



# GUIDE FOR APPLICANTS

COURSE DEVELOPMENT PROGRAM +  
Program by WUS Austria

Implemented by:



financed by



## Foreword

All applicants should read the **Guide for Applicants** carefully. It contains full advice on completing the application form, assembling your supporting documentation, submitting your application, and the closing dates. You will also find information about what happens after you have applied: selection procedure, dates of selection panels, assessment criteria.

Failure to follow the advice given in these Instructions will result in the application being disqualified from the selection process.

**All candidates should read this guide thoroughly before compiling an application.**

Further enquiries should be address to:

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## 1. Description of the Project

The CDP+ supports the course development at the UP with regard to the integration into the European HE Area, by the provision of means for the introduction and/or improvement of courses. CDP+ encourages the faculties to introduce new subjects/modules and to apply innovative approaches – in content and methodology – to already existing study programs. The CDP+ program also provides the possibility to apply for a set of courses within one project.

Beside the prerequisite of innovation, the CDP+ places special emphasis on (1) the relevance of the proposed course for the practical application, and in order to facilitate the integration into the European HE Area on (2) the cooperation with Austrian and other European universities.

The CDP+ grant covers the following: stipend for the teacher who modifies or introduces a new course, a fund for scientific literature, an allowance for printing the script, the costs for a study visit at a foreign university (optional); preferable at an Austrian university (max. 1 week); or the costs of an invitation of a partner from an Austrian or EU university, and the purchase of equipment (under certain conditions). The CDP+ program also provides the possibility to apply for a **set of courses (max. 5 courses)** within one project. In that case, the total grant of the project consists of stipends and scientific literature for all candidates, of study visits (optional) and – under certain conditions - of shared equipment. Such projects will be given special attention due to the accumulation of value.

Additionally, the CDP+ includes 2 ECTS trainings within the 36-months of project implementation period. These 3-day ECTS trainings will be organized in April 2009 & May 2010, and staff members of EU universities who are familiar with ECTS procedures and local experts are going to transfer their know-how in small-group training courses. Participants of the ECTS training courses will consist of the CDP+ grantees and those members of the university staff who are concerned with ECTS procedures.

Finally, the best CDP+ will be awarded in a ceremony at the end of each round, where not only the granted lecturer, but also the hosting faculty will be honored.

## 2. Application Documentation

The CDP+ application documentation consists of a completed application form and supporting documentation.

The CDP+ application form can be downloaded from WUS Austria Prishtina Office website <http://www.wus-austria.org/project/0/20.html> It is important to point out that the completed application form needs to be submitted to WUS Austria Prishtina Office **BOTH** in electronic form ([alfred.marleku@wus-austria.org](mailto:alfred.marleku@wus-austria.org)) and in hard copy (Address: WUS Austria Prishtina Office, Faculty of Philology, “Nëna Terezë” str. n.n. 10000 Prishtinë).

Supporting documentation is an integral part of the Application. Without it, the entire Application will be considered incomplete, and in certain cases invalid, and will not be taken into further consideration. Supporting documentation will be discussed in detail in Section 4 (page: 12).

## 3. Applications Deadlines

Within WUS Austria’s current program “Support to Reforms of Higher Education in Kosovo 2008-2011”, three application rounds have been foreseen for CDP+. The first Call for applications will last from September 5<sup>th</sup> till October 4<sup>th</sup>, 2008, the second Call for applications will be open from mid of June 2009, and the third call for applications will be open from mid of January 2010. Nevertheless, WUS Austria strongly recommends all interested candidates to apply within the first round.

**IMPORTANT:** Application deadlines will be strictly observed. Applications received after the set deadlines will not enter the selection process.

## 4. Support to Applicants

During three application rounds, WUS Austria, respectively Prishtina staff will be available to all potential candidates for advice and support regarding application preparation. However, all support in application preparation and follow up will immediately stop after application closing dates. Please note that WUS Austria staff is not permitted to disclose details of the status and outcome of your application, before the formal Selection Panels take place. In

order to understand what happens to your application after we receive it and how it is assessed, please read under **6. Selection Procedure** (page: 13, 14, and 15).

