

eTwinning for future teachers

APPLICATION GUIDELINES FOR NATIONAL AND EUROPEAN RECOGNITION

1. INTRODUCTION

The European eTwinning for future teachers award was established to identify, celebrate and promote the work carried out by initial teacher education (ITE) institutions, teacher educators and student teachers in three main areas:

- curriculum integration
- project implementation
- research outputs.

What are the eligibility criteria?

- To apply for the national label and the award, teacher educators must be registered in eTwinning and already validated by their National Support Organisation (NSO).
- The application form provided by the NSO must be completed in full and submitted before the specified deadline.
- The application must refer to **activities and outputs completed within the previous two academic years**, specifically between September of year X and May of year X+2 (e.g. September 2024 until May 2026).

2. GENERAL RULES

What are the general rules? Are there reasons to be excluded?

- All submitted entries are subject to the eTwinning copyright policy, which follows the Creative Commons 4.0 license. This means that materials may be reproduced provided that the source is acknowledged, unless otherwise specified. Where prior permission is required for the reproduction of specific content, this requirement overrides the general permission and any restrictions on use must be clearly indicated.
- As with all eTwinning activities, the institution's work must comply with the [eTwinning code of conduct](#). Members who violate the code are subject to the measures described in Section D ('Violation of the code of conduct'), and such violations may also affect the validity of the application.

- In accordance with Articles 136 and 141 of the [EU Financial Regulation](#), eTwinning will exclude any contestant found guilty of grave professional misconduct. This includes violations of applicable laws, regulations, or ethical standards of the teaching profession, as well as any wrongful conduct affecting professional credibility, whether intentional or due to gross negligence. Grounds for exclusion include, in particular:
 - fraudulent or negligent misrepresentation of information required to verify the absence of exclusion grounds or the fulfilment of eligibility or selection criteria, or during the implementation of the legal commitment.
 - entering into agreements with other persons or entities with the aim of distorting the award procedure.
 - violating intellectual property rights.
 - attempting to influence the decision-making process during the award procedure.
 - attempting to obtain confidential information that may provide undue advantage in the award procedure.

Applicants and participants bear full responsibility for the activities and outputs submitted in relation to their application. Failure to comply with the above rules, including those concerning data protection, copyright, and plagiarism, will result in the application being declared invalid and the applicant being excluded from the competition.

3. AWARDING AREAS

Each of the three awarding areas consists of three criteria. Each criterion is evaluated across three levels (scored 1–3), plus a 'non-applicable' option. Before proceeding, please ensure that you are aware of the following key terms.

Registered ITE teacher educator	Teacher educators who are registered in eTwinning and have been validated by their NSO.
eTwinning actor	In this context, ITE ambassadors, eTwinning ambassadors, experienced eTwinning teachers and teacher educators experienced in eTwinning.
eTwinning event/training (in criterion 1 of the curriculum integration area)	Face-to-face or online events and/or training sessions organised by the Central Support Service or the NSOs, such as seminars, webinars, short online courses, MOOCs, workshops and or the annual eTwinning for future teachers conference.
eTwinning reference (in criterion 1 of the curriculum integration area)	An eTwinning reference might be evidenced via the use of the eTwinning logo or of a section dedicated to eTwinning on the institution's website, where all relevant activities are documented.
Teaching session (in criterion 2 of the curriculum integration area)	A scheduled instructional session within a course, subject or laboratory of the ITE institution where eTwinning is integrated. This integration is documented officially by the institution.

Co-delivery of teaching sessions (in criterion 3 of the curriculum integration area)	Collaboration between teacher educators and/or other eTwinning actors (see the explanation of eTwinning actors above).
Training session (in criterion 1 of the project implementation)	A training session conducted by a teacher educator (alone or with support from the NSO or other eTwinning actors) focusing on eTwinning project planning, partner finding, project assessment and project documentation).
eTwinning project for practice purposes (in criterion 1 of the project implementation area)	An eTwinning project initiated by a teacher educator (alone or with support from the NSO or other eTwinning actors), designed for practice and awareness of the tools available in TwinSpace.

3.1 CURRICULUM INTEGRATION

This area includes any action that the teacher educator has taken to share and inform about its commitment, include/integrate eTwinning in the curriculum and to support and strengthen student teachers' competencies through national and international collaboration.

