Confédération Européenne des Centres de Langues dans l'Enseignement Supérieur

European Confederation of Language Centres in Higher Education

Europäischer Verband der Hochschulsprachenzentren

Secrétariat Général

Secretary General

Generalsekretariat

Åbo Akademi University
Language Centre
Tehtaankatu 2
FI-20500 Turku
Finland
tel. +358 469 216 003
e-mail: generalsecretariat@cercles.org
website: http://www.cercles.org

CercleS Executive Committee Meeting
24 March 2025: 16:00-17:30 CET / 17:00 Finnish time, via Zoom

Agenda

- **Approval of EC minutes of 28 Jan 2025 / Update on action points (See minutes of 28 Jan 2025)**

Update from President

a. .XIX CercleS Conference 2026 applications

The following applications have been received to host the 2026 CercleS Conference:

1. From AICLU: formal application by *Università degli Studi di Roma Foro Italico*

2. From ACLES: interest from the *University of Navarra (Pamplona)* and *University Isabel I (Burgos)*. Zaan wrote to Juana, asking that ACLES chooses one application to submit to the CC for consideration at the meeting in May.

3. From prospective member: *Université de Namur (Belgium)*

b. Collaborations and cooperation

The following requests for collaboration have been received:

1. International Association for Language Learning Technology
A meeting was held between Julia and Mia and Felix Kronenberg. See minutes of meeting in the folder of this EC meeting.
→ Feedback and decision

2. Akdem Publishing about Arabic language education
A mail was sent on 30 Jan to offer participation at the next CercleS Conference and they replied with a request for collaboration before then. See the correspondence in the folder of this EC meeting.
→ Feedback and decision

4. Libertas International University in Zagreb, Croatia. See the correspondence in the folder of this EC meeting.
→ Feedback and decision

Community of Practice (CoP) FOREU4ALL framework. See Libor's mail of 10/2 in the folder of this EC meeting.
→ Feedback and decision

c. Policy regarding withdrawal from courses/training sessions

A colleague from the University of Oxford, who had registered and paid for the Boost training, requested withdrawal based on medical grounds (medical certificate provided) and asked for a refund of the 300 euro fee. Julia and Sabina decided that she could be refunded two-thirds of the amount.
Issue to be discussed: Do we allow withdrawal and refunds? What about reasons such as medical and teaching schedules (that staff cannot control)? →

Presidency
Dr Julia Zabala Delgado | Centro de Lenguas | Universitat Politècnica de València |
Camí de Vera, s/n | Edificio 4P | 46022 Valencia, Spain
tel. +34 96 387 70 00 | e-mail: juzadel@upv.es
General Secretariat
Dr Mia Panisse | Åbo Akademi University | Language Centre |
Tehtaankatu 2 | FI-20500 Turku, Finland
tel. +358 469 216 003 | e-mail: generalsecretariat@cercles.org

CercleS is a Non-Governmental Organisation affiliated to the Council of Europe

Meetups

Leadership meetups
Host & Chair: Libor
Feedback on meetups of 24 Feb and 17 Mar

Teachers' meetups
Host & Chair: Tom
Feedback on meetup of 10 Mar

a. Upcoming webinars/workshops

9 Apr: webinar on English as Medium of Instruction – hosted by FG EMI
29 Apr: How to follow UNESCO's goals of education for sustainable development – hosted by FG LSP
14 May: webinar on scenario-based assessment – hosted by FG Assessment and Testing

Update from Vice-President

a. CercleS LinkedIn page

What is the link to share? https://www.linkedin.com/company/cercles-europe/ ?
First posts? AKS post-conference? NUT post-conference? ACLES - conference advertisement
What kind of things do we want to post? Focus Group webinars? Open to non-members?

b. EU Commission budget - consultations

If we would like to be heard, we can leave our opinion on the importance of languages…
https://ec.europa.eu/info/law/better-regulation/have-your-say/initiatives/14523-EUs-next-long-term-budget-MFF-EU-funding-for-cross-border-education-training-and-solidarity-young-people-media-culture-and-creative-sectors-values-and-civil-society_en

Update from Secretary General / assistant

a. Membership applications (See applications in the folder of this EC meeting)

1. *Centres de Langues Universitaires de Belgique francophone (CLUB)* would like to join as a National Association.
Issues to consider: how many universities do they represent? Do they want to join CercleS via Ranacles or join CercleS independently? →Tom: the idea is to avoid going through Ranacles.
Tom: statutes 3.1 final sentence. Can we describe NUT and CLUB as two different language communities, and therefore avoid a modification of the statutes?