## **5. Application Form**

The application form itself consists of 4 sections, where the following series of questions need to be answered:

### **Section 1: General information about project**

- 1.1. Information about the applying faculty and the lecturer (in case of an application for a set of courses, a project coordinator needs to be nominated among the lecturers).
- 1.2. Title of the course(s), semester and level
- 1.3. Options:
  - One course **or** a set of courses (indicate the number of courses; max. 5 courses)
  - Modification of an existing course(s) **or** introduction of a new course(s)
  - Are you cooperating with an EU university/faculty in the frame of the proposed project, if yes, please state this university/faculty
  - Are you applying for any kind of equipment?
  - Specify if course will be converted into eLearning: Taking in consideration the fact that an e-platform was developed at the University of Prishtina, the professors might also develop the courses in digital form. However, no extra allowance is foreseen for this.

**Please note:** To develop the course in digital form is considered an asset; despite the fact that no financial support can be granted for this, trainings in eContent development are foreseen for those lecturers who want to offer their course as eLearning course.

### **Section 2: Budget**

Before filling in the budget table, it is important to understand what the CDP+ grant consists of:

- **The stipend** of EUR 1.500 for the lecturer who modifies or introduces a new course, which will be paid out in 3 installments: after contracting, after the midterm

evaluation and after the final monitoring. For each modified/introduced course, a stipend is foreseen.

- **A fund for scientific literature** (max. EUR 500 per course). This literature needs to be handed over to the library of the faculty before the final monitoring.

**Additionally, funding is also possible for a study visit at a university in the EU countries (or the invitation of an expert of an EU university), and for the purchase of equipment. Such funding is bound to certain conditions!**

- **The co-financing for printing the script**; the script will be financed by the respective faculty. The students of this course will get the script for free; at least 20 copies of this script go to the faculty library and 2 exemplars to WUS Austria. **Please note: The co-financing by the faculty of printing of the scripts is obligatory in CDP+!**
- Although it is not a precondition, WUS Austria advises cooperating with a partner university/faculty in an EU country, which supports the introduction or modification of the course through expertise. (In case you already have established cooperation with an EU partner, this university certifies its support through a letter of endorsement). In this regard it is possible to make a **study visit** at this university (max. 1 week), or to invite an expert from this university in the EU to your faculty. The travel expenses are covered up to max. EUR 600 and the costs for accommodation up to max. EUR 300. Based on the invitation of the partner university (with exact dates!!!) the lecturer gets a daily allowance of EUR 26.80. He/she gets these daily allowances for the dates that are mentioned in the invitation plus 1 day for arrival and 1 for departure. The maximum duration of a study visit is 7 days (including arrival and departure), and the minimum is 5 days (3 days visit, 1 day arrival, 1 day departure).
- The provision of **equipment** in the frame of the CDP+ is not only bound to certain conditions (the need for this equipment needs to be justified with regard to introduction/modification of the course), but also limited to a max. of EUR 10.000. The applicants are required to procure at least three different offers for the provision of equipment. The cost of the equipment purchased abroad must include all the accompanying costs (CIP and freight costs). WUS Austria reserves the right to procure additional offers. The provision of equipment will be carried out according to agreement between WUS Austria and applicants.

**Please note: The equipment needs to be co-financed by the applicant. Percentage of co-financing for equipment is at least 30% of the total equipment value (not 30% of the amount requested from WUS Austria).**

### **Section 3: Information about the course(s)**

In section 3 of the application the respective form for modifying an existing course (A) or the introduction of a new course (B) needs to be chosen. In case of an application for a set of courses from one faculty, please use for every course a separate section 3 form.

**A. MODIFICATION OF AN EXISTING COURSE:** State if the course was taught at this faculty before.

#### **A.3.1 Please describe the existing course in terms of:**

**A.3.1.1 Content:** describe briefly the topics covered in the course.

**A.3.1.2 Instructional Methods:** describe which methods will be used by the course lecturer to teach the course.

**Example:** *“This course is taught using a variety of instructional methods including lecture, class discussion, small group work, project creation, and electronic discussion (e-mail and website chat room).”*

The instructional methods should correspond to the examination modalities.

**A.3.1.3 Examination Modalities:** List the different examination modalities on which's basis the final grade will be assessed. Use percents (adding up to 100).

