

# THE TEFE CHARTER: BECOME A TEFE CHARTER INSTITUTION

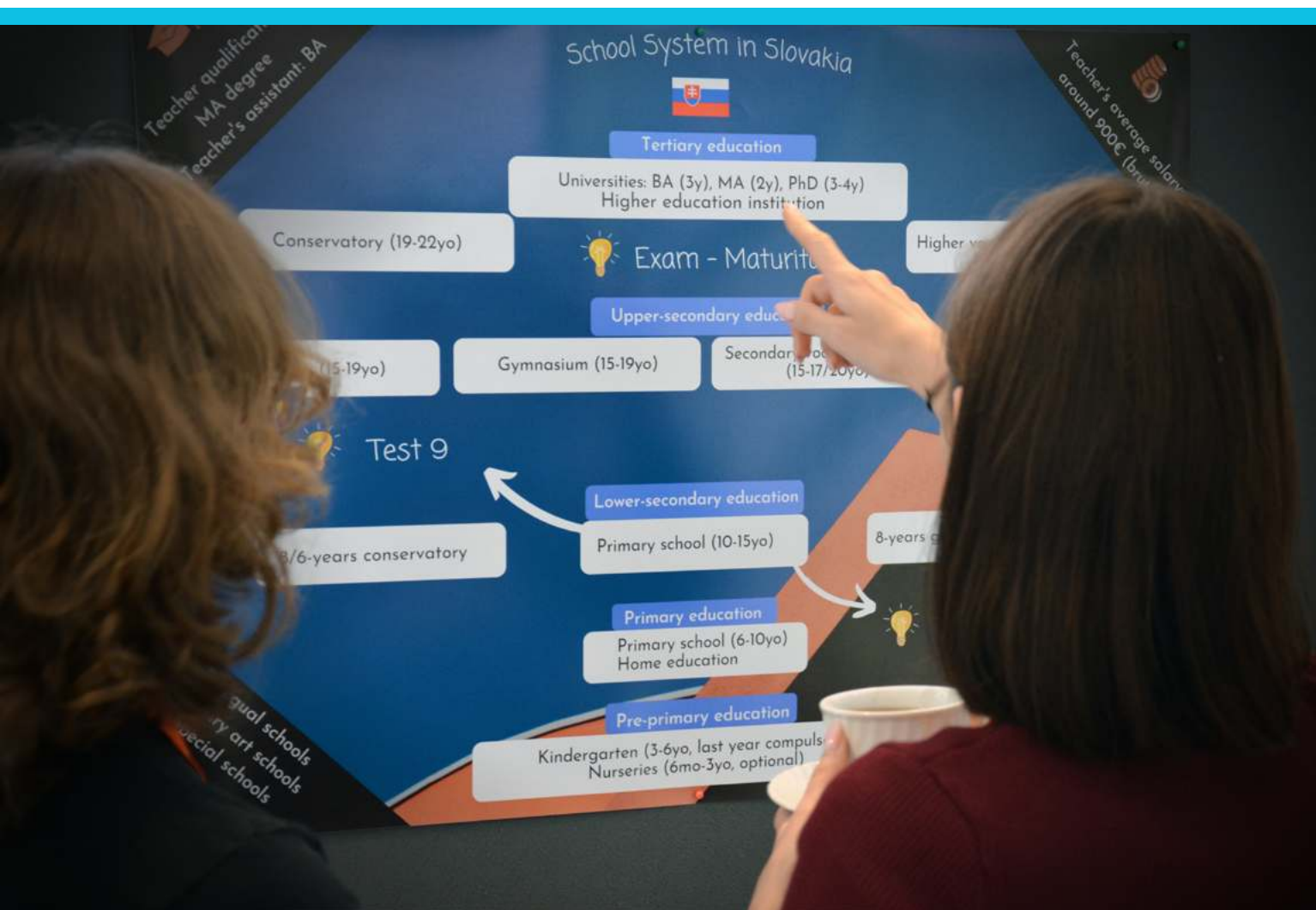
The TEFE vision invites teacher education institutions to become a part of the Teachers of English of Future Europe (TEFE) consortium in promoting the status of teachers and the teaching profession through the internationalisation of teaching practice (ITP), the mobility and future employability of teachers across the EU, and their continuous professional development.

