



CALL FOR COURSE PROPOSALS FOR THE CEU SUMMER UNIVERSITY 2023

The Summer University Program (SUN) of the Central European University (CEU) announces a call for course proposals for its summer school held in **Budapest, July 1 – July 31, 2023**

Cooperation partner: Open Society University Network (OSUN)

We also encourage course teams to create new partnerships between CEU and their academic and professional institutions, networks, foundations, and interested sponsors supporting their fields.

PROGRAM DESCRIPTION

The Summer University (SUN) of CEU is the extension of the university's mission of promoting research, teaching, and social engagement by hosting high-level, research-oriented, interdisciplinary, and innovative academic courses as well as workshops on policy issues for professional development in the social sciences and the humanities. The short, intensive courses, taught by a team of distinguished international faculty (including CEU professors), are advertised worldwide primarily to attract advanced undergraduates, graduate students, junior or post-doctoral researchers, teachers, and professionals. The teaching teams' joint expertise is shared with participants in a comparative framework during the summer courses.

SUN courses cater to the various needs of academic and professional development in the social sciences and humanities across a wide spectrum of disciplines. These include anthropology, cognitive science, comparative religion, cultural heritage, environmental sciences, gender studies, history, environmental sciences and policy, international relations, cultural, legal, media and medieval studies, mediation, philosophy, political science, public policy, sociology, etc. The program encourages topics in newly emerging fields.

Most courses aim to address currently relevant issues, such as conflict resolution, ethnic relations, migration, nationalism and transnationalism, globalization, human rights, sustainability, urban development, poverty reduction, integrity, Romani identities, religion and politics, and the use of geospatial technologies for environmental decision and policymakers, among others. These issues are discussed in a general theoretical framework as well as embedded in the context of the actual countries/regions the participants come from.

The program utilizes CEU's recognized regional expertise and its wider network, providing space for academic networking between junior and senior scholars from a wide range of institutions and discipline areas, often with long-term outcomes such as collaborative research projects, joint publications, etc.

Many courses are developed and co-taught as OSUN partnerships and contribute to on-going projects and collaborations. The CEU Summer University program is integral to the Open Society University Network and aims to serve the thematic and skills-building needs of OSUN colleagues and students. SUN offers a platform for debate and collaboration across the sectors of education, policy, practice and activism, and builds stronger and more active linkages at the peer and institutional level. See more details below.

HISTORY & KEY FACTS

To multiply the impact of CEU's mission, the SUN program was launched in 1996. Since the inception of the program, the twenty-five summer schools held from 1996 to 2022 offered 490 courses. Until 2021, the program received close to 35,000 applications; 11,500 participants attended, and 3,200 faculties taught the various courses. In any given year, the average number of countries represented in a course is around 16, ensuring the truly and uniquely international nature of the program.

Participants have been enrolled in the program so far from 149 different countries ranging from East and Central Europe and the former Soviet Union to countries of Asia, Africa, North America and South America. In recent years, 19% of the participants have come from new EU member states, 21% from regional emerging democracies, 30% from developed countries, and 30% from non-regional emerging democracies. The majority of the participants are graduate students, junior faculty, and researchers; the rest of the participant body is professionals such as government officials, NGO workers, etc. The gender distribution is 57% female and 43% male.

Faculty members have come to teach courses from 89 different countries so far. In recent years, 37% of the faculty have come from the region, 59% from Western Europe, America, Canada, Australia, Israel and Japan, and 4% from non-regional emerging democracies.

PROGRAM TRACKS

Courses typically last from one to two weeks. Based on the CEU credit hour system, each course has a teaching load of 1,200 minutes per week.

There are two tracks in the program:

- a) Track I: high-level, research-oriented courses for academics
- b) Track II: courses addressing the professional development needs of practitioners, policymakers, etc.

These one- or two-week courses provide high-level research training and/or deal with policy issues at a practical, applied level.

FEES AND COSTS

The standard participation costs, excluding travel, are the following in EUR:

	One-week course	Two-week course
Tuition fee (varies by courses) *	300	550
Accommodation (single room: 30 EUR/night in the Residence Center)	180	390
Living expenses	150	250
Total	630-1130	1190-1540

* Fees for institutions can be set at a higher rate.

Tuition revenue policy

CEU charges a subsidized tuition fee to SUN participants except to those who receive a fee waiver as part of their OSUN or other scholarships. This tuition revenue is used to contribute to the overhead costs of the program such as classroom facilities, IT, maintenance, etc.