Criterion 1: Commitment by the teacher educator from the ITE institution		
This criterion includes any action that the teacher educator has taken to share and inform about his/her commitment to eTwinning for future teachers.		
Level		Score
n/a	Not applicable (no respective work can be demonstrated under this criterion).	0
1	At least one of the registered ITE teacher educators has attended, as a participant, at least one eTwinning event/training organised by an NSO and/or the Central Support Service.	1
2	At least one of the registered ITE teacher educators has participated as a speaker/workshop leader in at least one eTwinning event/training organised by an NSO and/or the Central Support Service.	2
3	At least one of the registered ITE teacher educators has participated as a speaker/workshop leader in at least one eTwinning event/training organised by an NSO and/or the Central Support Service. Additionally, there is an eTwinning reference/logo displayed on the ITE institution's website.	3
Evidence to be provided: Certificates of attendance or certificates of participation in eTwinning event/training organised by an NSO and/or the Central Support Service, eTwinning logo/reference on the ITE institution's website.		

Criterion 2: Integration in the ITE curriculum		
This criterion includes the action(s) that the teacher educator has taken to integrate eTwinning into the ITE curriculum.		
Level		Score
n/a	Not applicable (no respective work can be demonstrated under this criterion).	0
1	eTwinning is included in at least one teaching session that is part of a course/subject/lab at the institution (e.g. pedagogy, ICT, foreign languages, traineeship). This is demonstrated in an official document of the ITE institution.	1
2	eTwinning is included in at least three teaching sessions that are part of a course/subject/lab of the institution (e.g. pedagogy, ICT, foreign languages, traineeship). This is demonstrated in an official document of the ITE institution.	2
3	eTwinning is included in at least five teaching sessions that are part of a course/subject/ lab of the institution (e.g. pedagogy, ICT, foreign languages, traineeship). This is demonstrated in an official document of the ITE institution.	3
Evidence to be provided: Proof of organising and delivering teaching sessions on eTwinning (e.g. announcement on the ITE/faculty website, copy of the official course syllabus and/or any other proof that shows that eTwinning has been included in the curriculum).		

Criterion 3: Collaboration with other eTwinning actors		
This criterion includes any action that the teacher educator has taken to support and strengthen student teachers' competences through national and international collaboration.		
Level		Score
n/a	Not applicable (no respective work can be demonstrated under this criterion).	0
1	At least one of the registered ITE teacher educators has co-delivered a teaching session on eTwinning, in collaboration with a teacher educator from their own ITE institution AND/OR with an eTwinning ITE ambassador and/or an eTwinning School.	1
2	At least one of the registered ITE teacher educators has co-delivered a teaching session on eTwinning, in collaboration with a teacher educator from an ITE institution in their country.	2
3	At least one of the registered ITE teacher educators has co-delivered a teaching session on eTwinning, in collaboration with a teacher educator from an ITE institution from another country.	3
Evidence to be provided: Proof of organising and co-delivering teaching sessions on eTwinning with teacher educator from their own ITE institution (e.g. announcement on the ITE/faculty		

website, copy of the official course syllabus and/or any other proof that shows that the teaching session was co-delivered).

NOTE: Evidence from TwinSpace projects is not relevant for this criterion.

3.2 PROJECT IMPLEMENTATION

This area includes the involvement of teacher educators and student teachers in eTwinning project processes.

Criterion 1: Training teacher educators and student teachers on eTwinning project-related processes		
This criterion refers to the extent and comprehensiveness of training session(s) organised within ITE institutions, aimed at developing participants' understanding and practical skills related to eTwinning project implementation. The submitted proof should explicitly and clearly show what the content of the training session(s) was.		
Level		Score
n/a	Not applicable (no respective work can be demonstrated under this criterion).	0
1	The teacher educator (either alone or with the support of the NSO and/or an eTwinning actor) has delivered a training session addressed to teacher educators and/or student teachers, covering at least two of the following topics: platform navigation, partner finding, project planning, project assessment and/or project documentation.	1
2	The teacher educator (either alone or with the support of the NSO and/or an eTwinning actor) has delivered a training session addressed to teacher educators and/or student teachers, covering at least three of the following topics: platform navigation, partner finding, project planning, project assessment and/or project documentation.	2
3	The teacher educator (either alone or with the support of the NSO and/or an eTwinning actor) has delivered a training session addressed to teacher educators and/or student teachers, covering all the following topics: platform navigation, partner finding, project planning, project assessment and/or project documentation.	3
Evidence to be provided: Proof of organising and delivering training sessions on platform navigation, partner finding, project planning, project assessment and/or project documentation. The submitted proof should explicitly and clearly show what the content of the training session(s) was.		

Criterion 2: Involvement in eTwinning projects	
ITE institutions can participate in different kinds of national and international projects. This criterion evaluates the type and number of projects of the ITE institution, as well as the documentation of project activities.	

