

CALL FOR COURSE PROPOSALS FOR THE CEU SUMMER UNIVERSITY 2021

The Summer University Program (SUN) of the Central European University (CEU) announces a call for course proposals for its summer school held in **Budapest, June 21 – July 23, 2021**

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 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, environmental sciences, gender studies, history, history and philosophy of science, environmental sciences and policy, international relations, cultural, legal, media and medieval studies, 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 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 policy makers, 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.

Prior to the submission of a proposal, you may wish to review the list of [previously held courses](#) on the SUN website.

New Initiatives from 2020 onwards

1) Cooperation with other universities and participation in university networks

The program is expanding its scope of outreach activities by

1. hosting **short courses and study abroad trips** (ranging from a few days to several weeks) in cooperation with partner universities. In addition to graduate level courses, the program also welcomes undergraduates for multi-site visits to CEU's Budapest and Vienna campus ([read more](#)).
2. becoming a part of the newly created **Open Society University Network (OSUN)** serving the thematic and skills-building needs of the network institutions.
3. contributing to the range of courses CEU offers in the executive training program of the **European and Transnational Governance Network**. ETGN awards a Joint Certificate on European and Transnational Governance to those who have successfully completed executive education training courses at three partner institutions within two years.

2) A series of **weekend training courses for professional development**.

Two- or three-day long workshops will be offered to focus on skills development for professionals, primarily policy makers, NGO workers, civil servants, government officials, representatives of regional and country offices of UN agencies, business startup teams, etc. See the [2020 offerings](#) as an example.

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-four summer schools held in 1996-2019 offered 450 courses. Until 2019, the program received more than 34,000 applications; 11,600 participants attended, and 3,000 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 participants are junior faculty, researchers,

and MA or Ph.D. students; the rest of the participant body are 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

There are four major tracks in the program:

a) Track I: high-level, research-oriented courses for academics

Courses typically last from one to two weeks. Based on the CEU credit hour system, each course has a teaching load of 24 hours per week (one teaching hour is 50 minutes long).

b) Track II: courses addressing the professional development needs of practitioners, policymakers, etc.

These one-week long courses tend to provide training and/or deal with policy issues at a practical, applied level. (See the credit hours above)

c) Track III: weekend training workshops to supplement Track II courses or to offer training in other fields

These workshops are designed to teach practical applications and skills in a hands-on, interactive manner of training.

d) Track IV: custom courses during short study trips developed in cooperation with partner institutions

SUN hosts partner institution's faculty-led, credit-bearing courses with CEU's enhancements (academic and programming).

FEES AND COSTS

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

	One-week course	Two-week course	Weekend workshop
Tuition fee (varies by courses)	300-800	550-900	450-1200
Accommodation (single room: 30 EUR/night in the Residence Center)	180	390	90
Living expenses	150	250	80-100
Total	630-1130	1190-1540	

Tuition revenue policy

SUN 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 their costs. Proposal authors can contact Eva Gedeon, SUN Director at gedeone@ceu.edu to discuss possible funding schemes during the proposal preparation phase.

Financial aid for course participants

The program awards partial tuition waivers to a maximum of five outstanding applicants per course. In addition to partial 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.

APPLICATION GUIDELINES FOR TRACK I-II COURSES

Funding for course costs

SUN provides a core budget only for a limited number of Track I 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)
- Scholarships for participants

Possible funding sources can be:

- Applicants' home institutions (e.g. travel grants for Ph.D. students and faculty from departments)
- Establishment of an institutional partnership between CEU and another university, research institute, international organizations (e.g. our current and previous partners include Open Society Foundations, the World Bank, USAID, UN, Council of Europe, UNDP, International IDEA, etc.)
- European Union (e.g. SUN can be part of a consortium for performing the task of dissemination of research results of an EU research project)
- European or American foundations supporting research, and /or summer schools.

The SUN office is ready to provide assistance with the preparation of joint applications where needed.

Course director's role

Each course is convened and led by a course director, 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 period to see whether the proposed course can be covered 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 eastern and western scholars and/or practitioners 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.

Resident CEU Academic Staff with employment contracts are expected to offer their teaching contribution on a pro bono basis unless they act as course directors whose year-long organizational work can be remunerated.

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

Non-Hungarian faculty members are encouraged to come for the entire period and be available for the participants during their stay outside classes as well. If their schedule does not allow for this, they can come for only part of the course.

Course administration

Course directors can hire a coordinator to help with administrative tasks as 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**e-Learning prior to the course**

Each course has an interactive e-learning 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 within their own teaching.