CEU collects and keeps 100% of the net tuition revenue (after 27% VAT deduction). Based on the various funding schemes proposed by the courses and approved by the SUN Board, courses can use an agreed percentage of the fees collected to cover some of their costs.

Financial aid for course participants

Tuition waivers

In addition to the faculty, researchers, staff, and students formally enrolled in the Open Society University Network (OSUN member institutions) and students enrolled in CIVICA (The European University of Social Sciences), the program awards tuition waivers to 15-20 percent of outstanding applicants per course.

Scholarships

In addition to tuition waivers, we can only grant participants scholarships to support accommodation and/or travel and/or stipend in case the course organizers can mobilize external, non-CEU funding for scholarships through grant applications, partnership agreements, etc.

If the course is selected for OSUN support, OSUN participants are eligible for a Scholarship covering accommodation, travel and visa, and a stipend for living costs.

APPLICATION GUIDELINES

Funding for course costs

SUN provides a core budget only for a limited number of courses; therefore, proposal authors are *encouraged to try and supplement this core budget wherever possible*. Seeking external funding is encouraged in the following expenditure categories:

- Contribution to course costs (honoraria and/or travel and/or accommodation of faculty and social programs)
- Scholarships for participants

Possible funding sources can be:**a) OSUN funding**

OSUN will support the development of courses conceived in partnership between CEU and OSUN faculty and addressing the broadly defined thematic and programmatic priorities of OSUN, as well as provide competitive scholarships to participants affiliated to OSUN partner institutions to attend SUN courses.

The OSUN-SUN course should be co-directed by a CEU faculty or staff member and a counterpart(s) from an OSUN partner university(ies), have clear relevance to OSUN's mission, and address the following themes of priority within the broad fields of social sciences, humanities, and liberal arts:

- Democratic Practice
- Sustainability and Climate
- Inequalities
- Human Rights
- Global Justice
- Arts and Society
- Global Public Health

Further details about OSUN collaboration opportunities [here](#).

Applicants wishing to be considered for OSUN funding shall submit the standard SUN application package (as per the *Required documents for the complete course proposal* described below). In developing their applications, they are requested to consider the OSUN priorities and reflect them in the SUN course proposal description.

b) Applicants' home institutions (e.g., travel grants for Ph.D. students and faculty from departments)**c) Establishment of an institutional partnership** between CEU and another university, research institute, international organizations (our current and previous partners include the Council of Europe, UNDP, International IDEA, etc.)**d) European Union research projects**

SUN can be part of a consortium for performing the task of dissemination of research results of an EU research project.

e) Foundations supporting research, and /or summer schools (e.g., Volkswagen, Friedrich Ebert Stiftung, etc.)

The SUN office is ready to provide assistance with the preparation of joint applications where needed. Proposal authors can contact [Eva Gedeon](#), SUN Director to discuss possible funding schemes during the proposal preparation phase.

Course director's role

Each course is convened and led by a course director (in collaboration with one or two co-directors), who is responsible for the academic content and the organization of the course. As each course is allotted its own budget, they are the budget administrators as well. Detailed tentative budgets will be prepared by the SUN office staff in co-operation with course directors during the course application preparation process to see whether the proposed course can be financed from the available funding/projected revenues, or whether some adjustments should be made before finalizing the application.

Faculty**Composition**

The course director recruits *an international team* of co-teachers, who design the course content, the syllabus, the reading lists, etc. in close co-operation. Holding a Ph.D. is a minimum requirement for faculty with research format courses. The SUN course teams are expected to aim for diversity in terms of their geographical, institutional, and disciplinary background. Preferably, they are composed of an even mix of

- outstanding scholars and/or practitioners from the global North and the global South, wherever the geographical diversity of expertise is relevant to the course topics.
- CEU and non-CEU based faculty

Applicants outside CEU are strongly encouraged to contact CEU faculty whose work is relevant to the proposed course about their possible participation. When the CEU Summer University Board decides about course proposals, the way in which the summer course contributes to the academic interests and developments of CEU faculty members and their departments is an important selection criterion.

Course proposals submitted for OSUN support are expected to be co-designed in collaboration between CEU faculty or staff members and counterpart(s) from OSUN partner universities. Engagement of scholars from the OSUN universities in the global South is particularly encouraged.

Number of teachers

Ideally, a course is envisaged to be taught by 4-5 core faculty members. (One or two, preferably local guest speakers can also be added if necessary and the budget can cover it.) Deviation from this proposed format is also possible in well-justified cases and when the budget allows for a larger team.

