

Guidelines for the allocation of funds of the Academy for Teaching Development at Friedrich Schiller University Jena

1. Scope and objectives

- (1) The Guidelines apply to the allocation of funds provided by the funding lines of the Academy for Teaching Development.
- (2) Allocating the funds available in the funding lines, the Academy for Teaching Development aims at developing the academic teaching and promoting the quality of teaching.

2. Funding requirements

- (1) Members of the Friedrich Schiller University Jena are eligible to apply for funding.
- (2) Only complete application documents which are submitted in time may be taken into consideration for the allocation of funds.
- (3) Applicants have no legal claim for funding.

3. Allocation procedure

- (1) The voting members of the panel of experts of the Academy for Teaching Development shall decide on the projects to be funded with a simple majority.
- (2) As a rule, the panel of experts of the Academy for Teaching Development shall decide on the allocation of the funds available in the advertised funding line within two months after the application deadline.
- (3) The panel of experts shall constitute a quorum regarding the allocation of funds if more than half of the voting members are present when the decision is taken. Decisions must be taken with a majority vote. In the event of a tie, the chairperson shall have the deciding vote.
- (4) The panel of experts must comply with an orderly conduct of the allocation procedure. In this regard, the principles on conflict of interests as defined by the German Research Foundation (DFG) must be followed. As a result, a member of the panel of experts entitled to vote may be temporarily excluded from the meeting at which a decision on the allocation of funds is to be taken, if there is a concern of bias in the award within an individual funding line. There is a concern of bias if only one of the following circumstances is given with regard to at least one of the submitted applications for funding:
 - first-degree relationship, marriage, partnership, or a community similar to a marriage;
 - own economic interests related to the decision on the application or economic interests of persons listed under no. 1;
 - current or already planned close scientific cooperation;
 - official dependency or supervisory relationship.
- (5) When reaching a decision on the allocation of the funds, the panel of experts may:

- use the expertise of the Service Centre for Higher Education Didactics (*LehreLernen*) of Friedrich Schiller University Jena and ask it to provide a ranking of the applications so that they are able to assess the eligibility for funding;
 - invite applicants to an interview in which they may personally present the project proposed.
- (6) In justified exceptional cases and cases of particular urgency, the decisions of the panel of experts may be taken by way of circulation.
- (7) The panel of experts shall decide on the allocation based on the assessment criteria stated in the respective call for proposals.
- (8) Applicants are not entitled to receive a statement of reasons as to why the panel of experts decided to reject their application.

4. Repeated submission of applications

- (1) Applications which were not taken into consideration within an allocation procedure may be submitted in another selection procedure if the selection committee considered it eligible for funding in terms of the selection criteria.
- (2) Applications, which, according to the selection committee, do not meet the criteria provided in the call for proposals, may only be submitted again in a new procedure if they are substantially revised first. In case of renewed application, any revision shall be specified.

5. Funding approval, obligations of the grant holder, end of funding

- (1) If an application is approved for funding, the applicant shall receive a grant notification. This shall comprise the following information: funding amount, funding period, obligations, and—if applicable—additional regulations.
- (2) By signing the declaration of acceptance, the grant holders undertake to
- carry out the requested funding project during the funding period,
 - fulfil the reporting obligations specified in the call for proposals,
 - inform the Academy's coordination office immediately about any circumstances that may impede or prevent the implementation of the project funded.
- (3) The funding ends at the latest upon expiry of the maximum funding period of the given funding line.