APPLICATION GUIDELINES FOR TRACK III WORKSHOPS

Funding for workshop costs

Weekend training workshops are expected to be financed solely through tuition fees. If the enrollment is low and cannot cover the costs and generate revenue, the workshop will be canceled.

Workshop faculty

The short workshops will be conducted by one or two CEU or non-CEU trainers.

Teaching mode

See "Teaching mode" above. Due to the practical, applied nature of the workshops, the primary teaching mode is expected to be highly interactive and experiential focusing on skills development.

How to apply

Same as Track I-II (See below)

APPLICATION GUIDELINES FOR OSUN-SUN COURSES

OSUN Funding

CEU Summer University and Open Society University Network (OSUN) invite proposals for the 2021 SUN courses developed and delivered collaboratively by CEU and OSUN partner universities. OSUN will support 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.

How to apply

The 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.

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 15, 2020*

Proposal authors are requested to submit a preliminary draft to Eva Gedeon by email (gedeone@ceu.edu) 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 30, 2020*

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

a) invite a full submission (which does not guarantee final approval)

b) 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 8, 2020*

OPTION II:

One-stage submission of new full proposals, deadline: *June 8, 2020*

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 8, 2020.

OPTION III:

One-stage submission of repeat full proposals, deadline: *August 12, 2020*

Repeat courses are requested to submit a one-stage full proposal by August 12, 2020.

REQUIRED DOCUMENTS FOR SUBMISSION OF THE COMPLETE COURSE PROPOSAL

Each complete course proposal should contain the following:

1. Two datasheets to be filled out

- **Data sheet I** – Summary of course details (download from Appendix)
- **Data sheet II** – Faculty information (download from Appendix)

2. Please enclose the following for each faculty member proposed:

- **CV. and publication list**
CV's 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 from Appendix)

3. Tentative syllabus

- A statement of the purpose** of the course with reference to 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
- Pre-requisites** for the course, if any (prior knowledge required for participation)
- Brief overview of the course** (a 1-page description of the course content)
- Bibliography:** a list of **recommended articles and books** that will be used by faculty in
 - designing the course (**background reading**), and
 - preparing a **class reader** for participants (a preliminary reading list for the course)
- Tentative course schedule:** the first draft of a detailed schedule of lectures, seminars or workshops listing the themes covered in the course.

Please try to give an as much detailed breakdown of the course content as possible. You can use the following format, for instance:

Topic 1	The Contemporary Coordinates of Artwriting
Faculty member(s)	Mark A. Cheetham
Number of hours	3
Teaching mode	Lecture (50 min.) & Seminar (100 min.)
Discussion points	<p>Territories of Image/Text 1: Historical and Theoretical Coordinates</p> <p>1. We will review the long and contested history of word/image relations. Reference will be made to Plato, the Ut Pictura Poesis tradition, Lessing, Kant, and others.</p> <p>Question: To what extent – and how, specifically – are these philosophical legacies still relevant to our work today when we engage in “artwriting”?</p> <p>2. What connections are there between controversies about Word and Image and the notion of “artwriting”? This discussion will serve as an introduction to the second class.</p> <p>3. Throughout the course segment, we will be asking if, and in what ways, the visual and textual are different, comparable, or incommensurate.</p>
Topic 2	
Faculty member(s)	
Number of hours	
Teaching mode	
Discussion points	

4. Indication of the potential interest of the target audience in the proposed course

Please indicate how the course director and the faculty members will have access to potential applicant groups (e.g. reference to already existing networks, names of listservs and electronic newsletters, social media platforms, conference participation lists, etc.)

5. A statement about the proposed way/s of assessment of the participants` performance in the course and expected outcomes (e.g. revised research proposals, reports, articles, etc.).

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) to participants who request these.

6. 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 that

- a) 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>)

7. 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.**

8. Tentative budget (download from Appendix)

We will assist proposal authors in the preparation of a tentative budget during the course application period to see how the costs of the proposed course can be covered. Please contact Eva Gedeon at gedeone@ceu.edu to discuss the budget details.

COURSE PROPOSAL CHECKLIST



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Datasheet I	<input type="checkbox"/>
Datasheet II	<input type="checkbox"/>
CV's + publication lists + letters of intent	<input type="checkbox"/>
Tentative Course Syllabus:	
a) Purpose (with reference to the SUN mission)	<input type="checkbox"/>
b) Pre-requisites, if any	<input type="checkbox"/>
c) Brief course overview (max. 1 page)	<input type="checkbox"/>
d) Bibliography (background reading list recommended texts for the class reader).....	<input type="checkbox"/>
e) Tentative course schedule (topics, allocation of hours among faculty members, teaching mode, etc.)	<input type="checkbox"/>
Potential interest of target audience	<input type="checkbox"/>
Assessment and expected outcomes	<input type="checkbox"/>
Statement about gender equity	<input type="checkbox"/>
Repeat courses	<input type="checkbox"/>
Tentative budget	<input type="checkbox"/>

REVIEW AND SELECTION FOR TRACK I-II-III

1. Submission of proposals

Two-stage submissions:

- Draft proposals: May 15, 2020
- Final proposals: June 8, 2020

One-stage submissions:

- Full proposals: June 8, 2020
- Repeat courses: August 12, 2020

Applications should be sent by email to Éva Gedeon, SUN Director, SUN Office at gedeone@ceu.edu .

