

Discussion about Development in the Faculties

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 supports the faculties' commitment to strengthening and improving subject-specific academic teaching. The funding line *Discussion about Development in the Faculties* specifically promotes the subject-related exchange about teaching and learning at the faculties. Conferences, closed-door meetings or other forms of dialogue are eligible for funding, for example:

- the further development of faculty-specific curricula can be initiated
- the exchange about the principles of good teaching is addressed or
- new exchange formats between teachers and students can be tried.

2. Requirements

Within the framework of this funding line, individual projects may be funded with up to 2,500 euros each. These funds can be used to finance, among many other services, the following event-specific services, for example:¹

- costs for student assistants and research assistants;
- 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 event funded (maximum 1,000 characters) immediately after the grant approval. This 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 event 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 *Discussion about Development in the Faculties* to ensure the public visibility

¹ Hospitality 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.

of the measure, e.g. in materials relating to the event and in the context of public appearances, e.g. at the event funded.

3. Procedure and selection criteria

Upon receipt of the application documents in due time (see information under no. 4), the panel of experts of the ALe 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 event to be funded is to be planned and carried out by a faculty / a institute of Friedrich Schiller University Jena.
- The event to be funded shall facilitate a goal-oriented exchange on subject-specific issues regarding higher education didactics and/or teaching/learning methods or their improvement at the respective faculty.
- The event to be funded will constructively strengthen the dialogue between faculty / institute members of different status groups for the further development of subject-related academic teaching.
- The event to be funded appears to offer the prospect of being able to justify and take concrete measures to strengthen and further develop area-specific teaching.

4. Application

All members of a faculty at Friedrich Schiller University Jena can apply for funding. However, the project to be funded must be approved by the respective faculty management prior to submission of the application.

A project draft 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. initial situation that prompted the project proposal
3. objectives to be achieved with the project proposal
4. information on time frame and funding (project in total)

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. 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 through official channels**. 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 \(uni-jena.de\)](#).

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