



Circle U.
European University Alliance

Application Form

Circle U. COIL Funding Call

15 05 2025



Circle U.
European University Alliance

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, outlining its academic objectives and planned online collaborative activities. Please emphasize the academic added value that the COIL component brings to existing courses, and explain how collaborative group work fosters students' ability to engage with multiple perspectives. *(Maximum 2500 characters including spaces).*

How many HU students are expected to take part in and benefit from the COIL course?

How many Circle U. students are expected to take part in and benefit from the COIL course?

How many joint online sessions are planned, and how long will the collaboration phase last?

Collaboration Plan

Briefly outline how the (online) 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 2000 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

The approved funds must be managed independently by the HU applicant. 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)	
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 1500 characters including spaces).

Additional Information**Signature**

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

IMPORTANT: As the HU applicant, I confirm that I will manage the approved funds under my own responsibility and that I possess the necessary experience and administrative support to do so.

[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).

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