Level		Score
n/a	Not applicable (no respective work can be demonstrated under this criterion).	0
1	Teacher educators have implemented at least one national eTwinning project with other teacher educators from an ITE institution in their own country, involving their student teachers. The project's activities are well organised and documented by artifacts/outputs in the TwinSpace.	1
2	Teacher educators have implemented at least one international eTwinning project with other teacher educators from an ITE institution in another country, involving their student teachers. The project's activities are well organised and documented by artifacts/outputs in the TwinSpace.	2
3	Teacher educators have implemented at least three international eTwinning projects with other teacher educators from an ITE institution in another country, involving their student teachers. The project's activities are well organised and documented by artifacts/outputs in the TwinSpace.	3
Evidence to be provided: Links to TwinSpaces of national or international eTwinning projects involving teacher educators and student teachers – please ensure that there is enough public information.		

Criterion 3: Students' involvement in eTwinning projects with pupils		
During their placement, student teachers are encouraged to participate in eTwinning projects carried out in schools. They can work on projects with their tutors in class, involving pupils and collaborating with other eTwinning teachers or students on placement. This criterion takes into consideration the type of involvement and the number of student teachers involved .		
Level		Score
n/a	Not applicable (no respective work can be demonstrated under this criterion).	0
1	There is at least one international eTwinning project with student teachers on school placement involving school pupils. The project's activities are well organised and documented by artifacts/outputs in the TwinSpace.	1
2	There are at least two international eTwinning projects with student teachers on school placement involving school pupils. The project's activities are well organised and documented by artifacts/outputs in the TwinSpace.	2
3	There are at least four international eTwinning projects with student teachers on school placement involving school pupils. The	3

	project's activities are well organised and documented by artifacts/outputs in the TwinSpace.	
Evidence to be provided: Links to TwinSpaces of international eTwinning projects involving student teachers on placement and school pupils – please ensure that there is enough public information.		

3.3 RESEARCH OUTPUTS

This area includes any research activity that explicitly focuses on eTwinning and explores the use and/or impact of eTwinning on its main target audience, such as teachers, pupils, teacher educators and student teachers. While acknowledging research and scientific production, the area lays emphasis on the notion of collaboration at local/institutional, national and international levels. When making references to output(s), the publication/documentation year of the output(s) shall be considered as the indicator for all the respective criteria. All information should be written following the APA style and include publicly accessible links.

Criterion 1: Academic research outputs on eTwinning		
Academic research outputs on eTwinning are research-based bachelor's theses, postgraduate theses, master's theses and PhD dissertations.		
Level		Score
n/a	Not applicable (no respective work can be demonstrated under this criterion).	0
1	The teacher educator demonstrates one academic research output at one of the following levels: bachelor's thesis, postgraduate thesis, master's thesis, PhD dissertation.	1
2	The teacher educator demonstrates at least two academic research outputs at the following levels: bachelor's thesis, postgraduate thesis, master's thesis, PhD dissertation.	2
3	The teacher educator demonstrates three or more academic research outputs from at least two different levels : bachelor's thesis, postgraduate thesis, master's thesis, PhD dissertation.	3
Evidence to be provided: Links or documents related to the academic research outputs.		

Criterion 2: Academic research publications and/or announcements on eTwinning		
Academic research publications and/or announcements on eTwinning might include: conference presentations/announcements at national and/or international conferences peer-reviewed chapters in online/printed academic books and edited volumes peer-reviewed manuscripts published in online/printed academic journals.		
Level		Score
n/a	Not applicable (no respective work can be demonstrated under this criterion).	0

1	The teacher educator demonstrates one academic research publication or conference announcement on eTwinning in one of the following formats: conference presentation/announcement, chapter in academic books/edited volumes, manuscripts in academic journals.	1
2	The teacher educator demonstrates at least two academic research publications or announcements on eTwinning in at least one of the following formats: conference presentation/announcement, chapter in academic books/edited volumes, manuscripts in academic journals.	2
3	The teacher educator demonstrates three or more academic research publications or announcements on eTwinning in at least two different formats: conference presentation/announcement, chapter in academic books/edited volumes, manuscripts in academic journals.	3
Evidence to be provided: Links or documents related to the academic research publications and/or announcements.		

Criterion 3: Collaborative research outputs on eTwinning		
Cross-institutional research outputs on eTwinning include any published research-based collaborative output (either academic research outputs or academic publications/announcements on eTwinning) that has been a direct result of the collaboration with other national and/or international ITE partners.		
Level		Score
n/a	Not applicable (no respective work can be demonstrated under this criterion).	0
1	The ITE institution has one or more published research outputs on eTwinning that have been produced in collaboration with other ITE partner institutions (e.g. faculty members, student teachers).	1
2	The ITE institution has two published research outputs on eTwinning that have been produced in collaboration with other international ITE partner institutions (e.g. faculty members, student teachers).	2
3	The ITE institution has at least three published research outputs on eTwinning that have been produced in collaboration with other international ITE partner institutions (e.g. faculty members, student teachers).	3
Evidence to be provided: Links or documents related to the collaborative research outputs.		

