

APPLICATION FORM

DEGREE DEVELOPMENT STRUCTURE

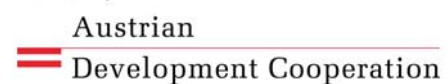
Please complete this form carefully on a computer

IMPORTANT: Please read the Guide for Applicants carefully as they are an integral part of this application form!

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List of sections

Section 1: General information about the DDS Project
Section 2: Market Research and Coherence Analysis
Section 3: Partners
Section 4: Budget
Section 5: Equipment
Section 6: Accompanying Documents (in English!)

SECTION 1: GENERAL INFORMATION ABOUT THE DDS PROJECT

Name of the project coordinator, title and position at the faculty:		
Name of the degree program coordinator, title and position at the faculty:		
Applying institution:	Department:	
	Faculty:	
	University:	
Town:	Address (faculty):	e-mail (Project coordinator):
Phone (faculty):	Fax (faculty) :	Mobile (Project coordinator):

Place, date

[Stamp of the Faculty]

Signature-Dean

Place, date

[Stamp of the University]

Signature-Rector
Title of the Degree Program and academic degree obtained:

Program Level:

Masters Degree; Postgraduate Degree

Doctoral Degree

Total ECTS:

Program Duration:

Other participating department(s)/faculty(s), university(s), if any:

◆ **ACADEMIC STATEMENT**

◆ **Please state the AIM of the proposed degree program:**

<p>Aim: (max. 1.000 characters)</p>	
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◆ **List the LEARNING OBJECTIVE(S) of the proposed program:**

<p>Learning Objectives: (max. 1.000 characters)</p>	
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◆ **MARKET RESEARCH (short summary, max. 1000 characters in total):**

	(a) Outline how demand for graduates of the proposed program in the labor market/ in society has been tested:
	(b) List groups consulted (e.g. employers, external examiners or alternative sources of academic expertise, potential employers, relevant professional bodies, recent graduates) and summarize their responses:

♦ **INTENDED STUDENT INTAKE:**

	(a) What is the quota for the program, i.e. the annual intake (i.e. number) of students?
	(b) State the minimum viable intake (i.e. number) of students required to run the program:

♦ **ENTRY REQUIREMENTS:**

Outline the formal qualifications or pre-requisites needed to get admitted to the program:	
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APPLICATION FOR ADDITIONAL MEASURES♦ **Please specify whether you intend to use Brain Gain component for this DDS project:**

A) Yes ☐ (if yes, fill in Annex 6.3.2) B) No ☐

♦ **Please specify whether you are applying with an Austrian¹ twinning institution (which allows for up to 8 twinning guest lecturers) for this DDS project:**

A) Yes ☐ (if yes, fill in Annex 6.3.2) B) No ☐

♦ **Please specify whether you intend to use eLearning component:**

A) Yes ☐ (if yes, fill in Annex 6.3.1) B) No ☐

♦ **Please specify labour market cooperation partner – company or consortium of companies, institution(s) or organisation(s) – in the frame of the proposed project (letter of cooperation must be enclosed):**

Company/Consortium, institution(s) or organization(s):	
Contact person, position, email address, phone nr.	

¹ If no Austrian partner institution can be found, an exception can be made to apply with a partner institution from a different EU country or Norway or Switzerland.

- ♦ **Please specify Austrian² cooperating/twinning institution, university/faculty in the frame of the proposed project (letter of cooperation must be enclosed):**

University/Faculty:	
Contact person, position, email address, phone nr.	

- ♦ **Please specify whether you are also applying for any kind of equipment:**

A) Yes ☐

B) No ☐

² If no Austrian partner institution can be found, an exception can be made to apply with a partner institution from a different EU country or Norway or Switzerland.

Curriculum Overview Matrix
 (max. 15 courses in total)

Module letter and title	Course number and title	No. of contact hours	No. of ECTS	e-Learning		BGP+		Twinning lecturer		Semester (1 st , 2 nd or 3 rd)
				yes	no	yes	no	yes	no	
A)	A.1)									
	A.2)									
B)	B.1)									
	B.2)									
C)										
D)										
E)										
F)	F.1) Final Thesis/Project									


Final Thesis/Project

Please describe the objectives and key competences to be acquired through the final thesis/project.

Please also explain how students will be prepared for the final project during coursework and what distinguishes the project from "ordinary" coursework or course papers.

