

Student Initiatives

Call for proposals of the Academy for Teaching Development (ALe) at Friedrich Schiller University Jena

Preamble

The ALe supports the commitment of teachers who are committed to the high quality of university teaching. The [principles of good \(digital\) teaching](#) at the University of Jena form the basis for teaching projects to be funded. The funding decisions also take into account strategic and current challenges in teaching, such as digitization, democracy building, internationalization, interdisciplinarity, sustainability, and inclusion.

1. Objectives

The ALe promotes students in strengthening and improving the subject-specific academic teaching. The funding line *Student Initiatives* should provide financial support for student projects which encourage the subject-specific or interdisciplinary exchange related to teaching or those projects which focus on the promotion of the academic teaching and learning.

2. Requirements

In the present funding line, projects may be funded with up to €2,500.

The funds granted may be used for the following expenses¹:

- personnel costs for student assistants or tutors;
- fees for speakers, moderators;
- costs for event materials;
- costs for documentation and publication of the project-specific results and findings.

Grant holders must provide a brief description of the project funded (maximum 1,000 characters) immediately after the grant approval. This project description will be published on the Academy's website.

In addition, the grant holder is expected to provide a report (up to three pages) on each project funded within six weeks after the end of the project.

If the project is granted funds, the grant holder shall provide the information that the project is funded by the ALe's funding line *Student Initiatives* to ensure the public visibility of the measure, e.g. in materials relating to the project and in the context of public appearances, e.g. at the event funded.

¹Hospitality and representation costs are expressly excluded from funding. If a planned event is to include hospitality, a separate application must be made to the ALe for the costs to be covered. If the application is approved, the amount of the reimbursement is limited to 500 euros. The hospitality guidelines of Friedrich Schiller University Jena apply.

3. Procedure and selection criteria

Upon receipt of the application documents in due time (see information under no. 4. Application), the panel of experts of the Academy for Teaching Development will generally make a selection decision on the applications to be funded within eight weeks after the end of the application period. When assessing the proposals, the following criteria are taken into account in particular:

- The project is clearly related to the further development of university teaching and/or addresses a current problem of study-related learning.
- The concrete teaching-related objective of the project can be achieved within the funding period.
- The project encourages the improvement of teaching and/or learning methods.
- The project or event will be planned and carried out by students.

4. Submitting proposals

A proposal for funding of a student initiative may be submitted by all enrolled students.

The initiative to be carried out or the project to be funded must be coordinated with the department or the faculty prior to the submission.

A project outline not exceeding three pages is to be submitted, which must contain the following information:

1. Short summary of the project (max. 1,000 characters)
2. Objective of the project
3. Information on time frame and budget planning (total time and budget)

The following documents must also be enclosed:

1. Application form including confirmation from the faculty management regarding support for the project (available for download at [Funding of the ALe \(uni-jena.de\)](https://www.uni-jena.de/funding-of-the-ale))
2. CV(s) of the applicant(s)
3. Budget plan (calculation aid available for download at [Funding of the ALe \(uni-jena.de\)](https://www.uni-jena.de/funding-of-the-ale))

Applications are to be submitted electronically (all documents in one PDF file (not scanned) **exclusively via the faculty management**. You may apply for the funding twice a year. The deadlines for submission of application documents by the faculties to the ALe (ale@uni-jena.de) are 15 March or 15 September. For information on **the faculties' deadlines**, please see [Funding of the ALe \(uni-jena.de\)](https://www.uni-jena.de/funding-of-the-ale).

The entire procedure is governed by the guidelines for the allocation of funds of the Academy for Teaching Development at Friedrich Schiller University Jena.