**Example:** *presentation 30%, active participation in class 30%, final paper/exam 40%.*

**A.3.1.4 Format:** Please describe the format of the course (e.g. block session, seminar, etc.).

**A.3.1.5 Current number of ECTS Credits of the course**

**A.3.1.6 Detected weaknesses and disadvantages of the existing course**

**A.3.1.7 Context:** (description of the course within a curriculum, and its link to related courses).

#### **A.3.2 Detailed description of planned modifications**

**A.3.2.1 Please state the AIM of the proposed modified course:** The aim of the to-be-modified course should be stated clearly and in a concise form (for example bullet points).

**A.3.2.2 List the learning objective(s) of the proposed modified course:** The objectives of a course are described in the form of competences (knowledge, insight, attitude, skills) which the student must acquire in the course. Acquiring the competences is crucial for determining whether or not a course succeeds.



**A.3.3 Please describe the modifications which you want to introduce and summarize the improvement and advantages of these in terms of:**

**A.3.3.1 Content**

**A.3.3.2 Instructional Methods**

**A.3.3.3 Examination Modalities**

**A.3.3.4 Format**

**A.3.3.5 Number of ECTS Credits of the course**

**A.3.3.6 Explain relation between teaching hours and ECTS Credits:** One ECTS point corresponds to a workload of between 25 and 30 hours. Based on this, describe how the specific ECTS points to be acquired through this course have been calculated.

**Info:** The Bologna process envisages the introduction of a European Credit Transfer System (ECTS) in order to make achievements and workload compatible. One ECTS-Point corresponds to 25 to 30 hours of work and includes the whole time a student needs to successfully complete a learning activity. Within one year, about 60 ECTS points can be acquired in a full-time study course. This corresponds to a working time between 1500 and 1800 hours per year.

In calculating ECTS points, the following factors have to be taken into consideration:

- Presence (contact hours)
- Workload: preparing for class and study outside of class (in the library, reading, etc.)
- Practical work
- Workload for term paper, presentation and project work
- Workload for the exam preparation

Thus, the conversion from hours per week per semester into ECTS points varies according to the learning and working complexity.

**A.3.3.7 Context:** (description of the course within a curriculum, and its link to related courses).

**A.3.3.8 Relevance of the course proposed for modification in terms of application** (linking theory and practice, relevance for the local labor market, life-long learning, etc.)

**A.3.4 Please describe the priorities of your institution as well as the importance and necessity of this project for the institutional development**

**A.3.5 If you are applying for the purchase of the equipment**

**A.3.5.1 Explain the necessity for requested equipment for successful modification of the course.**

**A.3.5.2 Describe how will the equipment be used (teaching, research,...) and who will have access to it.**

**A.3.5.3 Provide photographs** (with short description) of facility/facilities (laboratory, classroom,...) where the equipment will be located.

**A.3.6 Plan of activities:** Whereas first call applicants will have the opportunity to choose which semester courses they wish to introduce/ modify (winter term 2008 or summer term 2009, second call applicants will be offered the option to do so in the summer term 2010, and third call applicants will be offered only the option to do so in the winter term 2010. Hence the Plan of activities needs to be completed with regard to the above stated time-frame.

The following is a list of guidelines for completing the activities plan correctly:

- Contracting, i.e. beginning of project implementation will be at the beginning of January 2009 (first call applications), mid of October 2009 (second call applications) and mid of April 2010 (third call applications).
- If applying for equipment, co financing needs to be completed max. 2 weeks after the signing of the contract
- Literature procurement is not bound to strict time-frames, although WUS Austria strongly recommends acquiring literature before the preparation of the script
- Script preparation and printing is not bound to specific time-frames. Nevertheless, the final version needs to be submitted to WUS Austria two weeks prior to the commencement of course lectures
- If applying for a study trip, it is at the applicant's discretion to decide when and where to conduct the study trip. WUS Austria's only requirement is that the partner is an EU University and that the trip takes place before the commencement of course lectures

NOTE: Although the application (Plan of activities) will be an integral part of the Contract, during project implementation WUS Austria will tolerate changes and deviations from the set plan of activities, provided that they are justified and formally announced in writing.

