



★ Jan Amos Comenius Prize ★

FOR HIGH QUALITY TEACHING
ABOUT THE EUROPEAN UNION

RULES OF CONTEST

EUROPEAN COMMISSION
Directorate-General for Education, Youth, Sport and Culture
Directorate A – Policy, Strategy and Evaluation
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1. Rationale and objectives of the Prize

Survey results concerning citizens' understanding and knowledge of the European Union are a source of concern. For example:

- 56% of Europeans feel they are not well informed about EU matters¹;
- 39% of Europeans do not understand how the European Union works;
- only 35% of pupils aged 14 correctly know who votes to elect MEPs;
- Less than half of voters younger than 24 voted in the 2019 European elections (42%).

Although young people hear about the European Union from various sources, **schools** sit at the heart of what young Europeans learn about it. They can promote critical awareness of the European Union and a sense of belonging to it.

For this reason, the European Parliament proposed to award the “**Jan Amos Comenius Prize for high-quality teaching about the European Union**”². The prize aims to encourage, reward and provide recognition and visibility to the work of secondary schools that:

- **Help their students, in ways that inspire, to gain substantial knowledge and understanding of the European Union:** its history; its fundamental values and aims; its actions and policies; the functioning of its institutions and its decision-making processes.
- **Invite their students to reflect critically about Europe's past, present and future** as well as the benefits and challenges of the European Union.
- **Enhance the pupils' motivation to participate in the democratic processes** that shape the future of the European Union and their attachment to its fundamental values.

In the same spirit, the 2018 Council Recommendation on promoting common values, inclusive education and the European dimension of teaching³ invited the Member States to step up their efforts to promote the common values enshrined in article 2 of the Treaty of the EU⁴. The Recommendation put teaching and learning about the EU at school firmly on the policy agenda.

In its Sibiu Communication *Europe in May 2019*⁵, the European Commission stressed again the importance of enhancing the citizens' understanding of the EU, including through teaching and learning about the EU at all levels of education.

¹ Standard Eurobarometer 90, autumn 2018.

² The “Jan Amos Comenius Prize for high-quality teaching about the EU” is published on the basis of *Title IX of the Financial Regulation** and foreseen in the 2019 annual work programme for the implementation of Pilot Projects and Preparatory Actions in the area of education, youth, sport and culture** published on 12 March 2019.

* REGULATION (EU, Euratom) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

** <https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/2019-annual-work-programme.pdf>

³ [https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1528379535771&uri=CELEX:32018H0607\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1528379535771&uri=CELEX:32018H0607(01))

⁴ Respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of persons belonging to minorities.

⁵ https://ec.europa.eu/commission/sites/beta-political/files/euco_sibiu_communication_en.pdf, (p.51).

Good practices of teaching about the European Union exist across the EU. They must be recognised. This prize will help identify and reward an example of good practice in teaching about the European Union from each EU Member State. It will showcase and help spread these successful practices and make them serve as examples for schools in the same Member State and beyond.

To this end, this contest will award up to twenty-eight prizes of 8,000 EUR each, in separate lots, **one prize per EU Member State**.

Prizes will be awarded to schools that use engaging and impactful approaches to enhance their students' knowledge and understanding of the European Union, such as:

- **activities enabling students to experience European cooperation;**
- **active and participative** teaching methods;
- **activities that are well integrated into the curriculum** and connect to different subject areas and other school activities;
- **activities that reach out to the wider school community.**
- activities that are organised with **regularity** and show the school's **commitment to continue** to teach about the European Union in ways that inspire.

2. Who can apply - Eligibility criteria

- 1) The contest is only open to **secondary schools**⁶ established and based in the European Union. Pre-primary or primary schools are not eligible to apply. Individuals (including individual teachers) are not eligible to apply; only secondary schools can apply.
- 2) Secondary schools that have received EU funding or another prize from the European Union Institutions **for the same work/activity with which they would apply for this prize** are not eligible. Secondary schools that have received EU funding or a prize for **other** work (different from the work with which they would apply for this prize) are eligible to apply.
- 3) Secondary schools that depend financially on funding from the EU budget for their operation are not eligible to apply.
- 4) Each secondary school can only submit one single application.
- 5) The work/activity with which the school is applying for the Prize must have been implemented either in the school year **2018-2019** or **2019-2020, and in any event prior to the deadline for applications**. Works that are still in preparation/not implemented by the deadline for applications are not eligible. Works that started being implemented in the course of these two school years and are still ongoing/still being implemented at the time of application are eligible.