2. Review and selection

- Draft proposals will be reviewed by the CEU Summer University Board by May 30, 2020.
- Final proposals will be reviewed by external evaluators and the SUN Board in terms of quality and relevance to the mission of the summer program and CEU's institutional goals with it (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 2020.

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 its adherence to the program mission outlined in the Call**

Preference will be given to proposals demonstrating how the course contributes to the academic and /or professional development of CEU faculty members and their departments.

- **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 plan (relevance, coherence, etc.)**

Proposal authors are kindly advised to submit a fairly detailed and concrete syllabus (even if tentative at this stage) so that the proposal evaluators can form a better and more realistic opinion 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.



DATA SHEET I.

Summer course title
 Academic Discipline(s)
 Dates (duration) Please give **alternative** dates as well, if possible.
 Number of Teaching Days
 Target Audience e.g. Level, Prerequisites, Previous Knowledge or type of training expected
 Level of the course
 Choice of Track (Track I or Track II)
 Course Director
 Institution (name, country, city)
 Contact information

PHONE

E-MAIL

SKYPE

Position

Brief summary of the course proposal
 (approx. 1,500-2,000 characters)

(To be used for advertising the course in case the proposal is approved)

Include the following:

- rationale/brief summary of the course concept
- course aims
- key topics
- target group
- course format

External Funding Available

YES

NO

Name of Donor/S

Contribution to course costs (in EUR)

Honoraria

Travel

Accommodation

Course Material Development (readers, distance learning materials, etc.)

Administrative costs

Scholarships for participants (in EUR)

Travel

Accommodation

Tuition fee

External Total Funding

EUR _____

CEU Funding requested *

EUR _____

*

Please give an estimate of the course costs that you are asking CEU to cover. An average 2-week budget is available at the end of the Call to serve as a possible model for preliminary calculations (see Attachment 2). Proposal authors' efforts to reduce the requested CEU contribution are strongly encouraged and highly appreciated. Please contact Eva Gedeon (gedeone@ceu.edu) for further details and help to create a tentative budget.



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DATA SHEET II.

Please fill out the sheet below for each proposed faculty member.

Institution (name, country, city)

Department (if applicable)

Position

E-mail

Website link (if available)

No. of teaching hours proposed*

NAME	NAME	NAME

Institution (name, country, city)

Department (if applicable)

Position

E-mail

Website link (if available)

No. of teaching hours proposed*

NAME	NAME	NAME

Institution (name, country, city)

Department (if applicable)

Position

E-mail

Website link (if available)

No. of teaching hours proposed*

NAME	NAME	NAME

*The total number of teaching hours for a course is **24 per week**.



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SAMPLE LETTER OF INTENT

I hereby declare that I am prepared to participate in the teaching of a summer course under the title “...” at CEU to be held in Budapest, July .. - .., 2021.

Date:

Signature:

Position/Affiliation:



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SAMPLE BUDGET

This is to illustrate a typical course budget for Track I courses calculated in EUR. Please contact Eva Gedeon at gedeone@ceu.edu to discuss your planned budget.

COURSE NAME

Amounts are calculated in EUR

Course length	5 days
No. of participants	25
CEU budget	6000
Total CEU budget	6000
External Funding	
Total Funding	6000

Name	Coordinator	CEU Co-Director 1	CEU faculty	European faculty 1 Co-director 2	European faculty 2	Faculty from overseas	TOTAL
Honorarium	200		Pro bono	300	300	300	1100
Director's bonus	0	600		600			1200
Compensation Total (gross)	200	600		900	300	300	2300
Employer's contribution	44	132		198	66	66	506
Air Travel				300	300	1300	1900
Airport shuttle				25	25	25	75
Train							0
Days at hotel				6	6	6	
EUR/night				65	65	65	
Hotel Total				390	390	390	1170
TOTAL	244	732		1803	1071	2071	5951

Total CEU Funding	6000	EUR
Salary & Benefits Category Total	5951	EUR
Contingency & Miscellaneous	49	EUR