

MEMORANDUM OF UNDERSTANDING (MoU) TO SUPPORT THE ETWINNING TEACHER TRAINER INSTITUTES (TTI) INITIATIVE

The eTwinning-Teacher Trainer Institute initiative aims to bring a knowledge and understanding of eTwinning to students in the initial stages of their teacher training, through two activities: a short introduction to eTwinning in the TTI curriculum (activity one); introducing a short, collaborative project with trainee students in another TTI (activity two).

The purpose of the MoU is to help set expectations about the rules of engagement for TTI joining the eTwinning-TTI initiative. It is a ‘gentleman’s agreement’ as opposed to a formal, legal agreement. The advantage of having an MoU, is that it supports the conversation about what can and cannot be done in eTwinning, both at the start and also during their participation.

Each National Support Service (NSS) adapts the first part (Level of engagement and support for the initiative) to meet local needs. The code of conduct is compulsory for all.

MoU: eTwinning (eTw) Teacher Training Institute (TTI) Initiative		
	eTwinning commitment to TTI	TTI commitment to eTwinning
<p>Level of engagement and support for the initiative*:</p> <p><i>*each National Support Service (NSS) agrees locally the model of local technical and pedagogical support with the TTI, in line with their priorities and set-up. This is documented in the MoU Annex 1.</i></p>	<p>eTwinning will support the TTI initiative at both national and international level:</p> <ul style="list-style-type: none"> • National Support Service (NSS): <ul style="list-style-type: none"> ○ National/local contact point, agreeing involvement in eTwinning and MoU, registration on the eTwinning platform. ○ Support of TTI for technical and pedagogical issues via: <ul style="list-style-type: none"> ▪ specific training and events, as agreed separately between the NSS and TTI each year.* ▪ direct helpdesk (email). ▪ partner finding facilitators for the TTIs of their countries. ▪ project cards in projects. ○ Monitoring and reporting of TTI activities, and coordination of evaluation activities. • Central Support Service (CSS) – all provided in English language: <ul style="list-style-type: none"> ○ Design, running and moderation of the online professional development webinars to support TTI teacher trainers. ○ Moderation and facilitation of the TTI Group on eTwinning Live. ○ Coordination of the TTI annual workshop, Brussels. ○ Provide TTI TT access to eTwinning Live and to the online professional development opportunities to develop pedagogical practice of teachers. 	<p>Teacher Training Institutes will support eTwinning by:</p> <ul style="list-style-type: none"> • Coordination with the local NSS to set up the TTI initiative in their institution and assign from 1 to 4 TTI Teacher Trainers (TTI TT) to participate in the initiative. • Encourage at least 1 TTI TT to participate in the online course ‘Introduction to eTwinning’ for TTI Teacher Trainers (to then cascade to their colleagues), <ul style="list-style-type: none"> ○ or equivalent training provided as agreed with the local NSS. • Activity 1: following the TTI TT training, support the TTI TT in planning the model/approach that works for their institution to introduce an activity within the TTI’s curriculum of ‘Introduction to eTwinning’ to their students. • Activity 2: to set up a small project with another TTI(s) on the eTwinning platform, inviting their students to join and collaborate with other students in the eTwinning project TwinSpace to better understand the pedagogy behind collaborative learning and act as a test-bed for future real projects with school pupils. • To engage in the evaluation of the eTwinning-TTI initiative supporting the feedback of results to the European Commission.

<p>Code of Conduct:</p>	<p>eTwinning is the community for schools and teachers across Europe. It is a protected community to ensure that teachers and their students can collaborate freely and safely within this environment. The eTwinning community and all training and support is funded by the European Commission and provided free of charge to the schools and teachers. It is free from any commercial element.</p>	<p>TTIs are invited to join this community, registering up to a maximum of four TTI TT per Institute to join the community.</p> <ul style="list-style-type: none"> • TTI TT must respect the Code of Conduct of the community. • Data protection and privacy rules are defined here. • TTI <i>must not</i> engage in any form of commercial activity within the eTwinning community. This includes canvassing schools to join strategic projects and research activity. • TTI are encouraged to set up small collaborative projects with other TTI to give their students the experience of eTwinning (activity 2). <ul style="list-style-type: none"> ○ TTI <i>must not</i> set up projects directly with schools. TTI projects are between TTI-TTI only. • TTI TT set up the projects in eTwinning and invite their students to join the project by inviting them to the project’s TwinSpace. <ul style="list-style-type: none"> ○ TTI students <i>must not</i> register directly onto the eTwinning community. • TTI TT are welcome to join in the professional development opportunities and events offered in eTwinning.
<p>Funding:</p>	<p>eTwinning is part of the “Erasmus +” funded by the European Commission.</p>	<p>TTI TT are given free of charge access to the eTwinning online community, professional development activities and resources.</p> <ul style="list-style-type: none"> • attendance at the annual TTI workshop, Brussels is limited by country quotas. Attendance at the workshop is coordinated by the NSS. <p>All other elements of participation in the eTwinning-TTI initiative by the TTI TI are either in agreement with the NSS, or self funded.</p>
<p>Promotion:</p>	<p>eTwinning will promote the engagement of TTI in this initiative through its communication channels in line with copyright and permissions.</p>	<p>TTI can promote their engagement in the eTwinning-TTI initiative through its standard communication channels in line with copyright and permissions.</p>

ANNEX 1: details of specific training and events, as agreed separately between the NSS and TTI each year

The NSS and TTI have agreed the following local support model:

Outline below the local agreement

Signed and date:

Name and email:

Position: Teacher Trainer

Organisation: <<name of teacher training institute, and contact details>>

Signed and date:

Name and email:

Position: Head of Department

Organisation: <<name of teacher training institute, and contact details>>

Signed and date:

Name and email:

Position: eTwinning National Support Service

Organisation: <<name of NSS contact , and contact details>>

Supporting documentation:

National documentation and support. Plus published on the eTwinning TTI Featured Group on eTwinning Live, to support registered TTI teacher trainers:

- I. eTwinning-TTI overview: 2 page summary, including process
- II. eTwinning-TTI overview: includes details on activities, benefits and country case studies