

Selected bibliography

- Alderson, C. and Beretta, A. (eds) (1992), *Evaluating second language education*, Cambridge University Press.
- ALTE, "The Code of Practice", www.alte.org.
- Arnsdorf, D., Endt, E., Massoudi, G., Paul, R. and Veress, B. (2006), *Fokus Grundschule* (DVD und Begleitheft), Cologne, Gilde-Verlag.
- Boydell, T. and Leary, M. (1996), *Identifying training needs*, Training Essentials Series, London, Institute of Personnel and Development (IPD).
- Anthony, A.R. and Hertzlinger, R.E. (1989), "Management control in non-profit organizations", in Levacic, R. (1989), *Financial management in education*, Milton Keynes, Open University Press.
- Bramley, P. (1996), *Evaluating training effectiveness. Benchmarking your training activity against best practice*, 2nd edition, McGraw-Hill Training Series.
- Calder, J. (1995), *Programme evaluation and quality. A comprehensive guide to setting up an evaluation system*, Cogan Page.
- Cohen, L., Manion, L. and Morrison, K. (2000), *Research methods in education*, 5th edition, London and New York, Routledge Falmer.
- Coste, D., North, B., Sheils, J. and Trim, J. (2001), *Gemeinsamer europäischer Referenzrahmen für Sprachen: lernen, lehren, beurteilen*, Council of Europe, Goethe-Institut, Langenscheidt.
- Council of Europe (2001), *Common European Framework of Reference for Languages: learning, teaching, assessment*, Council of Europe and Cambridge University Press – further references and support materials on the Council of Europe website: www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/documents.html.
- Craft, A. (1996), *Continuing professional development. A practice guide for teachers and schools*, Routledge.
- EAQUALS-ALTE, "EAQUALS-ALTE European Language Portfolio", the electronic version in English and French is available at: www.equals.org.
- EAQUALS Guide to the Inspection Scheme (version 4.3/1999 and version 5.2/2004) is available at: www.equals.org.
- EAQUALS, the Code of Practice and the charters are available at: www.equals.org.
- EFQM (2002), *Quality in education: school self-assessment using the excellence model and improvement techniques*, software, Lloyds TSB.
- European Commission (2000), "European report on the quality of school education: 16 quality indicators".

- Everard, K.B. and Morris, G. (1996), *Effective school management*, London, Paul Chapman Publishing Ltd.
- Fetterman, D.M. (2001), *Empowerment evaluation*, Thousand Oaks, London, New Delhi, Sage Publications.
- Fish, D. (ed.) (1995), *Quality learning for student teachers*, David Fulton Publisher.
- Fullan, M. (2001), *Leading in a culture of change*, San Francisco, Jossey-Bass.
- Furlong, J. and Oancea, A. (2005), "Assessing quality in applied and practice-based educational research – A framework for discussion", Oxford University Department of Educational Studies (available at: www.aare.edu.au/05papc/fu05018y.pdf).
- Glaboniat, M., Müller, M., Rusch, P. and Wertenschlag, L., *Profile Deutsch A1-C2*, Langenscheidt.
- Heyworth, F. (2003a), *The organisation of innovation in language education. A set of case studies*, Graz/Strasbourg, ECML/Council of Europe Publishing.
- Heyworth, F. (ed.) (2003b), *Challenges and opportunities in language education. The contributions of the European Centre for Modern Languages 2000-03*, Graz/Strasbourg, ECML/Council of Europe Publishing.
- Hoeth, U. and Schwarz, W. (2002), *Qualitätstechniken für die Dienstleistung*, Munich and Vienna, Carl Hanser Verlag.
- Horne, H. and Pierce, A. (1996), *A practical guide to self development & appraisal in schools*, London, Kogan Page.
- Hughes, S.P. (2004), "Searching for effectiveness in ELT", *Porta Linguarum: Revista Internacional de Didáctica de las Lenguas Extranjeras*, 1 (1).
- Impey, G. and Underhill, N. (1994), *The ELT manager's handbook*, Teacher Development Series, Oxford, Heinemann.
- Kamiske, G.F. and Brauer, J.-P. (2006), *Qualitätsmanagement von A bis Z*, 5th edition, Munich and Vienna, Carl Hanser Verlag.
- Kelly, M., Grenfell, M., Allan, R., Kriza, C. and McEvoy, W. (2004), "European profile for language teacher education: a frame of reference: a report to the European Commission Directorate General for Education and Culture" (Southampton University) (available at: http://europa.eu.int/comm/education/policies/lang/doc/profile_en.pdf).
- Keltner, A. (1998), "English language training program self-review: a tool for program improvement", Wheat Ridge, CO, Spring Institute for International Studies (available at: www.springinstitute.com/elt/pdf/ELTPSR.pdf).
- Kemmis, S. and McTaggart, R. (eds.) (1988), *The action research planner*, 2nd edition, Geelong, Victoria, Deakin University Press.
- Kiely, R. and Rea-Dickens, P. (2005), *Program evaluation in language education* (paperback), Palgrave Macmillan.