Expected length of stay/level of involvement

Faculty members are encouraged to be available for the entire period for the participants during their stay, preferably outside classes as well. If their schedule does not allow for this, they can participate only in part of the course.

Course administration

Course directors can hire a coordinator to help with administrative tasks as the budget permits. The SUN Office is responsible for the overall organization of the courses in terms of recruitment, processing applications, taking care of travel and housing arrangements, etc.

Teaching mode

Pre-course engagement

Each course has an interactive site designated to it, where each participant and faculty member can create their profile and post distance learning materials, readings, pre-course assignments, hold electronic seminar discussions, and circulate messages before and during the course.

During the summer course

In addition to the academic quality of the course, one of the major contributors to its success is the variety of teaching modes it employs. Course proposal authors are encouraged to include a broad range of teaching methods, such as lectures, intensive reading seminars, discussions, individual and group projects, presentations, field trips, etc., thus avoiding lectures being the dominant medium for teaching. SUN courses aim to provide a model in terms of course design and methodology as well by exposing participants to a diversity of teaching methods they could adopt and experiment with within their own teaching.

Teaching mode – in-person and online

The summer school offers residential courses. We anticipate that the post-pandemic recovery in 2022 will allow to hold fully residential courses, with faculty and participants engaging in person, with full observance of safety measures actual at the time.

In 2020 and 2021 we held courses online and have gathered experience in running summer courses in the virtual space as well. We will be open to consider proposals to hold online courses even after the pandemic has subsided, if that serves the scope and purpose of the course or the needs of access for the target audience.

HOW TO APPLY?

Option I

Two-stage submission process with a simplified first stage and the provision of more materials in the second stage once the proposal has passed the first one.

1. Submission of a *draft proposal*, deadline: *May 3, 2022*

Proposal authors are requested to submit a preliminary draft to Eva Gedeon by [email](#) with

- a brief description of the course concept (1-2 pages, including the length of the course)
- a short explanation of how the course contributes to SUN's mission and the academic development of CEU faculty/departments
- an indication of whether funding is expected from outside sources or CEU sources; if CEU is expected to (co-) fund the course, approximately how much the course requests
- a faculty list with CV's and publication lists

2. Feedback on draft proposals, deadline: *May 31, 2022*

The CEU Summer University Board will review draft proposals and make a decision:

- invite a full submission (which does not guarantee final approval)
- reject the draft proposal in case it is not in line with SUN's mission or CEU's institutional goals with SUN described in the Call for Proposals.

3. Submission of the *complete course proposal*, deadline: *June 20, 2022***Option II****One-stage submission of new full proposals, deadline: *June 20, 2022***

If a proposal author does not wish to take advantage of the two-stage process and receive feedback from the CEU Summer University Board before submitting the complete proposal, the first stage of sending a draft proposal can be skipped. Full (single-staged) proposals should be submitted by June 20, 2021.

Option III**One-stage submission of repeat full proposals, deadline: *August 12, 2022***

Repeat courses are requested to submit a one-stage full proposal by August 12, 2022.

REQUIRED DOCUMENTS FOR SUBMISSION OF THE COMPLETE COURSE PROPOSAL

Each complete course proposal should contain the following:

- PROPOSAL
 - Statement of Purpose (1 page)
 - Pre-requisites for the course
 - Course overview ([download template](#))
 - A short statement about the proposed ways of performance evaluation and expected course outcomes
 - Indication of potential interest from the target audience
 - A short statement about gender equity
 - Repeat proposals
- SUPPORTING DOCUMENTS
 - Proposal summary datasheets I ([download template](#))
 - Faculty datasheets II ([download template](#))
 - Faculty CVs and letters of intent ([download template](#))
 - Tentative budget (download a sample budget for [OSUN-SUN proposals](#) (USD) or [CEU-SUN proposals](#) (EUR))

1. PROPOSAL**Statement of Purpose (1 page)**

- Course rationale, aims and objectives
- Benefits for CEU (how the course can help fulfill the stated mission of SUN and contribute to the academic and /or professional development of CEU faculty members and their departments)
- OSUN priorities in case of a joint SUN-OSUN application

Pre-requisites for the Course/Target Audience

The course intends to bring together XXX. We envisage that the course could be of interest for:

- XXX

As a prerequisite for the course, participants need to demonstrate XXX.

Course Overview

Daily Schedule ([download template](#))

Bibliography

A list of **articles and books** used by faculty in designing the course. This list may be used as recommended or background reading for participants.