**B. INTRODUCTION OF A NEW COURSE:** Fill in this part if the introduction of your course is completely new.

**B.3.1 Please state the AIM of the proposed course: See above in Section A under A.3.2.1**

**B.3.2 List the Learning Objective(s) of the proposed course**

**B.3.3 Please describe the new course which you want to introduce and summarize the benefit and significance of the introduction of this course in terms of**

B.3.3.1 Content: See above in Section A under A.3.1.1

B.3.3.2 Instructional Methods: See above in Section A under A.3.1.2

B.3.3.3 Examination modalities: See above in Section A under A.3.1.3

B.3.3.4 Format: See above in Section A under A.3.1.4

B.3.3.5 Number of ECTS Credits of the course

B.3.3.6 Explain the relation between teaching hours and ECTS Credits: See above in Section A under A.3.3.6

B.3.3.7 Context (link to related courses, description of the course within curriculum)

B.3.3.8 Relevance of the proposed course in terms of practical application (linking theory and practice, relevance for the labour market, life-long learning, etc.)

**B.3.4. Please describe the priorities of your institution as well as the importance and necessity of this project for the institutional development**

B.3.5 If you are also applying for the purchase of equipment please complete the following

B.3.5.1 Explain the necessity of requested equipment for successful introduction of the course

B.3.5.2 Describe how will the equipment be used (teaching, research...) and who will have access to it

B.3.5.3 Provide photographs (with short description) of facility/facilities (laboratory, classroom,...) where the equipment will be located

**B.3.6 Plan of activities: See above in Section A under A.3.5**

#### **Section 4: Supporting documentation:**

Please make sure that all the accompanying documentation (except equipment offers) is submitted in English!

- o Letter of commitment by the faculty/ scientific teaching faculty council: dean of the faculty assures commitment of the faculty for the implementation of the course.

- Letter of commitment by the course lecturer(s): proves the taken responsibility for the implementation of the project firmly in accordance with the implementation concept.
- Letter of commitment - producing and publishing of a script: CDP+ lecturer justifies the commitment of the lecturers to produce the scripts including the dean's signature confirming the financing of the script.
- CV of the course lecturer(s): it is preferred that CV's to be provided on EU template that can be obtained through: <http://europass.cedefop.europa.eu/>.
- Letter of endorsement by an EU-university/faculty or from individual professors at EU universities (for applications which include a study visit to EU University, or the invitation of an EU partner): proves the existence of partnership relation.
- Photos of the facilities (for applications which include the purchase of equipment)
- Three (3) offers for the equipment - delivered in bond (for applications which include the purchase of equipment). If applicant is unable to provide three offers (perhaps there are no other suppliers), this needs to be justified in writing.
- Co-financing documentation: statement of co-financing for applications which include the purchase of equipment.

Please note that the letters of commitment (by the faculty, teaching council, course lecturer) as well as co financing documentation are IMPERATIVE; without these documents, the entire application will be considered invalid.

Please find enclosed in the application the following forms: Letter of Commitment by the Faculty/Scientific Teaching Council, Letter of Commitment by the Applicant.

## 6. Selection Procedure

**Description:** The Selection Process consists of the following distinct parts:

- Pre-selection (based on the MUST criteria)
- Peer review (content-based)
- Technical assessment (based on formal requirements and capabilities),
- Final decision taken by the selection committee (consisting of members from the universities, from the Austrian coordination offices, from the ministry for education, and WUS Austria)

The pre-selection procedure will be conducted by WUS Austria Prishtina staff that will check

carefully whether the must-criteria are fulfilled. If they are not fulfilled, the application will be rejected. If, however, the criteria are fulfilled, the application will be sent to the content-based peer review. In addition, the formal requirements and capabilities (including assets) have to be reviewed. After analyzing the results of the peer review and the technical assessment, the applications are ranked and then passed over to the selection committee. The final decision is taken by the selection committee.

## **CRITERIA:**

### **MUST-Criteria**

(If these criteria are not fulfilled, the application will not be processed further)

1. Formally valid application (i.e. completed in English, computer processed, all relevant boxes have been filled in, etc)
2. Confirmation by faculty/university/ lecturer(s)
3. Co-funding for equipment (In cases where the application includes equipment procurement, the percentage of co-financing is 30% of the equipment value)
4. Innovation in content and/or methodology
5. Equivalence with similar courses in other European Universities (ECTS)
6. Linking between the theoretical and practical work
7. The demonstration of the need for equipment must be well-founded and credible as equipment costs are only eligible if the purchase of equipment is indispensable for the achievement of the course objective (only in cases, where equipment is requested).

