



Circle U.
European University Alliance

Application Form

Circle U. COIL Funding Call

09 01 2025



HUMBOLDT-
UNIVERSITÄT
ZU BERLIN



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Deutscher Akademischer Austauschdienst
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Bundesministerium
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und Forschung



APPLICATION FORM: « CIRCLE U. COIL »

PROJECT DESCRIPTION

Circle U. COIL Title:

HU Applicant (Name, Position, Department/Faculty, Course Title)*:

Circle U Applicant (Name, Position, Department/Faculty, University, Course Title)*:

Project Description

Briefly describe the proposed collaboration, including academic objectives and collaborative activities. Please highlight the academic added value of the COIL element to existing courses and how collaborative group work enhances students' multiperspectivity (*Maximum 2500 characters including spaces*).

Circle U. COIL Duration

Number of joint course sessions:

Duration of the joint collaborative work phase in weeks:

Collaboration Plan

Briefly outline how the collaboration will be structured, including the shared tasks of curriculum development, the joint collaborative task for the mixed student working groups, the tools used for collaboration and the presentation of work results, e.g., presentation, literature review, essay, podcast, learning journal,...
(Maximum 1500 characters including spaces).

Expected impact on the development of the Circle U. Alliance *(in bullet points)*

Briefly list the expected outcomes of your Circle U. COIL in terms of sustainability, visibility and future (research) activities *(in bullet points)*

Is this project a new initiative, or does it build upon an established collaboration?

If the latter, please briefly describe the nature of the collaboration and outline how this project will introduce innovative features or advancements to enhance the existing partnership.

BUDGET

Please list the requested amount (in €) for each financial item that is necessary for your project. The total sum should not exceed € 5,000.

BUDGET POSITION	AMOUNT IN €
HU: Contracts for work and services / honoraria (e.g., teaching assignments for the development and delivery of COIL courses) Honoraria Circle U. Partner (e.g. teaching assignments for the development and delivery of COIL courses)	
Circle U.: Contracts for work and services / honoraria (e.g., teaching assignments for the development and delivery of COIL courses) Honoraria Circle U. Partner (e.g. teaching assignments for the development and delivery of COIL courses)	
Student Assistant or E3 position** (e.g., help with course development, administrative support, dissemination of work results, visibility...)	
Contracts for work and services / honoraria for language courses (e.g. for Circle U. languages for which there are no language courses at the HU Language Centre)	
Contracts for work and services / honoraria for external services and workshops (e.g. consulting on the use of digital collaboration tools, use of podcast recording tools, etc.)	
Equipment for materials for course development and delivery (e.g. software licenses, technical equipment...)	
Equipment for publication and dissemination of work results (e.g. software licenses, hosting costs, printing costs, ...)	
Professional development programs for lecturers (e.g. external training programs for the use of online tools, ...)	
Travel expenses for HU lecturers***	
Travel expenses for HU students***	
Travel expenses for Circle U. lecturers***	
Travel expenses for Circle U. students***	
Catering costs in the context of COIL (e.g. catering at on-site events with Circle U. partners, public events, ...)	
Total amount in €	

Budget Justification

Provide a brief summary of how the requested fund will be utilized to support the collaboration activities (maximum 1000 characters including spaces).

Additional Information

Signature

By signing below, I/we confirm that the information provided in this application is accurate and complete.

[Signature HU Applicant] |

[Signature Circle U. Applicant]

ADDITIONAL INFORMATION: *If you receive funding from other sources, it is your responsibility to inform your sponsors about support through this fund. Additional outside funding can lead to your sponsor reducing their support (temporarily).*

DATA PROTECTION: *The data required to process the application will be stored and processed electronically by the HUB Circle U.-COIL team in compliance with data protection regulations. In case of approval, the topic of the project as well as the name, institution, and location of the applicant might be published on the HUB (International Department) and Circle U. website. Applicants may, however, deny permission to publish this information in electronic form after the project has been approved.*

*Please provide short CV (2 pages) for both (HU applicant and/or Circle U. applicant). Teaching teams do not need to be in place at the time of application. Applications may be submitted individually; the project managers at the HU will be happy to assist in the search for suitable partners (contact: christian.wilhelm@hu-berlin.de).

** The hiring of student assistants for COIL requires prior consultancy with the project coordination team (contact: christian.wilhelm@hu-berlin.de).

*** Please consider other funding options (e.g. ERASMUS+ Blended Intensive Programmes) or the possibility of not fully funding a trip, but only subsidizing it.