Performance Assessment/Expected Outcomes

By the end of the summer course, participants will (xxxx learning outcomes)

Assessment of the participants' work will be based on:

e.g.:

- class participation and discussion of readings
- case studies-home assignments presented
- consultations with faculty

All participants receive a certificate of attendance upon successful completion of the course. In order to gain this certificate, participants will be expected to attend and actively participate in all classes and complete assignments required by the course. In addition, all SUN courses will issue ECTS credits (typically 1 credit per week).

Potential Interest by Target Audience

Aside from the SUN standard advertisement channels, the project would be advertised through: xxx

A statement about gender equity

(in line with CEU's "Policy on gender equity at academic events and summer schools")

Course organizers should be attentive to the need to address gender equity when the invited speakers for an event are selected and should include a section addressing this issue by stating either

- a) that the invited speakers have a good balance of male and female speakers, or
- b) explain how efforts were made and why such a balance could not be achieved

Course organizers are encouraged to consult appropriate sources for advice on how to achieve gender balance at academic events. (For example, <http://feministphilosophers.wordpress.com/2011/03/26/how-to-avoid-a-gendered-conference/> or <http://forgenderequityatconferences.blogspot.hu/2012/09/q.html>)

Repeat proposals

Repeat proposals without any major change in faculty or content should contain an **additional statement** presenting a strong academic argument why the same course should be held again. **Please highlight revisions that have been made in the course content (topics, bibliography, resources, etc.), faculty composition, methodology, etc.**

2. SUPPORTING DOCUMENTS

Proposal summary datasheets

- **Datasheet I** – Summary of course details ([download template](#))
- **Datasheet II** – Faculty information ([download template](#))

Faculty CVs and letters of intent

- CV and publication list
CVs should not be longer than 2-4 pages, publication lists should contain selected publications, e.g., from the past 10 years, or 10 most important ones, etc.
- letter of intent ([download template](#))

Tentative Budget

(Download a sample budget for [OSUN-SUN proposals](#) (USD) or [CEU-SUN proposals](#) (EUR))

We will assist proposal authors in the preparation of a tentative budget during the course application process to see how the costs of the proposed course can be covered. Please contact [Eva Gedeon](#) to discuss the budget.

REVIEW AND SELECTION

1. Submission of proposals

Two-stage submissions:

- Draft proposals: May 3, 2022
- Final proposals: June 20, 2022

One-stage submissions:

- Full proposals: June 20, 2022
- Repeat courses: August 12, 2022

Applications should be sent by [email](#) to Éva Gedeon, SUN Director, SUN Office in Word and Excel format.

2. Review and selection

- Draft proposals will be reviewed by the CEU Summer University Board by May 31, 2022.
- Final proposals will be reviewed by external evaluators and the SUN Board in terms of quality and relevance to the mission and stated priorities of the summer program and CEU's institutional goals (see the selection criteria below). The SUN Office may contact proposal authors for further information or to make recommendations.

3. Notification

All proposal authors will receive notification about the results of review and selection via e-mail. Notification of selection will take place by the end of October 2022.

CRITERIA FOR SELECTION

In selecting proposals, the SUN Board will take into consideration:

- **Experience and expertise of the proposed faculty**

Holding a Ph.D. is a minimum requirement for faculty with research format courses. Preference will be given to proposals that include internationally recognized, outstanding scholars in their fields.

- **The proposal's added value to CEU and/or OSUN and its adherence to the program mission and priorities outlined in the Call**

Preference will be given to the proposals that demonstrate the course's contribution to the academic and professional advancement of CEU faculty members and their departments. In the case of OSUN proposals, their relevance to the priorities and on-going initiatives of OSUN will be considered.

- **Interdisciplinary and innovative approaches**

Proposals with interdisciplinary approaches offering fresh insight into research issues presented in an innovative course design are preferred.

- **Quality of the course overview (relevance, coherence, etc.)**

Proposal authors are kindly advised to submit a fairly detailed and concrete overview of the course (even if tentative at this stage), based on which the proposal evaluators can form an informed assessment of the course in their review.

- **A balanced composition of the teaching team**

Wherever relevant for the course topics, preference is given to applications that propose a teaching team composed of an even, dynamic mixture of regional and Western scholars/experts, who are sensitive to and knowledgeable about the

specific needs and problems of the regions from where the participants come. Balanced gender composition is also an important requirement.

- **Evidence of a sound methodological approach**

Proposals that employ a variety of teaching methods will be given preference.

- **Matching funding**

Preference is given to proposals that conform to the academic requirements of SUN and, in addition, can bring matching funding to the CEU base budget.