2. *Libertas International University in Zagreb, Croatia* has submitted a form for associate membership

3. *Croatian Association*: They have individual membership, as is the case with CASALC SK. They currently have three centres as paying institutions.
Issues to consider: do they join as a National Association (thus representation on Coordinating Committee), or do they join as separate associate members (for example: we have three AMs each in Greece, Romania, and Ukraine). →

Question: Possibility of accepting associate members from countries where there is an association. →

Presidency
Dr Julia Zabala Delgado | Centro de Lenguas | Universitat Politècnica de València |
Camí de Vera, s/n | Edificio 4P | 46022 Valencia, Spain
tel. +34 96 387 70 00 | e-mail: juzadel@upv.es
General Secretariat
Dr Mia Panisse | Åbo Akademi University | Language Centre |
Tehtaankatu 2 | FI-20500 Turku, Finland
tel. +358 469 216 003 | e-mail: generalsecretariat@cercles.org

CercleS is a Non-Governmental Organisation affiliated to the Council of Europe

Excerpt from the CercleS Statutes (2020):

III (Membership) Article 3
The Association shall consist of these different following classes of members:
3.1 Full members and institutional members
Full Members are non-profit institutions, associations and other bodies, which represent Language Centres in Higher Education in individual European countries, language communities, or transnational associations.

Full members are composed of Language Centres. Each of these Language Centres is an institutional member of the Association. Institutional members are thus members of full members that have registered with CercleS via the full member to which they belong.

No more than one full member shall be admitted to represent any one country, language community, or transnational grouping.

3.2 Associate members
Associate Members are other non-profit institutions, associations and other bodies, which support CercleS in the realisation of its aims.

b. Next newsletter (last newsletter on 19 Feb)
Content: webinars, teacher training week, …?
Date to be sent: suggested Wednesday 26 Mar

c. E-bulletin (June 2025)
Content: Reports by the President, Vice-President, General Secretariat, Treasury, …?

Update from Treasurer

a. Membership fees for 2025
Membership fee invoices/debit notes to be sent out beginning of April
In 2022, the CercleS EC decided that one way of supporting Ukrainian colleagues was to provide a community of practice and invite them as associate members, and to waive their membership fees for the year. The decision to waive membership fees was also taken in 2023 and in 2024. We currently have three Ukrainian associate members.

- Ukrainian Catholic University: School of Ukrainian Language and Culture,
- Ukrainian Catholic University: Center for Modern Languages,
- Foreign Languages Intensive Study Centre, Zaporizhzhia National University

→ Should we waive their membership fees for 2025?

Who will send out the mail to NAs and AMs? Tom: GenSec
Revision of the mail that was sent in 2024?
Payment deadline?

b. Support for Focus Groups
The FG EMI contacted Julia regarding a grant for their upcoming one-day workshop. We currently have a policy in place of giving FGs 500 euro per year for FG meetings and activities. Do we want to amend this policy in terms of amount or types of activities? Tom: increase to €1000 if major international event.

Presidency
Dr Julia Zabala Delgado | Centro de Lenguas | Universitat Politècnica de València |
Camí de Vera, s/n | Edificio 4P | 46022 Valencia, Spain
tel. +34 96 387 70 00 | e-mail: juzadel@upv.es
General Secretariat
Dr Mia Panisse | Åbo Akademi University | Language Centre |
Tehtaankatu 2 | FI-20500 Turku, Finland
tel. +358 469 216 003 | e-mail: generalsecretariat@cercles.org

CercleS is a Non-Governmental Organisation affiliated to the Council of Europe

Requests should be via a form sent to generalsecretariat@cercles.org
Is there a form that FGs can complete to apply for support/grants? Tom to provide list of information required, for Zaan to create form (Excel template preferably). List now on drive in this meeting's folder.

AOB

a. **Update on RANACLES/CercleS Teacher Training Week 2025 (Marseille): Tom: ready to launch**
   To be discussed:
   a. Update on programme
   b. Promotion to members
   c. EC meeting

b. **Upcoming EC meetings**

Action points:
→ **Mia** to send minutes to EC
→ **Zaan** to upload agenda and minutes to website

Presidency
Dr Julia Zabala Delgado | Centro de Lenguas | Universitat Politècnica de València |
Camí de Vera, s/n | Edificio 4P | 46022 Valencia, Spain
tel. +34 96 387 70 00 | e-mail: juzadel@upv.es
General Secretariat
Dr Mia Panisse | Åbo Akademi University | Language Centre |
Tehtaankatu 2 | FI-20500 Turku, Finland
tel. +358 469 216 003 | e-mail: generalsecretariat@cercles.org

CercleS is a Non-Governmental Organisation affiliated to the Council of Europe