⁶ These can be schools of general, vocational or technical education or any other type and level of "secondary school" defined and recognised as such by the national education authorities in an EU Member State.

The eligibility criteria must be complied with during the whole duration of the Contest and up until the Commission's award decision⁷.

3. Award criteria

A minimum total score of 70/100 is required.

The prize will be awarded to the winning application in each Member State that best addresses the objectives set out in section 1. The applications will be assessed separately in lots per each Member State and against the following criteria:

CRITERION 1: Quality and relevance of the work/activity (max. 50 points)

- 1) Is the work/activity proposed for the Prize addressing directly the objectives of the prize?
- 2) Is the work/activity that is proposed for the Prize ambitious in terms of scope?
- 3) Is the work/activity that is proposed for the Prize objective and evidence-based, showing balance of different perspectives?
- 4) Are the teaching methods used engaging? Are they active and participative? Do they allow students in this school to experience European cooperation?
- 5) Does the work/activity that is proposed for the Prize show innovative elements or combine existing approaches in an innovative way?

CRITERION 2: Impact of the work/activity and outreach (max 50 points)

- 1) Did the work/activity that is proposed for the Prize engage **an important number** of pupils? Is the application providing **evidence** of this?
- 2) Is the work/activity proposed for the Prize a regular or permanent activity of the applicant school? Is it an integral part of the curriculum in the applicant school?
- 3) Does the work/activity that is proposed for the Prize have a positive spillover effect on the overall culture of the applicant school and a potential to serve as an example for other schools in this Member State?
- 4) To which extent is the work/activity that is proposed for the Prize transferable, scalable, suitable for synergies and for use by other schools in this Member State or in other EU Member States without prejudice to copyright?
- 5) Has the school worked to extend the knowledge and understanding of the European Union acquired at the school beyond teachers and pupils to the wider community?

Applicants are expected to provide tangible and measurable **evidence** about the impact that the work that is proposed for the Prize has had or is having, with appropriate **indicators of achievement**, such as for example, the number of pupils participating in the work/activity.

⁷ **For British applicants:** Please be aware that the eligibility criteria must be complied with until the award decision is signed by the European Commission (this follows soon after the assessment of the applications). If the United Kingdom withdraws from the EU before the award decision is signed without having concluded an agreement with the EU ensuring that British applicants continue to be eligible, UK schools will cease to be eligible to receive this Prize.

4. Application, submission, deadlines and evaluation procedure

The procedural indicative timeline is:

Stages	Specific date and time or indicative period
Publication of the Call for Applications	November 2019
Deadline for submitting applications	06 February 2020 at 17:00 CET
Assessment of the applications	March/April 2020
Information to applicants	April/May 2020
Award of the prizes	May 2020

Applications must be submitted **online** (exclusively).

Incomplete applications will be considered inadmissible if mandatory parts of the application form are not duly completed.

No changes or additions to the application (including changes in the video that applicants are required to submit) are allowed after the deadline.

If there is a need to clarify certain aspects, the Commission may contact the applicant after the deadline.

Please avoid sending your application on the last day or during the last hours before the deadline. This risks technical problems which may result in making you miss the deadline.

A set of Frequently Asked Questions (with their replies) is available on the Call web page.

Applicants may send questions to **eac-janamoscomenius-prize@ec.europa.eu** until **Friday 31 January 2020**. There is no guarantee that questions received after that date will be addressed before the deadline for applications.

Independent external evaluators will be appointed by the European Commission to assess the applications and advise the European Commission, which is responsible for the final selection of the winners.

The prize certificates will be conferred in 2020. This may happen at award ceremonies in each Member State in the context of celebrations around the 9th May.

The winners may be asked in the future to take part in public events organised by the European Commission or other EU institutions.

While the participating schools are responsible for preparing and sending the application⁸, all actors of the school life may collaborate to help a school prepare its application (school head; teachers; pupils; other actors that the school is collaborating with in order to improve the way in which the school teaches about the EU, such as, for example NGOs, foundations, universities, pupils' parents, etc.).

⁸ In some Member States, schools may need to obtain authorisation from national or regional authorities for their participation in this contest. In any such case, it is the applicant school that remains responsible for the preparation and submission of the application and it is up to the school to complete any procedural arrangements of this kind if they are necessary.

The application has two parts:

PART 1: Information provided by the school through the online application form that is available on the contest announcement webpage.

