



Circle U.
European University Alliance

Circle U. COIL Application Form



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circle-u.eu

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Application Form – Circle U. COIL Project

1. GENERAL INFORMATION

Title of the Circle U. COIL Project:

HU Applicant

Name, Position:

Department/Faculty¹:

Email address:

Is this an existing course within the regular study program, or a newly developed course offered as an additional elective?

new course

existing course

Circle U. Applicant 1²

Name, Position:

Partner University:

Department/Faculty:

Is this an existing course within the regular study program, or a newly developed course offered as an additional elective?

new course

existing course

Circle U. Applicant 2 (optional)

Name, Position:

Partner University:

Department/Faculty:

Is this an existing course within the regular study program, or a newly developed course offered as an additional elective?

new course

existing course

Associated Partner

Are you collaborating with one of the [associated partners of Circle U.](#)?

yes

no

If yes, please specify:

CV

CVs provided (*please provide short CVs (max. 2 pages each) for all applicants (HU and Circle U.)*)

¹ For lecturers without a permanent contract at HU or for students, we kindly ask you to name a professor as guarantor. The professor confirms that your project is affiliated with HU and that it can be offered as a teaching activity. Please use the template provided at the end of this form for this confirmation.

² Teaching teams do not need to be in place at the time of application. Applications may be submitted individually; the HU project managers will be happy to assist in the search for suitable partners (contact: christian.wilhelm@hu-berlin.de).

2. PROJECT DESCRIPTION

Project Outline

Briefly describe the proposed collaboration, outlining its academic objectives and planned online collaborative activities. Address the selection criteria outlined in the Call (*max. one A4 page*).

Project Duration

Start Date (YYYY-MM-DD):

End Date (YYYY-MM-DD)³:

Participants

How many **HU students** are expected to participate?

How many **students from the partner university** are expected to participate?

OpenCampus

Will this course be part of the Circle U. Open Campus?

Yes⁴

No

Formats and Elements

Which formats and elements will you offer? Please mark as applicable.

COIL network kick-off (physical)

Independent virtual collaborative working phase

Joint online sessions

COIL phases:

1. Ice-breaking, team-building, trust development
2. Comparative discussion, organising team
3. Collaborative project work, problem solving
4. Presentation, reflection, conclusion

Blended Intensive Programme (BIP)

Project development course

Other (please specify):

Nature of the Initiative

This project is:

a new initiative

building 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.

³ Note: All invoices must be submitted no later than by the project end date.

⁴ In this case, the Circle U. Project Manager for COIL will be happy to provide advice and support. Please note that courses within the Circle U. Open Campus must be hosted by HU staff. Student enrolment is currently administered manually via AGNES.

Collaboration Plan

Please briefly outline how the collaboration will be structured (*max. one A4 page*). Address:

- the shared tasks of curriculum development,
- the collaborative task for mixed student groups,
- the tools to be used for collaboration,
- the presentation of work results (e.g. presentation, literature review, essay, podcast, learning journal, ...),
- the number and length of planned online sessions,
- the duration of the collaboration phase.

3. BUDGET⁵

The project lead at HU is responsible for managing and reporting the approved funds correctly. The total amount must not exceed €5,000. Please indicate the requested amount (in €) for each budget item needed for your project and specify the expected month of invoicing. Submission of invoices should be coordinated regularly with the Circle U. Project Manager for COIL.

BUDGET POSITION	AMOUNT IN €	EXPECTED INVOICE SUBMISSION (MM-YYYY)	NOTES (please specify briefly)
HU: Honoraria for teaching assignments			
HU: Honoraria for workshops			
Partner: Honoraria for teaching assignments			
Partner: Honoraria for workshops			
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.)			
Catering costs in the context of COIL (e.g. catering at on-site events with Circle U. partners, public events, ...)			
Travel costs for HU staff/students (outgoing)*			
Travel costs for staff/ students of the partner university (incoming)*			
Accommodation costs for HU staff/students (outgoing)*			
Accommodation costs for staff/students of the partner university (incoming)*			
Equipment for publication and dissemination of work results (e.g. software licenses, hosting, printing)			
Equipment for course development (e.g. software licenses, technical equipment...)			
Total amount in €			

⁵ Attached you will find a sample calculation provided as guidance.

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

Budget Justification

If not evident from the table, please briefly explain how the requested funds will support the collaboration (max. 1,000 characters including spaces).

Additional Information

4. Signature

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.

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

As the HU project lead, I confirm that I will take full responsibility for the correct management of the approved funds and that I have the necessary experience and administrative support to ensure proper administration and reporting.

[Signature HU Applicant]

[Signature Circle U. Applicant]

If the HU applicant is a student or does not hold a permanent HU contract, confirmation by a professor is required:

Professor's Name:

Faculty/Department:

I hereby confirm that the HU applicant is affiliated with HU and specifically with our department/faculty. I have reviewed the application and support it.

[Signature HU Professor]

*This Call is part of **Humboldt4Europe**, HU's national project supporting the European Universities Initiative, funded by the German Academic Exchange Service (DAAD) with resources from the Federal Ministry of Education and Research (BMBF).*

Attachment

Here you will find an example of a budget calculation for a fictitious COIL project running from 04/20xx to 09/202x (project duration 6 months). If you have any questions, please feel free to contact the Circle U. Project Manager for COIL.

BUDGET POSITION	AMOUNT IN €	EXPECTED INVOICE SUBMISSION (MM-YYYY)	NOTES (please specify briefly)
HU: Honoraria for teaching assignments	1.400	09-202x	Lecturer honoraria for HU doctoral researcher Max Mustermann
HU: Honoraria for workshops			
Partner: Honoraria for teaching assignments	1.400	09-202x	Lecturer honoraria for partner university researcher Maria Musterfrau
Partner: Honoraria for workshops			
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.)	1.400	1. 07-202x 2. 09-202x	1. €800 for external seminar leader in July for two online training sessions 2. €600 "Werkvertrag" for HU student – blog supervision, work completed end of September
Catering costs in the context of COIL (e.g. catering at on-site events with Circle U. partners, public events, ...)			
Travel costs for HU staff/students (outgoing)*			
Travel costs for staff/ students of the partner university (incoming)*			
Accommodation costs for HU staff/students (outgoing)*			
Accommodation costs for staff/students of the partner university (incoming)*			
Equipment for publication and dissemination of work results (e.g. software licenses, hosting, printing)	500	09-202x	publication
Equipment for course development (e.g. software licenses, technical equipment...)	250	04-202x	Monthly license for collaboration tool ZZ with education discount and for 42 users (2 lecturers and 40 students in total)
Total amount in €	4.950		

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