

# PerLe funding for innovative teaching 2018

## Application form

- Departmental student organisations and tutors -

### 1. Project title

### 2. Brief description of the project (abstract)

*(max. 800 characters including spaces)<sup>1</sup>*

### 3. Project level *(please mark with a cross)*

- Lecture or module level
- Interdisciplinary lecture or cross-module level
- Full degree programme or cross-degree-programme level

### 4.a (Main) Applicant

*(Full details: name, position, institute/ seminar/ department, faculty, e-mail address, telephone number)*

### 4.b If applicable, details about co-applicants

*(Full details: name, position, institute/ seminar/ department, faculty, e-mail address, telephone number)*

### 4.c If applicable, details about cooperation partners

*(For each person: name, position, institute/ organisation, contact information and respective tasks and services in the project)*

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<sup>1</sup> Please note: if your project receives funding, this text will appear on all official notifications (as well as online).

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**5. Aims and methods of the project, as well as the didactic concept**

Describe (1.) the existing teaching situation (or challenge) which the project should address. State (2.) the concrete learning objectives or skills that students should obtain. Show (3.) how you will determine whether these objectives have been achieved (e.g. type of test). Draft (4.) the innovative<sup>2</sup> teaching concept<sup>3</sup> of your project, including the format and methods which will be used. Briefly specify (5.) the project's target group and to what extent heterogeneous aspects are being considered.

*(max. 3,000 characters including spaces)*

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<sup>2</sup> Explanation: "innovative": the method must be new in the sense that it has not yet been tried and tested in the relevant subject or degree programme.

<sup>3</sup> NB: The concept should also be logical and comprehensible for colleagues from outside the field. PerLe offers advice on didactic concepts and potential innovative methods beforehand (see supplement).

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**6. Structural influence and long-term added value**

Key questions: What added value is expected to continue beyond the end of the funding period? What innovative stimuli will result from the project? Will concepts, structures or networks be developed or created, which will be permanently established? Will didactic materials or experiences emerge that can be used at the CAU in the long-term? *(max. 1,000 characters including spaces)*

**7. Evaluation and dissemination**

Key questions: How, when and with what intention will surveys be conducted? How can the project experiences/results be evaluated and passed on in terms of long-term effects after the project has ended? *(max. 1,000 characters including spaces)*

**8. Timetable of implementation (schedule)**

What is the working schedule for your project, including times and dates?<sup>4</sup>

*Please use the Excel file "Zeit- und Projektplanung\_Fonds\_EN" for this project and time planning.*

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<sup>4</sup> Important: the start and end of the project, as well as important milestones, should be stated.

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**9. Necessary resources (no basic equipment – “Grundausstattung”)**

Please enter the full cost calculation for the project into the Excel file “cost\_calculation” (common calculations such as student/research assistant costs have already been entered) and, in the field below, explain or give reasons for why you need the respective positions and equipment in order to achieve the project objectives.<sup>5</sup> When doing so, please ensure that you observe the information on using funds in the funding announcement.

Explanations and reasons (P1, P2, ...)

**10. Non-financial needs**

In addition to advice on didactic concepts and methods for making an application, PerLe also offers various services during the project funding phase. Which services could be useful for your project?<sup>6</sup>

**Evaluation:**

Feedback questionnaire for event/ course evaluation:

Qualitative interim evaluation – Teaching Analysis Poll (TAP):

**Dissemination/transfer**

Hosting work or networking meetings:

Exchange formats for the project team or for exchanges with other projects:

**Further education**

Qualification for student instructed teaching (Tutorinnen/ Tutoren):

Topics:

**Campus Community Partnerships**

Contacts to organisations in the region:

**Other:**

<sup>5</sup> Note: if applicable, name any student and research assistants' tasks in the project. Specify any fees for speakers stating their tasks and the scope of the tasks. Particularly important for materials/equipment - a clear explanation must be submitted as to why these are absolutely necessary in order to carry out the project, and why they are not part of the basic equipment. A total sum must be calculated for each position.

<sup>6</sup> NB: Please find further information and contact details in the supplement.

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**11. Details about the supervising teacher**

*(Name, position, institute/organisation, contact information)*

\_\_\_\_\_  
*Signature of the student making the application*

\_\_\_\_\_  
*Signature of the co-applicant teacher*

Consent by the Head of the Institute/ Seminar/ Department:<sup>7</sup>

\_\_\_\_\_  
*Signature of the Head of the Institute/ Seminar/ Dept.*

\_\_\_\_\_  
*Stamp*

Consent by the Dean's Office (main applicant)

\_\_\_\_\_  
*Signature by the Dean's Office*

\_\_\_\_\_  
*Stamp*

**Submitting the application**

Please send this completed application, including attachments, by e-mail to [perle-fonds@uv.uni-kiel.de](mailto:perle-fonds@uv.uni-kiel.de) by **15 August 2017**. This e-mailed version does not require signatures. A printed version, signed and stamped by the applicant and Head of the Institute, is then to be sent to PerLe by the Dean's Office ("Dekanat") of the appropriate faculty within the following seven workdays.

**Contact**

Nina Schnoor  
Funding Administration  
E-mail: [perle-fonds@uv.uni-kiel.de](mailto:perle-fonds@uv.uni-kiel.de)

**Address**

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<sup>7</sup> By signing here, the Head of the institute/ seminar/ department confirms that the person responsible for the module has been informed about the project.