While the application form is available only in English, applicants can complete their application in their own language⁹. Any other information or material that the applicants wish to submit as part of their application or to make available through links they give in their application can also be in the applicant's own language. This includes any information on the actual content of the work/activity that is proposed for the Prize (such as, for example, lesson plans and teaching content and material that is used to teach and learn about the EU at this school).

The application form allows the submission of a limited amount of information about the work/activity that you are proposing for the Prize. Therefore, in addition to the text that you can type in the text boxes provided, the application form is asking you to provide (in a separate box) one or more **web links** at which the evaluators will be able to find more information about the work/activity you are proposing for the Prize. Please note that all web links that are not working/are outdated/require membership and a login password will be considered invalid and will not be taken into consideration¹⁰.

Applicants are not allowed to send additional information or material to the European Commission by e-mail, post or other means to support their application; any material sent in such ways will not be considered.

PART 2: A video (one, single video).

The video is an integral part of the application. Its main purpose is to show what and how the pupils learn about the European Union at this particular school, their level of engagement and the teaching/learning methods that are used.

The video may explain/show the role of the various actors of the school life in the processes of teaching and learning about the European Union. Very importantly, it should include the perspective of the **pupils** who are expected to show, describe and explain their experience of learning about the European Union at this particular school.

The narrative of the video should not be a mere repetition/read-out of the text in Part 1 of the application.

The video can be in any of the 24 official languages of the European Union.

The video must be in MP4 format with a resolution of 720. Its duration should not exceed 6 minutes.

The video should be hosted by an existing website (such as, for example, the applicant school's website) or by a new website created by the applicants for this purpose. The application form is asking applicants to provide the relevant url link.

⁹ In any of the 24 official EU languages: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

¹⁰ The only exception to this rule may be the password that may be necessary in order to access the video applicants are required to submit (see next section for more details).

If the video is protected by a password or other restrictions, these must be given to the Commission (there is a question about this on the online application form). They will be needed in order for the evaluators to have access to the video. The evaluators are bound by strict confidentiality rules.

Please note that the date and time of uploading the video on this website must be prior to the deadline for applications. If a video is found to have been uploaded after the deadline, the corresponding application will be rejected.

There is no requirement/obligation for the videos to be of professional quality or shot with professional equipment and expertise.

Videos that are sent to the Commission by other means (for example, as attachments to e-mails or commercial web-based file-transferring tools such as WeTransfer) will not be considered and the relevant application will be rejected.

By submitting an application, applicants represent and warrant to the European Commission that:

- (i) they have obtained written consent from any identifiable individuals aged 18 or above and/or from the minor's holder of the parental responsibility if any minor is depicted in the application (or each component thereof);
- (ii) their submission will not give rise to any claims of infringement, invasion of privacy or publicity, or infringe on any rights and/or interests of any third party, or give rise to any claims whatsoever, nor violate any applicable law or regulation. It is the applicants' responsibility to ensure that the necessary consent has been obtained.

Applicants must retain all release forms obtained as they may be asked to prove that consent has been given. In the event that applicants submit material for which they do not have the appropriate permissions, applicants accept liability for any and all resulting consequences.

5. Amount of the prizes

This contest will award up to **twenty-eight (28) prizes of 8,000 EUR each**, one per EU Member State.

However, as already mentioned in section 2, if the United Kingdom withdraws from the EU before the award decision is taken without an agreement ensuring that UK applicants continue to be eligible, UK secondary schools will cease to be eligible for this prize. In this case, the maximum number of prizes will be 27 (instead of 28) but the amount per prize will remain the same (8,000 EUR).

If there is no application that reaches the minimum total score from one or more EU Member States, the corresponding surplus budget will not be re-assigned to allow for more than one prizes to applicants in other EU Member States.

The money of the prizes goes to the winning schools (not to individuals). The amount of the prize will not be linked to any costs incurred by the winners.

The applicants hereby agree and accept that by winning, they may incur taxes, duties or other levies including but not limited to any award tax, under any applicable laws and regulations. The applicants hereby accept to bear any such tax, duty or other levy.

6. Payment arrangements

The prize money will be paid to the winners in one instalment by transfer to their bank account, provided all the requested documents have been submitted. The payment is planned to be completed within 2020. The legal entity validation and bank account details of the winners may be requested after the notification of the decision to award the prize.

7. Documents

The mandatory supporting documents are set out in the application form.

