CALL and APPLICATION FORM

Partial Funding of an onsite, online or hybrid Cologne Summer School 2024

Application deadline: January 31st, 2024

Within the framework of the "Cologne Summer Schools" project, the Division International Affairs of the University of Cologne uses funding from Santander Universities to support international Summer School projects that are planned and implemented under the leadership of a department, institute, chair or research group of the University of Cologne. External research institutions or third parties may be involved, but they must have a partnership with the University of Cologne or the unit organizing the Summer School.

Since 2020, in addition to projects that take place on–site in Cologne or abroad, we have also supported online Summer Schools that are realized in virtual space or in a hybrid context. Cologne Summer Schools provides partial funding for onsite/ online/hybrid projects for which you can submit an application.

Who can submit an application?

Employees of all faculties, departments, institutes, etc. of the University of Cologne who would like to establish or have already established an international Cologne Summer School.

We are supporting Summer School projects that will take place **between May and October 2024** in one of the formats listed below.

Below you will find more information on eligibility criteria, application and processing.   1

Project Funding Criteria

1. **Format**

Onsite: In this format, your project takes place on-site at the UoC OR on-site at a partner university. Eligible costs are mobility, academic and cultural program costs.

Online: In this format, your project takes place exclusively in the digital space. In this context, funding is available not only for academic program costs but also for a digital cultural program, such a s virtual museum visits, online city tours, and networking activities.

Hybrid: In this format, your project takes place simultaneously on-site and online. The academic program is designed and conducted in a hybrid format, i.e. there are mostly synchronous teaching and program units with the online and on-site groups. The selection of participants into the on-site and online groups is determined by the project director(s). Eligible costs include mobility, academic

program, and cultural program costs, which may include both onsite and digital program components.

2. **Participants of the program:** International students and students of the UoC. The group should consist exclusively or at least half of international students. In order to comply with the idea and format of a Summer School, in general **the number of participants should not be less than 15** (excluding lecturers and organizational team).

3. **Study level:** Priority at least students on an advanced bachelor's level, master and doctoral students.

4. **Interdisciplinary** concepts are given priority.

5. **The academic teaching program** is to be carried out predominantly by lecturers from the University of Cologne; practical teaching components (project work, workshops, study trips, excursions, laboratory units, empirical research) must be an integral part and should comprise at least one third of the total working hours.

6. **Cultural program:** In addition to subject-related content, an onsite or online cultural program must be offered to provide participants with information about the University of Cologne and local study or doctoral opportunities, as well as about German culture.

7. **Duration of a Summer School:** At least 5 consecutive days.

Target Group and Eligible Costs

CSS provides funding exclusively for costs related to the participation of international and Cologne students or doctoral candidates in a Summer School. **Eligible are**

- **primarily** costs for mobility grants, e.g. travel costs on a pro rata basis* (airfare, especially to support students from the Global South, with special needs) or within the School (local transport, transportation costs such as train or bus rides in the context of an excursion), accommodation costs.
- costs for a cultural and social program, e.g. museum admission, city tour, digital events, hospitality at welcome and farewell events (excluding alcoholic beverages, service and deposit fees) and
- costs for the academic program, e.g. honoraria exclusively for external lecturers or site visits.

*for orientation cf. the DAAD's flat rates

Please note:

During the new CSS project period from 2024 to 2026, neither costs for the project leader(s) nor the organizational team are eligible. Generally, funding for institutional units is not eligible. CSS approves **partial funding** for Summer School projects only.

Application

Please read carefully the application form below and provide your information only in this form. The Division International Affairs does not specify a maximum funding amount. Depending on the total volume of applications, the available budget is distributed among the approved project applications. The Cologne Summer Schools team (Dept. 93 International Mobility) decides on the funding of the applications.

By accepting the grant, you agree to:

- NEW: Using the website "Santander Open Academy" from CSS project sponsor Santander (https://www.santanderopenacademy.com/de/index.html). This includes creating an account for your project team, publishing your Summer School project incl. application criteria and scope of the scholarship as well as the definition of an application and selection deadline. In this test phase a parallel application procedure via your own application platform (or e.g. via email) is possible, nonetheless the scholarship awarding via the website "Santander Open Academy" has to be completed. Detailed information on how to register and manage a scholarship announcement on "Santander Open Academy" will follow in the letter of approval.
- Managing autonomously the project finances with D6 and submit a financial report to CSS, Dept. 93. Instructions will follow along with the letter of approval.
- Providing comprehensive information about your Cologne Summer School on one of your websites announcing the abstract, program, application criteria and application deadline. Your project website will be linked to the Cologne Summer Schools website: www.colognesummerschools.uni–koeln.de.
- Providing a report and participants' testimonials in English as well as photos for the purpose of external presentation and reporting. Detailed information will follow in the letter of approval.

Please apply via email only using this form by January 31st, 2024. Please send the completed and signed form with the subject line "Application for Partial Funding CSS 2024" to colognesummerschools@verw.uni–koeln.de.

Only applications that are complete and submitted by the deadline can be considered.

We look forward to receiving your exciting concept for a Summer School!

With warm regards
Your Cologne Summer Schools Team
Sabine Päsler–Ehlen and Marina Dencheva

Information on the processing of applications and feedback.
 Applications will be evaluated approximately by March 1st, 2024.

