



Promoting authentic language acquisition in multilingual contexts

Meeting C4



unibz



Funded by the Erasmus+ Programme of the European Union





Agenda

1. Finances, report
2. Activities for the rest of the project
3. Dates for Symposium in Cyprus
4. Agenda for Symposium in Cyprus
5. Agenda for Symposium in Baden



Reports

- **Thank you!** to partners who have provided interim reports; some according to guidelines, some not
- **In the future, please** stick to guidelines for final report
- deadline June 30th, 2018
- **3 components**
 - ⇒ narrative, written report in word format: all reports have to be merged and text will be copied into mobility tool; alternative: partners work with the mobility tool themselves
 - ⇒ EXCEL files of all expenses aligned with grant requirements and budget granted
 - ⇒ link list or equivalent electronic documentation to provide evidence of intellectual outputs produced by each partner (on platform or Google Drive) - matched with expenses



Final report: narrative, written part

- content report must come in word file; use style sheet
- https://docs.google.com/document/d/1TvMJQWYhW0-72e_EMymahiY49wlnvNURXwqy6qV1NfA/edit?usp=sharing
- any report about activities must be linked to an output: agendas, lists of attendance, photos ... for meetings, PPTs or papers for presentations, training material for training etc.
- output must be uploaded



Style sheet - answer all questions



Final report: budget

- financial reports must come as EXCEL files or Google Spreadsheet
- use:
<https://docs.google.com/spreadsheets/d/1Yr278bp9H4tuHXSuFCJSZG993qVQwluqpMgEtNeNzLQ/edit?usp=sharing>
- expenses must match the categories and the the budget granted in each category
- detailed documentation (receipts) must be provided: data for expenses in each category and type of staff according to EU guidelines
- expenses must match intellectual output documented in written report



Final report: intellectual output & project management

- must be made visible
- links to output produced on platform and Google Drive (titles & links)
- activities must be documented through lists of attendance, photos etc.
- attendance at meetings must be supplemented by documentation about contribution - if no contribution was made to a Staff Training (C meetings), the person would have attended the training - rather than provided it - thus, they cannot claim any funding for work done at the meeting
- training materials must be uploaded and added to report (links to Google Drive)



Grant



Activity



Outcome



Upload



matching
IO 2,3,4

Project
Timeline



matching
goals and
protocols for
meetings &
other

matching "IO 1-5" and
Coordinator Partner
Contract & other



Google Drive

The Austrian NA has told us to tell partners to be aware of the case sensitive nature of data in Google Drive files and on the platform.

Partners must not to share courses or folders with unauthorized people. Each HEI or school is responsible for the training of collaborators they have invited Google Drive files and for damage caused by any violation of the rules of anonymity or data security by these people.



To Do: Milestones in the next year

- upload texts to platform
- upload tasks to platform
- upload/link materials & gamification to platform
- provide evaluation reports for text selection and task & material production done at institutional level (each partner)



Loose ends

- Corpus: official written offer including , payment
- Symposium Cyprus: date, content, planning
Responsibility for implementation: UC
- Symposium Baden: detailed planning
- opportunity to present academic work (research reports/papers) and practical work
- **evaluation: content, person, payment**
- platform plug-in and other costs



Future project work

- read newsletters regularly
- work on to do list
- meet deadlines
- work on project documentation
- document local training activities
- work as team



Programme Junior Symposium

<https://drive.google.com/open?id=0B0s-bCdiC2oCTUZXZUpfRkh3b28>

Looking forward to seeing you there!



Symposium in Cyprus

1. Dates
2. Agenda - topic, speakers, programme