDING THE MEETING

Dr Piedad Martín

Dr Lina Sierra

Dr Laurence Rogers

Dr Eva Tandlichova

Dr Stefka Dugovicová

Dr. Jari Lavonen

Dr. Ana Freire

Dr. Nedim Alev

AGENDA

- 1) General Information**
- 2) Course preparation**
- 3) Mobility**
- 4) Disemination**
- 5) Evaluationdone between meetings**
- 6) CDs**
- 7) Fixing meeting**
- 8) Other issues, questions**

1 GENERAL INFORMATION

Dr Tandlichova welcomes all members to Comenius University, and Dr Martin, on her name and that of all project members, starts the meeting sending her sympathy and love to Dr Annica Gullbert whose mother has recently died. This is the reason why Dr Annica Gullbert and Dr Eva Kellner are not attending this meeting, however, Dr Martin explains that Dr Gullbert and Dr Kellner have sent the intermediate evaluation results to Alcalá, and also the CD which will be shown during the meeting .

Dr Pérez de Landazabal cannot attend this meeting, as she is attending a conference, and sends her regards to all.

Dr Martin informs that she has written twice to Brussels enquiring about the intermediate report evaluation, and consequently about the second part of the grant, and she was answered Brussels is busy with the evaluation of new projects. No answer yet to the second mail written and sent to Brussels by Alcalá last week.

2 COURSE

The course draft, addressed to teachers and presented in Lisbon meeting, has been modified according to members' suggestions. The final course design has been done by both Portugal and Spain, and the course is now on the web page ready to be presented.

The course final design and dates (**July 3/9, 2008**) are accepted in the meeting. All partners participate in the sessions distribution, and also it is agreed which partners will be responsible for each session. Now, the course will be submitted to Brussels.

Publicity about the course is also agreed: the course will appear in the project web page, a brochure will be sent to schools, conferences, academic authorities, etc.

Once the course is approved:

a) we all will publicise the course

b) it seems convenient that every country contacts its National Agency to know dates about **application deadline** for grants under **Comenius 2.2.a.** for a course that is going to be held in July (**Dates are different in each Agency**). In this case, **participants themselves have to apply, but it is we who have to give them the information.**

Two important criteria are proposed to select participants: teachers and mentors who have collaborated in the projects will be taken into account, and nationality balance within the group will also be considered.

Dr Freire proposes Alev hotel in Lisbon as residence for participants and professors, she will make enquiries about prices.

3. MOBILITY

Dr Martin informs that applications for mobility should **be addressed to National Agencies**. Alcalá has received a Brussels e- mail giving instructions in this sense for mobility within projects already approved. The Spanish National Agency has also confirmed about this.

The Spanish National Agency has also informed Alcalá that the approximate number of student teachers participating in mobility must be reported to the Agency in September. Then, formal applications should be sent to the Agency at the end of October or beginning of November.

Dr Martin asks all members to contact their Agencies as soon as possible, as dates can be different in each Agency.

The Spanish Agency has said that they probably will finance mobility for 6 or 8 student teachers depending on the budget they will receive from Brussels, so again this point should to be treated with each Agency to have an idea of how many students can be sent by each University.

Every student teacher will receive a grant per week which varies depending on the visited country. Alcala will send a list with grant amounts that should be checked with Agencies. These grants usually do not cover the whole expenses for lodging and maintainance, student teachers should not expect that everything will be paid by Socrates. Any kind of transport: flight ticket/ train tickets,etc. airport taxis for travelling from their home place and visiting country and coming back are paid, and also travelling insurance. Universities have to prepare a budget for every student teacher which is included in the application form.

It is also needed that we all contact our respective schools receiving student teachers. It is also needed to look for lodging and prices for student teachers.

Dr Martin informs about the actions mobility implies:

Preparatory actions:

- a) Contacting National Agencies
- b) Selecting student teachers
- c) Contacting schools
- d) Applying to agencies for grants (**Applications are done by the University NOT by student teachers themselves**)
- e) Expenses Budget of each student teacher sent to other countries to be included into the application form
- f) Preparatory seminars: at least, one with student teachers, another with mentors

Mobility taking place:

- a) Welcome session when student teachers arrive in the country
- b) Mobility: student teachers should attend lessons at school, meetings, if possible, and cultural activities can be prepared either by school, or by the university, or by both (These actions depend on the possibilities of every country). Among the activities suggested, videoconferences can be held into the different countries so that all student teachers, mentors and tutors can get in touch, and comparative education can be facilitated.

Post mobility actions:

- a) Final evaluation seminar in the receiving country with student teachers to evaluate mobility
- b) Final evaluation seminar in the receiving country with mentors to evaluate mobility.
- c) Administrative and economic justification to Agencies.

Mobility details will be settled in next meeting in October, and Alcala will take document drafts to be discussed in order to prepare Mobility.

However dates of mobility have slightly been modified, it will start in **March 31, 2008** and ends in **April 14, 2008**, student teachers will travel to the guest country in March 31 and leave for their country in April 14. This change is due to the information the project team has about flights, it seems that travelling on Mondays is cheaper than on Sundays, so starting on Monday, March 31, instead than on Sunday, March 30 will save money to the Agencies.

4 DISSEMINATION

Every University summarizes the dissemination done about the project, materials produced in the project and mobility, and also the near future dissemination planned is summarized.

1) Slovakia has had several meetings with Science Teachers, student teachers informing, and professionals of the Department of Didactics.

Dr Tanlichova has also prepared two papers to be presented in two different Conferences both of them to be held in Nitra (Slovakia).