A TEFE Charter institution publicly commits its support for and adherence to the TEFE vision. By applying to the TEFE Charter, an institution declares its desire to join the TEFE consortium and adopt the TEFE Framework for the Internationalisation of Teaching Practice and Employability (TEFE Framework). It also commits to creating positive, professional, and intercultural environments for the education of future teachers of English.

The TEFE Charter is a voluntary commitment to the TEFE Framework and its values, carrying no legal or academic weight for its enforcement.

The TEFE Charter application process is based on self-assessment for the sake of increased transparency and reduced administrative barriers. The application form is designed to enable the consortium's core partners to assess candidate institutions quickly and reliably in a timely manner, while relying on the personal and academic integrity of those applicants.

Become TEFE Charter candidate institution by completing the online application form.



# THE TEFE CHARTER APPLICATION FORM

## Section One: YOUR INSTITUTION

Section	Descriptor	TEFE Criteria	Applicant's response	Assessment
1.1	Information about the institution	Name of academic institution Location Website		<b>Accepted</b> (the applicant's response is clear and meets the assessment criteria)/  <b>More information required</b> (the applicant's response is unclear, incomplete and does not meet the assessment criteria.
1.2	Applicant	Name of Department/ Faculty / School Name of contact Telephone number Email address Institutional website		Accepted/  More information required
1.3	Types of initiatives	Your institution sends both staff and student teachers of English to other academic institutions across the EU and beyond to facilitate their continuous professional development. This includes both physical and virtual mobilities.  Your institution receives both staff and student teachers of English from other academic institutions across the EU and beyond to facilitate their continuous professional development. This includes both physical and virtual mobilities.  Your institution is a partner school or HE institution that offers mentoring and/or professional cooperation to both educators and student teachers of English from across the EU.	Please select which activities your institution is currently involved in. For each selected, briefly describe the specific initiative(s) undertaken by your institution.	Accepted/  More information required

## Section Two: INTRODUCING YOUR TEAM

Section	Descriptor	TEFE Criteria	Applicant's response	Assessment
2.1	Applicant's department	<p>Introduce your department / faculty / school</p> <p>Name of department head</p> <p>No. of staff</p> <p>No. of students</p> <p>No. of students studying to become future teachers of English (if you offer both BA and MA programmes, please provide numbers for both)</p> <p>Programmes offered (e.g., translation &amp; interpreting, etc.)</p> <p>Degrees offered (e.g., BA/MA in Philology, etc.)</p> <p>Department / School website</p>		Accepted/ More information required
2.2	Exchange visits – outgoing	<p>Average number of exchange visits undertaken by staff and/or future teachers of English to other educational establishments in an academic year</p>		Accepted/ More information required
2.3	Exchange visits - incoming	<p>Average number of exchange visits your institution (or department) offers to staff and/or future teachers of English in an academic year</p> <p>Briefly describe the type(s) of what type(s) of activities in which those staff and students are engaged.</p>		Accepted/ More information required

## Section Three: STANDARDS

Section	Descriptor	TEFE Criteria	Applicant's response	Assessment
3.1	TEFE Framework	Confirm your institution's commitment to the TEFE Framework for the Internationalisation of Teaching Practice and Employability (TEFE Framework).		Accepted/ More information required
		Describe how you intend to use the TEFE Framework in your institution.		Accepted/ More information required
3.2	TEFE logo and brand	<p>Average number of exchange visits your institution (or department) offers to staff and/or future teachers of English in an academic year</p> <p>Briefly describe the type(s) of what type(s) of activities in which those staff and students are engaged.</p>		Accepted/ More information required
3.3	Collaborative Online International Learning Platform (COIL)	Confirm that you will encourage staff and students to use the platform to facilitate future communication and collaboration across the TEFE partnership.		Accepted/ More information required

## Section Four: DECLARATION AND SUPPORTING DOCUMENTS

Section	Descriptor	Applicant's response	Assessment
4.1	Declaration	<p>I confirm that our institution commits to introducing and promoting the values of the TEFE initiative in our institution.</p> <p>Signature</p> <p>Name</p> <p>Position</p> <p>Date</p>	Accepted/ More information required
4.2	Comments	Please make any additional comments you wish to support your application:	Accepted/ More information required
4.3	Supporting documents / Information	Attach any supporting documents you feel support your application.	Accepted/ More information required

Thank you for submitting your application to become a TEFE Charter Institution. The core partners of the TEFE consortium will carefully consider your application and contact you in due time.