4. APPLICATION AND EVALUATION PROCESS

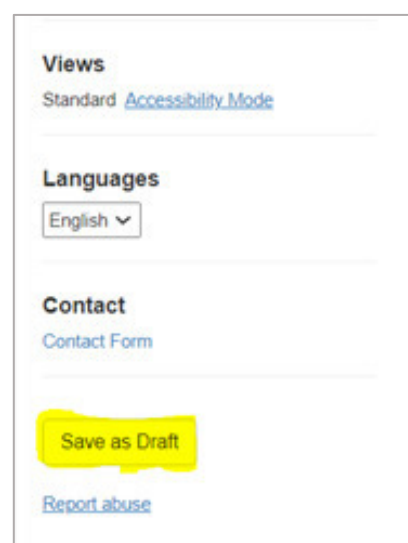
APPLICATION

- Every year, the NSOs share the link of the application form with the ITE institutions in their country that are active in eTwinning for future teachers.
- A teacher educator/university teacher registered in eTwinning completes the application form made available in English. It should be noted that only one person per institution can apply. For this reason, interested applicants should coordinate with other colleagues at their institution before applying.
- Log in to the European School Education Platform. Click on 'My profile' under your name in the top-right corner of the screen, then select the name of your affiliated organisation. Choose 'Members' to view all members of your organisation. Please agree internally on who will complete and submit the application, as only one person per institution may submit an entry.
- Carefully review the information and supporting evidence required in the application form so that you are fully aware of what must be submitted.
- Proceed to complete the application form.
- Discuss the content of the application with your colleagues before submission. The information provided should be clear, concise and well-structured. The application requires evidence of tangible outcomes that enable evaluators to form a clear understanding of the institution's commitment, activities and results related to its work in eTwinning.
- In addition, the applicant must upload an official letter of endorsement through the application form. This document must be signed by an authorised representative of the institution (e.g. Director, Dean, Vice-Rector, Rector) and should confirm that the institution is aware of and supports the submission. The endorsement template can be downloaded via the hyperlink provided below.

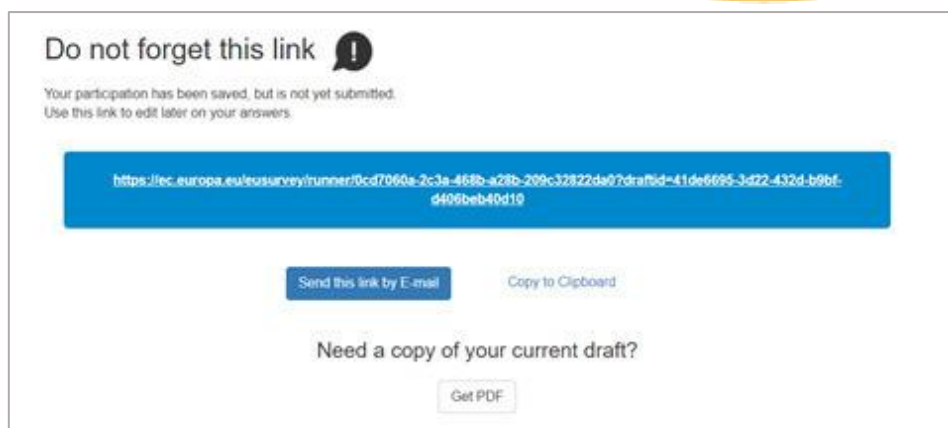
The application period opens on 1 April and closes on 1 June each year.

Please note: The application form allows you to save your responses and return at a later stage. On the right-hand side of the form, you will find a 'Save as Draft' button (see the image).

After clicking this button, you will receive a personalised link. Please keep this link (e.g. save it, copy it to the clipboard or send it to yourself by email), as it will allow you to continue editing your application at a later stage (see image below).



The image shows a screenshot of the application form interface. It includes sections for 'Views' (Standard, Accessibility Mode), 'Languages' (English dropdown), 'Contact' (Contact Form), and a 'Save as Draft' button highlighted in yellow. There is also a 'Report abuse' link at the bottom.



EVALUATION

All applications are evaluated through a two-stage process at national and European levels.

- **First round:** NSOs evaluate the applications at the national level. If all criteria are met, the NSO awards a national label to these ITE institutions. The national label specifies the areas in which the institution has developed its work within the eligible period. Institutions may therefore be recognised for their work in one, two or three areas (see section 3 – Awarding areas). Each NSO nominates the institution with the highest score for the European eTwinning for future teachers award.
- **Second round:** From among the institutions that have been granted the national label, the Central Support Service and the Steering Committee, acting as the grand jury, select the award-winning institution.

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