In order to assess the applicant's eligibility, the following supporting documents will be asked:

- An official document proving the legal status of the legal entity i.e. that the applicant is a secondary school, defined and recognised as such by the national education authorities in the EU Member State where it is based;
- Declaration on Honour on conformity with the eligibility and exclusion criteria and on non-previous EU funding (or prize) for the same work/activity.

Participants may be asked at a later stage for further documents (for example: legal entity validation, bank account form, additional justifying documents to support eligibility, etc.).

8. Promoting the prize - Visibility of EU funding - Publicity and intellectual property rights

8.1 Publicity by the Prize winner(s)

The winner(s) may promote the Prize and its results, by providing targeted information to various audiences (including the media and the public) in a strategic and effective manner.

Unless the Commission requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) must:

- a) display the EU emblem¹¹ and
- b) include the following text: "*xxxxx (name of the winner) has been awarded the Jan Amos Comenius Prize for high-quality teaching about the European Union*".

When displayed together with another logo, the EU emblem must have appropriate prominence.

For the purposes of promoting the prize, the winner(s) may use the EU emblem without first obtaining approval from the Commission. This, however, does not give it the right to exclusive use.

Moreover, the winner(s) may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means.

¹¹ http://europa.eu/about-eu/basic-information/symbols/flag/index_en.htm

8.2 Publicity by the Commission, intellectual property rights and third parties' rights

The Commission will publish the name of the winning schools, mentioning their country and locality, the amount of the prize and a summary description of the award-winning works/activities (probably also the videos submitted by the winners or parts of them). By submitting their application, the applicants declare that they allow this publication.

All applicants including the winners retain full ownership of the intellectual property rights related to the video submitted to the European Commission as part of their application.

By submitting their application the applicants confirm that by submitting text, videos, images or other material, they represent and warrant that they are the sole authors and right holders of the submitted materials and that they do not violate any copyright, right of privacy, image right, or any other right of any third party. In addition, by submitting their application, the applicants accept and consent that in the event of being awarded the prize:

- The European Commission may use without restrictions in all types of publications, in any form of televisual broadcasting or communication via the Internet or social media information relating to the work/activity and documents, notably summaries for publication and deliverables as well as any other material (such as pictures or audio-visual material) that it receives from the winner(s) as part of their application.
- The European Commission may translate, reproduce and authorise the distribution of such information submitted by the applicants to the public.
- Third parties (such as other schools) may access, use, reproduce or disseminate the information and material related to the prize-winning works/activities that is made public by the European Commission (including any audio-visual material), freely but with acknowledgement of the copyright of the owners of the material (the prize-winning school) and exclusively for information and education purposes.
- The Commission may store and archive information relating to the work/activity that is submitted by the applicants (including audio-visual material) in the European Union's databases accessible to the public online.
- Photos and videos taken by the European Commission either during an award ceremony or in its preparation are the sole property of the Commission. By submitting their application, participants to any relevant award ceremony (winning applicants and/or representatives of the winning applications) give their consent for the use of this material by the European Commission for promotional reasons.

If the submitted materials contain third party works, by submitting their application applicants declare to have obtained all the necessary rights, which permit the Commission to use the submitted materials as specified above. The Commission has the right to request evidence of third parties' rights clearance at any time. Applicants assume full responsibility for any damage or loss due to the participants' violation of third parties' rights. In this respect, the prize winners will be invited to fill in an intellectual property rights declaration and submit it to the Commission before the payment of the prize money.

9. Exclusion criteria

Participants will be excluded if they (or one of them or key persons that have power of representation, decision-making or control over them)¹²:

- have been subject to a final judgment or final administrative decision concluding that an entity has been created in a different jurisdiction with the intent to allow the participant to circumvent its fiscal, social or any other legal obligations;
- have been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of such proceedings or a similar procedure under national law;
- have been guilty of grave professional misconduct proven by any means which the EU bodies can justify (including by decisions of the European Investment Bank and international organisations);
- are not in compliance with all their obligations relating to social security contributions and taxes (in accordance with the legal provisions of the country in which it is established, with those of the country of the authorising officer responsible and those of the country where the activity is to be implemented);
- have misrepresented information required for participating in the contest or fail to submit such information.
- have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity that is detrimental to the EU's financial interests;
- are subject to a conflict of interests in connection with the Prize;
- are subject to an administrative penalty for misrepresenting the information required for participating in a procurement procedure or another grant award procedure or failing to supply this information, or declared to be in serious breach of its obligations under contracts or agreements covered by the EU budget;
- have been granted or have granted, have sought, have attempted to obtain, or have accepted an advantage, financial or in kind, to or from any party whatsoever, where this constitutes an illegal practice or involves corruption, either directly or indirectly and is an incentive or reward relating to the award of the prize.

