

iTongue Grundtvig Learning Partnership Agreement on project methodological baselines.

The project goal: taking written foreign language decoding further to audio decoding in order to enable foreign language acquisition during other activities without need for extra study time.

Project Partners:

1. Music Union e.V., Germany
2. Executive Solutions Training Ltd, the UK
3. Telšių švietimo centras, Lithuania
4. Agencja Usług Lingwistycznych LOGMAR, Poland
5. Associação de Pais e Encarregados de Educação da Escola Preparatória da Cova da Piedade, Portugal
6. Nevşehir Valiliği AB Projeler ve Dış İlişkiler Koordinasyon Merkezi, Turkey
7. TIÉD LEHET A VILÁG ALAPÍTVÁNY, Hungary
8. SolidArt, Switzerland

during their meeting in Lisbon on March 21, 2014 decide the following:

Apart from the obligations resulting from the application 2013-1-DE2-GRU06-16304 and the financial agreement each organisation signed with their own National Agency, partners make the following agreements:

1. **General commitment:** the partners undertake
 - to do their best to make iTongue a valuable meaningful learning experience for all partners in the spirit of friendship, mutual understanding such as support and gratitude as well as respect for each other.
 - to benefit from the project to increase their skills and qualifications and to contribute towards the production of the projects outcomes in order to „ *increase foreign language learning ...by the use of electronic tools for mobile learning ...based on neuroscientific research results*”
 - to strengthen the spirit of partnership through substantiated mutual support.
 - to ensure a maximum benefit of the project results for the wider community.
 - to contribute financially to common expenses.
2. **Finances:**
 - a) **In order** to avoid expenses especially for socially disadvantaged learners, the partners include in their work also the use of free sources and free software for sound, image and video production. The partners support each other by communicating such links to each other.
 - b) the partners contribute to
 - cultural programme suggested by the hosting organisation within Eur per mobility participant
 - the expenses to cover the project related years of the website.
 - the expenses of services they claim from other partners beyond their project cooperation.
 - the expenses of the product production and promotion such as CD, book & dissemination.
3. **Communication:** Partners agree to
 - answer emails within 3 days.
 - ensure subject lines are informative and provide a steer on the content, instead of being generic.
 - note the agreed deadlines into their own agenda to avoid omissions.
 - communicate a fix phone number. If using a mobile, they inform at the beginning of a call.
 - ask first the sender whether they understood correctly when disagreeing with something.
 - state substitute suggestions in the place of mere disagreements.
 - contact the respective person directly, when receiving a complaint about a third person. Partners are aware that issuing complaints about a third person to others will risk violating the defamation laws.
 - avoid commotion.
 - take major decisions with audit trail.
4. **Products**
 - a. Products are audio-decoded material based on written-decoding & recent neurological research results (application D). This consists of:
 - decoded written tables (Vera F. Birkenbihl method)
 - decoded audio files (neurodidactic-mnemotechnics)
 - decoded videos: audio-decoding synchronized with written-decoding
 - b. According to the application, English is the target language, other target languages are optional. Hereby the British partner is not limited to European languages, but may choose any languages that apply to the needs they meet.
 - c. Partners are responsible for appointing their own deadlines in compliance with the project timeline.
 - d. Before suggesting or using material, partners inquire about the license for texts, images and music, depending on the commercial and non commercial use.

- e. The project products as well as the master peaces of decoder trainees have to be available for free to the public as OER (Open Educational Resource). Any production beyond this will belong to post-project-production already, which can be sold by their producers. They will then have to respect the respective licenses for economic use.
- f. Partners contribute to concerted development of decoder training courses in compliance with neurodidactic requirements.

5. **Responsibilities:** Each partner institution is responsible for

- their own institution's contributions in terms of „efficient and correct functioning and the quality standards as well as the supervision of timing and realisation of the project related activities in their institution” (F.1).
- taking initiative if they need the support of others to complete their project outcomes.

Their partners hereby take responsible for their own achievements and discharge the coordinator and the partnership from any responsibility for their omissions in these respects.

6. **Operational objectives :**

Partners make use of their products in their own institution.

Partners take initiative to offer their products to other institutions.

Partners provide the partnership with best practice feedback gathered in both of these implementation activities in order to

- enhance the linguistic as well as the IT techniques of language decoding
- establish a certified training
- enable local trainees to start selling additional products
- mature the website as a tool for transnational production.

7. **Mobilities**

a) Partners pay their own accommodation and food expenses on providing invoices by the hosting organisation.

b) In support of the common activities, the partners respect the meeting dates as agreed to.

c) Before mobilities

- partners provide the host with the final details necessary for booking accommodation 2 months before the meeting / how many people, what kind of rooms.
- the hosting organisation arranges accommodation at reasonable prices and notifies partners 1 month in advance about the details /prices, location, how to get there from the airport etc./
- the host puts suggestions for cultural programme and quotes proces

c) During mobilities

- partners work on the project's goal.
- country coordinators meet to discuss current partnership issues, evaluate the project progress and plan future steps;
- minutes are taken during such meetings and sent to all partners within 5 days after the mobility;
- all participants of the mobility are asked to fill in a mobility feedback questionnaire in order to support the managerial progress of the consortium by their suggestions and to evaluate the activities, the accommodation etc.
- All participants of the mobility receive their mobility certificates on the last day of the mobility and organisations receive one mobility certificate listing all mobility participants of their institution and the milestones of the meeting to be presented to their National Agencies;

8. **Changes:**

b) Any additional activities, not included in Part G 2 of the project application must be agreed on by all partners with audit trail.

c) The partner who wishes to change something laid down in the application

- defines the change in writing and asks the agreement of the partners
- writes the respective letter to be sent to the agencies

d) The partner who wishes to change other agreements of the consortium

- defines it in writing and asks the agreement of the partners
- takes the measures necessary for the realization of the change