1. Who can submit a best practice?

FOCO welcomes submissions on the use of ICT by any professional or academic institution in the field of foreign language teaching.

2. What kind of best practices can be submitted?

FOCO aims to collect examples of an inventory of best practices in foreign language teaching in any context and educational level, and for any target student population. Best practices need to relate to the use of ICT to foster teaching excellence, both as an instructional tool and as an innovation in teaching methodology.

According to UNESCO, a BEST PRACTICE in education involves a new and creative solution, with a visible and positive impact that can deliver a sustainable effect and serve as a model for developing actions, initiatives or policies in other contexts. In other words, best practices are innovative, effective, sustainable, and replicable.

3. What languages?

FOCO welcomes best practices in all languages which makes it the FIRST MULTILINGUAL and GLOBAL repository.

4. Is there a deadline to submit a good practice?

You can submit your best practice at any time. The international expert panel will make a decision thereafter, and in a maximum of 30 days, your best practice will be ready to be published.

5. Steps to share a best practice

FIRST STEP: Sign up with FOCO by clicking on GET INVOLVED. The sign-up process is easy and straightforward. After registration, you will have access to your user page where you can manage all your practices.

SECOND STEP: Fill in the form SUBMIT A NEW PRACTICE. The collected data provide the community with information on how you implemented your teaching initiative (summary, objectives, results, resources…). It also allows users to perform searches in our catalog (language, institution, technology, tool…). You can access this form as many times as needed. You can also edit and modify it until you consider it is ready for submission. For your convenience, the form is available in English, French, German, Italian, Portuguese, and Spanish.

THIRD STEP: Once the form is complete, send it to our committee made up INTERNATIONAL EXPERTS. They will send you their evaluation within a short period of time. If their evaluation is positive, your practice will be automatically uploaded to the repository. You will be able to access it on the Catalogue of Best Practices website and download a PDF document that you can share as a publication on educational innovation. This document will be automatically uploaded to one of the GREDOS communities (https://gredos.usal.es). GREDOS is one of the largest international document repositories accessible via the most important search channels (Google Academics, Europeana, OpenAire, Recolecta…).

In the event that the evaluation is not positive, the Committee will share with you a series of recommendations so your practice can be included in FOCO. During this process, you can rely on the support services provided by the editorial board at foco@usal.es.

6. Who evaluates a best practice?

All best practices are evaluated by our Evaluation Committee of international experts from the seven universities involved in the E-LENGUA Project (E-Learning Novelties towards the Goal of a Universal Acquisition of Foreign and Second Languages): Universidad de Salamanca, Università degli Studi di Bologna, Universidade de Coimbra, Universität Heidelberg, Université de Poitiers, and Trinity College Dublin. Evaluators are selected based on the best practice language and topic. Evaluations are based on the UNESCO quality criteria: INNOVATION, IMPACT, SUSTAINABILITY, REPLICABILITY, FACTIBILITY, AND TRANSVERSABILITY. Evaluation is either positive or negative, as we mentioned above. In case of a negative evaluation, the evaluation committee will let you know how to improve your practice so it can be included in FOCO. The whole evaluation process is carried out via your FOCO user page.

7. How to share FOCO contents (Licenses/References)

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