¹² See articles, 136, 141, 142 and 143 of the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

10. Processing of personal data

10.1. Processing of personal data by the Commission

Any personal data will be processed by the Commission under Regulation No 2018/1725¹³ and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission (publicly accessible in the DPO register).

Such data will be processed by the "**data controller**", Unit A1 – the Directorate General for Education, Culture, Youth and Sport- of the European Commission for the purposes of the award, implementation and follow-up of the prize or for protecting the financial interests of the EU (including checks, audits and investigations; see below under point 14).

The persons whose personal data are processed have the right to access, rectify or erase their own personal data and the right to restrict or, where applicable, the right to data portability or the right to object to data processing in accordance with Regulation (EU) No 2018/1725. For this purpose, they must send any queries about the processing of their personal data to the data controller, via the e-mail address eac-janamoscomenius-prize@ec.europa.eu. They also have the right to have recourse at any time to the European Data Protection Supervisor (EDPS).

The winner(s), at the time of application, explicitly consented that the European Commission publishes (in whatever form and medium) the following information:

- a) Winner's name;
- b) Winner's Member State of origin;
- c) Amount of the Prize;
- d) Brief summary description of the award-winning work/activity.

10.2. Processing of personal data by the applicants

The applicants must process personal data in compliance with applicable EU and national law on data protection (including authorisations or notification requirements, if any).

The applicants may grant their personnel access only to data that is strictly necessary for the award, implementation or follow-up of the prize. The applicants must ensure that the personnel authorised to process personal data has committed itself to confidentiality or is under appropriate statutory obligation of confidentiality.

The applicants must inform the personnel whose personal data are collected and processed by the Commission. For this purpose, they must provide them with the service specific privacy statement(s) (SSPS) (see in the application form), before transmitting their data to the Commission.

¹³ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

11. Ethics

The activities must be carried out in compliance with:

- a) ethical principles and
- b) applicable international, EU and national law.

12. Conflict of interest

The participants must take all measures to prevent any situation where the impartial and objective award of the prize is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ("**conflict of interest**").

They must inform the Commission without delay of any situation constituting or likely to lead to a conflict of interest and immediately take all the necessary steps to rectify this situation.

The Commission may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

13. Liability for damages

The Commission shall not be held liable for any damage caused or sustained by any of the participants or to third parties as a consequence of or during the implementation of the activities related to the contest.

14. Checks, Audits and Investigations

The participants accept that, if they are awarded a prize, the Commission, the European Anti-Fraud Office and the Court of Auditors may carry out checks and audits in relation to the contest and the received prize.

15. Withdrawal of the prize – Recovery of undue amounts

The Commission may withdraw the prize and recover all payments made, if it finds out that:

- a) false information or fraud or corruption was used to obtain it;
- b) a winner was not eligible or should have been excluded;
- c) a winner is in serious breach of their obligations under these Rules of Contest.

16. Administrative and financial sanctions

If a participant has committed irregularities or fraud or has made false declarations, the Commission may also:

- a) exclude the participant from all contracts, grants and contests financed from the EU budget for a maximum of five years (or 10 years in case of repetition) and/or
- b) impose a financial penalty between 2% and 10% of the value of the prize (or between 4% and 20% in case of repetition).

17. Cancellation of the contest

The Commission may cancel the contest or decide not to award a prize — without any obligation to compensate participants, if:

- no applications are received
- a winner is not found (no application passes the evaluation threshold), or
- the winner(s) are not eligible or must be excluded.

18. Applicable law and competent jurisdiction

The contest is governed by the applicable Union law complemented, where necessary, by the law of Belgium. The General Court or, on appeal, the Court of Justice of the European Union, shall have sole jurisdiction to hear any dispute between the Union and any participant concerning the interpretation, application or validity of the rules of this contest, if such dispute cannot be settled amicably. For participants that are International organisations such disputes with the Commission relating to the Contest must - if they cannot be settled amicably- be referred to arbitration. The Permanent Court of Arbitration Optional Rules for Arbitration Involving International Organisations and States in force at the date of entry into force of the Contest will apply.

19. Evidence upon request

The Commission may request information and applicable evidence as indicated under section V "*Evidence upon request*" in the Declaration on Honour.

20. Contact

For questions specifically relating to this Prize, please contact:
eac-janamoscomenius-prize@ec.europa.eu