### **Assets**

1. Cooperation with EU University
2. Cooperation with the other university institutions in Kosova
3. Cooperation with the universities in the region
4. Package of Courses (one application for more than one single course; max 5 courses)
5. Relevance of the course for the local labor market
6. Linkage between educational system and economic environment
7. Multiplier effect
8. e-Learning
9. Focus on life-long learning

10. WUS Austria, as an equal opportunity organization, strongly encourages female candidates to participate in its programs

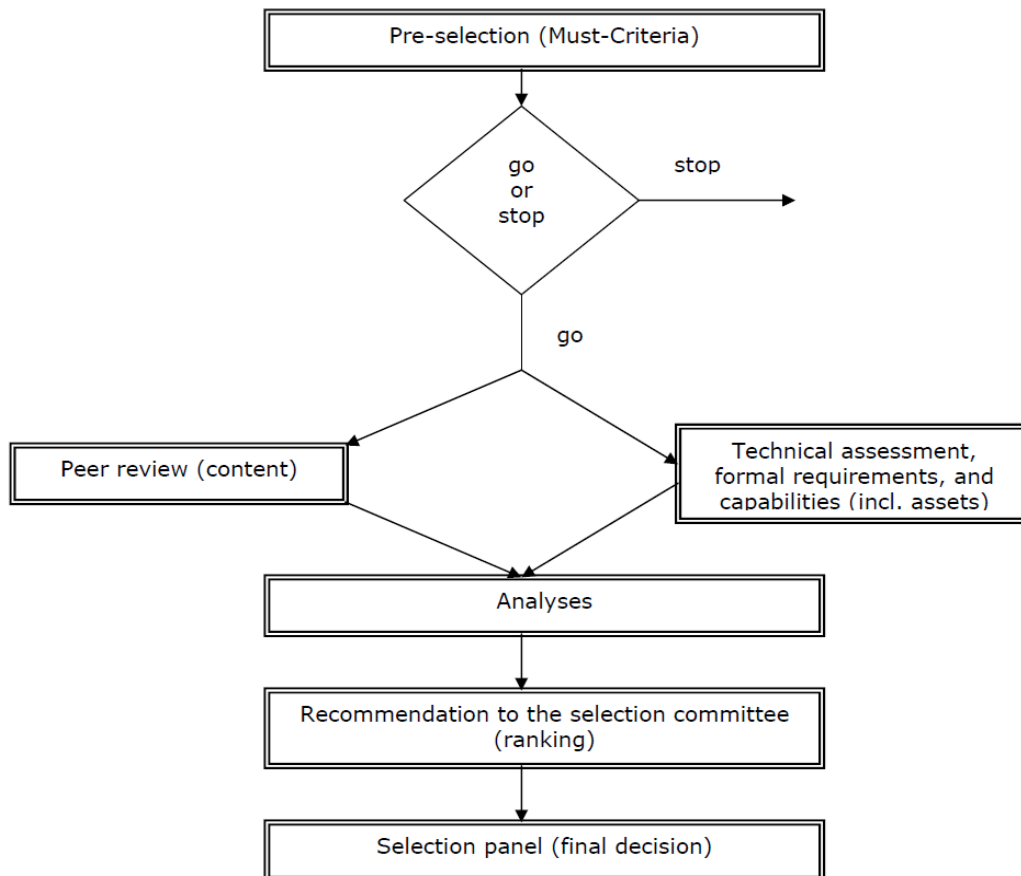
**Peer review**

1. Quality of content
2. Level of modification
3. Innovation in content and/or methodology
4. European standards

**Formal requirements and capabilities of the applicant**

1. Quality of application
2. Institution profile
3. CV of the lecturer(s)
4. Impressions during monitoring
5. Relevance of the subject within the curriculum

## Selection Process



**In order to ensure a professional project implementation, special attention will be paid to the responsiveness of the applicant, and it will be taken into consideration during the selection procedure!** This will be measured on the basis of the applicant's attainability, the time it takes for the applicant to reply, punctuality, etc.

Last but not the least, WUS Austria wants to thank in advance all candidates interested in applying for CDP+, and wishes them GOOD LUCK!