2) Dr Alev from Turkey will participate with a paper in an international Conference in Tanakle (Turkey), with another in a national Conference in Ankara (Turkey).

3) Finland informs of dissemination at local level: several information workshops addressed to in-service teachers have been held. In October, several seminars with teachers are planned, and the Board of Education will publish videos to show how teachers work using the methodology presented by Dr Lavonen. Also a paper by Dr Lavonen will be presented at the Information Office.

In October a Seminar of two days addressed to teachers will be held in Estonia, the seminar will be organized by Finland and Estonia.

Dr Lavonen will present another paper in China in October too.

4) Dr Rogers from United Kingdom has an internal publication, now enlarged by National publisher, plus a paper which will be presented in an international Conference in Crete in July. Also regular seminars are held with teachers in the area of Leicester.

5) Dr Freire and her team have organized a seminar for teachers in the University of Lisbon plus meetings.

Papers in collaboration between Portugal and Spain have been prepared. Dr Freire, Prof Vilela, Prof. Cruz and with Dr Martin, Dr Pérez de Landazabal and Dr Sierra have prepared three papers for three international Conferences: one paper for ATEE Conference in August, held in United Kingdom; another held in Vila Real (Portugal) in September, and also in September, another paper will be presented conference in Granada (Spain).

5) Dr Martin with her team from the University of Alcala have held several meetings with student teachers, with mentors, with the Headmistress of the *Instituto de Ciencias de la Educación (ICE)*, plus a meeting with a Secondary School Inspector.

Concerning dissemination of abstracts in the project web page, Dr Lavonen proposes that in **every abstract sent to him, it should appear**

- 1) Title of paper
- 2) Author/s
- 3) Abstract Contents
- 4) References
- 5) Conferences
- 6) Title of conference, place and date of celebration

We all should also remember **to send any dissemination activity (seminar, meeting, etc) to Dr Lavonen to be included in the web page.**

5) EVALUATION

Evaluation of CDs from Sweden has been received in Alcalá; Alcalá's evaluation is also done, and it is agreed that all members take **the results inserted in the form** presented by Alcalá **for next meeting in October** so that Dr Pérez de Landazabal can prepare the report.

Dr Martin reminds everybody to send evaluations meetings to Alcalá: the one about Bratislava meeting, and to include the Lisbon one in the cases that it has not been sent yet with other one.

6) CDs

CDs from every country are presented (also the CD sent from Sweden) provoking interesting didactic comments and ideas from several members.

Dr. Martin also reminds all participants that it seems convenient to prepare two files:

- 1) **with the web pages used for each topic**
- 2) **with the activities prepared for each topic.**

Though both of them appear within CDs, both are projects products, and for the final report we will need them, but as final report is not an easy task, and we have everything within the CDs, it will be good **to take both files to October meeting or to send them to Alcalá as soon as you can.**

7) FIXING MEETING

The next meeting will be held in the University of Gävle (Sweden) in **October 4/7, 2007**, as it was agreed in Lisbon meeting. It is decided to fix dates for the meeting which will be held in Turkey. Two dates are proposed: **April 24-27, 2008 and May 8-11, 2008**, as partners from Sweden have not been able to attend the meeting, all project partners agreed two dates, and they all hope that one of them can be suitable for Dr Gullbert and Dr Keller. Dr Martin will e-mail both dates to them.

As there are no further questions, Dr Martin thanks all partners for their excellent work and cooperation, and especially she thanks Dr Eva Tandlichova and Dr Stefka Dugovicová for the preparation of the meeting, extremely well organized, for their personal attention to all participants, for the invitation to the University Ceremony where students get their Master degree, and for the nice lunch in the University. All partners join Dr Martin's thanking to Dr Eva Tandlichova and Dr Stefka Dugovicová.

ANNEX I

AGREEMENTS/TASKS FOR OCTOBER MEETING

I) COURSE

As soon as the course is approved, all partners should

- 1) Publicise the course
- 2) Contact corresponding National Agencies for information about grants under Comenius 2.2.a, application deadline, etc

Lisbon University

- 1) will send a course copy to Dr Lavonen once it is approved to appear in project web page, a another copy to every member by mail
- 2) will prepare course brochure for October meeting
- 3) look for lodging and maintaince for participants at a suitable price

II) MOBILITY

Alcalá University

- 1) will send copy of the mail to project members where Brussels informs that National Agencies will be in charge of the mobility
- 1) will prepare draft documents in order to organize mobility for October meeting
- 2) send information about the grants for student teachers

All partners should

- 1) Contact corresponding National Agencies for information about grants, application deadline, etc.
- 2) Contact schools receiving student teachers
- 3) Look for lodging and maintaince for student teachers at a suitable price
- 4) Select student teachers
- 5) Decide number of student teachers that can be sent
- 6) Decide number of student teachers that can be received

III) DISSEMINATION

Every abstract should appear in the project web page with

- 1) Title of paper
- 2) Author/s
- 3) Abstract Contents
- 4) References
- 5) Title of conference, place and date of celebration. In case the abstract is published in any publication, then it is needed: Title of publication, editor/s, place of publication publisher and date of publication.

IV) EVALUATION

All partners should

- 1) Have evaluation results inserted in the form presented by Alcalá for next meeting
- 2) Send meeting evaluations

V) CDs

All partners should

- 1) Send a file with list of web pages used in the CD or take it to Gävle
- 2) Send a file with activities or take it to Gävle

IMPORTANT NOTE: All partners should remember that Socrates logo and Socrates sentence should appear in every product or document.