- Lomax, P. (ed.) (2001), *Quality management in education: sustaining the vision through action research*, Taylor & Francis Group (previous edition: 1996, London and New York, Routledge, Hyde Publications).
- Liston, C. (1999), *Managing quality and standards*, Open University Press.
- Mackay, R., Wellesley, S., Tasman, D., Bazergan, E. (1998): "Using institutional self-evaluation to promote the quality of communication and language programmes" in Rea-Dickins, P. & Germaine, K.P. (eds), *Managing Evaluation and Innovation in Language Teaching*. London & New York, Longman.
- Maingay, P. (1988), "Observation for training, development or assessment?", in Duff, T. (ed.), *Explorations in teacher training – Problems and issues*, Harlow, UK, Longman.
- Maxwell-Hyslop, H. (1999), "School self-assessment: how do we think we are doing?", *ELT Management IATEFL SIG Newsletter*, December 1999.
- Mayring, P. (2007), *Qualitative Inhaltsanalyse. Grundlagen und Techniken*, 9th edition, Weinheim and Basel, Beltz Verlag.
- Megginson, D. and Whitaker, V. (1996), *Cultivating self-development*, Training Essentials Series, London, Institute of Personnel and Development (IPD).
- Muresan, L. (2004), *Monitoring professional development in an educational NGO*, Bucharest, Punct.
- Pedler, M., Burgoyne, J. and Boydell, T. (1991), *The learning company*, Maidenhead, McGraw-Hill.
- Richards, J.C. (2001), *Curriculum development in language teaching*, Cambridge, Cambridge University Press.
- Robson, C. (1993), *Real world research*, Oxford, Blackwell Publishers.
- Schwerdtfeger, I.C. (2001), *Gruppenarbeit und innere Differenzierung* (Goethe-Institut Fernstudieneinheit), Langenscheidt.
- Standop, J. (2005), *Werte-Erziehung. Einführung in die wichtigsten Konzepte der Werteerziehung*, Weinheim and Basel, Beltz Verlag.
- Stone, J. (1997), *Increasing effectiveness: a guide to quality management*, Falmer Press.
- Thom, N., Ritz, A., Steiner, R. (eds.) (2002/2006), *Effektive Schulführung. Chancen und Gefahren des Public Managements im Bildungswesen* (2., durchgesehene Auflage), Bern, Stuttgart and Vienna, Haupt Verlag.
- Wajnryb, R. (1992), *Classroom observation tasks*, Cambridge, Cambridge University Press.
- West-Burnham, J. (1992) *Managing Quality in Schools*, London, Longman.
- West-Burnham, J. (1993), "Mentoring and appraisal", in Smith, P. and West-Burnham, J., *Mentoring in the effective School*, London, Longman.

- West-Burnham, J., "Interpersonal leadership" (available at www.ncsl.org.uk/mediastore/jwb-interpersonal-leadership.pdf).
- White, R. (1991), *Management in ELT*, Cambridge, Cambridge University Press.
- Willis, J. and Edwards, C. (2005), *Teachers exploring tasks. In English language teaching*, Palgrave Macmillan.
- Willis, J. and Willis, D. (eds.) (1996), *Challenge and change in language teaching*, Heinemann.
- Woods, C. (1997-98), *Management in ELT operations*, MD 470, M. Ed. distance learning materials, Manchester School of Education, University of Manchester.
- Ziebell, B. (2002), *Unterrichtsbeobachtung und Lehrerverhalten* (Goethe-Institut Fernstudieneinheit), Langenscheidt.