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APPLICATION FORM

Please fill in the form completely.

Title, first name and surname of the project leader (position at the UoC) *

Address *

Contact person for the CSS team *

Email address of the contact person *

beispiel@beispiel.de

Title and format (onsite/online/hybrid) of your Summer School *

Start of your School (DD/MM/YY) *

End of your School (DD/MM/YY) *

Number of Summer School Days *

The minimum duration of a school is 5 days. If there aren't any activities scheduled for the weekend, these days will not be counted.

Participants' fields of study and study level (Bachelor, Master, PhD) *

[text box]

Number of international participants from partner universities of the UoC *

[text box]

Number of participants from the University of Cologne *

[text box]

Number of Participants and Names of their Home University

If you are planning a Summer School in cooperation with one or more partner institutions, please list the names and how many students are expected to attend per institution.

List of partner universities and participants per university

[text box]

List of planned UoC lecturers including title, first and last name, faculty, department/institute/chair, etc. *

[text box]

Please enter the following information:

	YES	NO	Comment
Acquiring ECTS	☐	☐	
Registration of the course in KLIPS	☐	☐	
Exam (if yes, which form)	☐	☐	
Continuity plans	☐	☐	
Edition of the school in the first year (if no, please enter number)	☐	☐	
Schedule / program of the school available*.	☐	☐	

*If schedule / program of the school is available, then please attach it to the email.

Website where the announcement of the Summer School will be published (including program, information on the application procedure, application deadline and contact person etc.) and which will be linked to the CSS website.
*

www.yx.uni-koeln.de

Concept of your Summer School

Please use this field to describe the concept of your onsite, online or hybrid Summer School (800 words maximum): *

- Describe the academic program: topics and objectives, practical parts, including format, course duration and dates, requirements for obtaining a certificate of attendance (regular attendance, exam or project work).
- Describe the target group: fields of study, level of study, number of participants
- Describe the cultural and social program

0/800

In focus – Please specify in a few sentences:

To what extent is your concept interdisciplinary? *

What practical teaching components are planned? Do you include study trips, project work, empirical research etc. in the academic program? In case of an online/hybrid school: Which teaching/learning tools and platforms do you use and for what end? *

Please indicate the ratio between total work hours and practical teaching units as a percentage (at least 30% practical teaching units). *

What kind of cultural and social activities are planned? *

Financial Plan for your Summer School

Please provide a financial plan of the total costs for your Summer School and indicate those for which you are requesting funding from Cologne Summer Schools.

1) Mobility grants for students/doctoral candidates consisting e.g. of travel and accommodation costs (for orientation see the DAAD's flat-rate figures)

	Item	No. of persons, if applicable	Costs in €/person	Total costs in €	Source of funding (e.g. CSS, institute, third-party)	Click here if funding is requested from CSS
1						
2						☐
3						☐
4						☐
5						☐
6						☐
7						☐
8						☐
9						☐
10						☐

Total costs in € for mobility grants:

Funding requested from CSS for student/doctoral mobility grants in €:

2) Academic program costs (e.g., honoraria for external lecturers, workshops, study trips)

	Item	Source of funding (e.g. CSS, institute, third–party)	Costs in €	Click here if funding is requested from CSS
1				☐
2				☐
3				☐
4				☐
5				☐
6				☐
7				☐
8				☐
9				☐
10				☐

Total costs in € for the academic program:

Funding requested from CSS for the academic program in €:

3) Cultural and social program (e.g. excursion, city tour, museum tickets, welcome/farewell dinner)

	Item	Number of persons, if applicable	Costs in €/person	Total costs in €	Source of funding (e.g. CSS, institute, third-party)	Click here if funding is requested from CSS
1						☐
2						☐
3						☐
4						☐
5						☐
6						☐
7						☐
8						☐
9						☐
10						☐

Total costs in € for the cultural and social program:

Funding requested from CSS for the cultural and social program in €:

TOTAL amount in € requested from CSS for mobility scholarships, academic program costs, and cultural and social program costs:

I/We hereby acknowledge that upon successful approval, the following conditions will be met:

- Cologne Summer Schools only provides partial funding for your project.
- NEW: Using the website "Santander Open Academy" from CSS project sponsor Santander (https://www.santanderopenacademy.com/de/index.html). This includes creating an account for your project team, publishing your Summer School project incl. application criteria and scope of the scholarship as well as the definition of an application and selection deadline. In this test phase a parallel application procedure via your own application platform (or e.g. via email) is possible, nonetheless the scholarship awarding via the website "Santander Open Academy" has to be completed. Detailed information on how to register and manage a scholarship announcement on "Santander Open Academy" will follow in the letter of approval.
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- Providing a report and participants' testimonials in English as well as photos for the purpose of external presentation and reporting. Detailed information will follow in the letter of approval.

Signature _____

Place, date [   ]

Contact
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Cologne Summer Schools
Dept. 93 International Mobility
D9 International Affairs
University of Cologne
Email: colognesummerschools@verw.uni–koeln.de
Website: https://portal.uni–koeln.de/international/redirectseiten/cologne–summer–schools

☐ **Sign up for our newsletter:**

From now on, I would like to subscribe to the Cologne Summer Schools newsletter to receive information about calls for proposals and Summer Schools projects at the UoC and international partner universities.

Your e-mail address