Please list the possible types of final projects (e.g. paper, presentation, evaluation etc.)

Outline a short time plan for the final thesis/project (including deadlines). Please mind that WUS Austria can financially support the development of a max 15 courses for the first three program semesters (i.e. winter 2008/09, summer 2008/09, and winter 2009/10 semester). Depending on whether you plan to introduce/ modify a master or PhD program and depending on its duration, please state when students will be expected to work on their final thesis/ project (which semester).



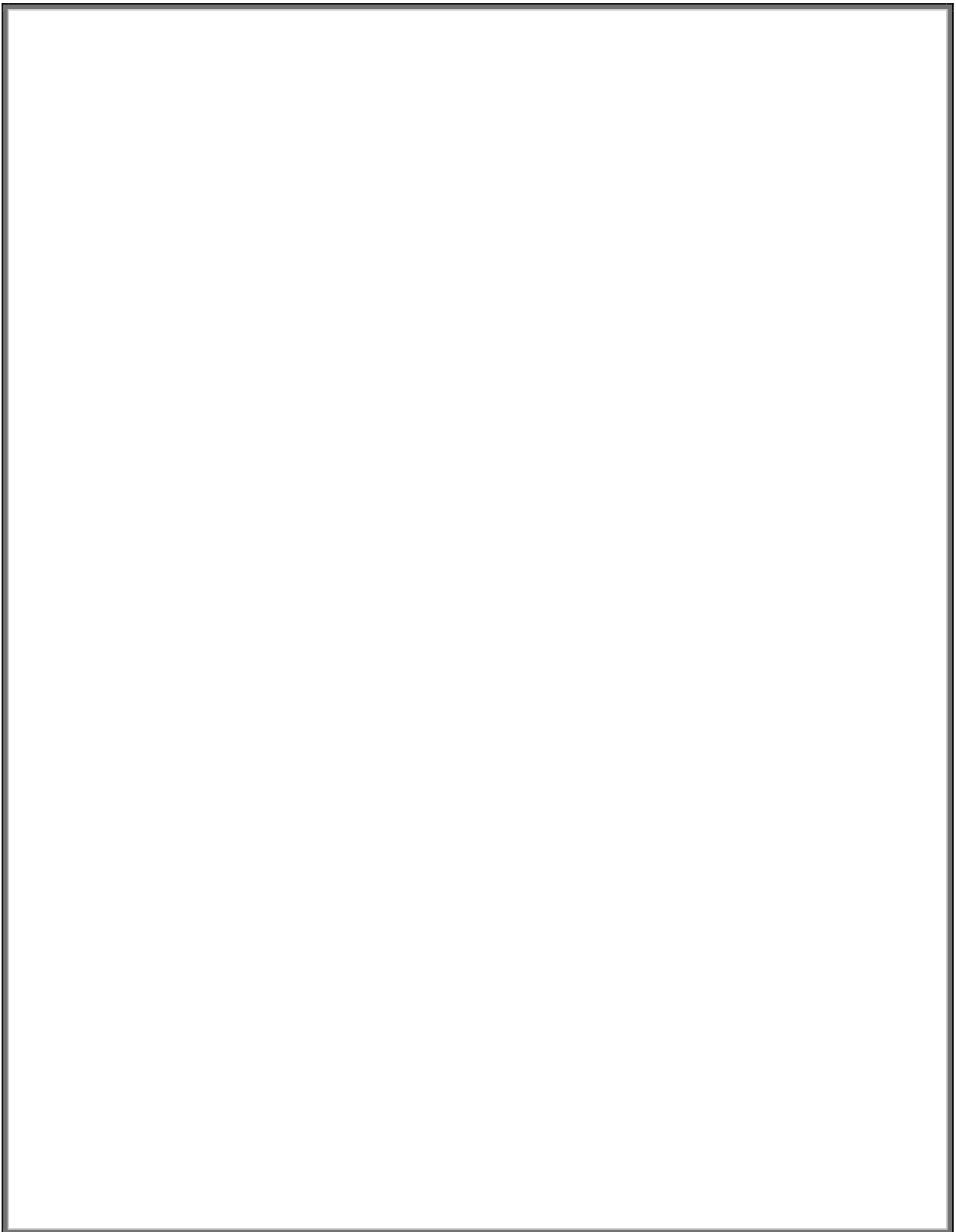
SECTION 2: MARKET RESEARCH and COHERENCE ANALYSIS

2.1 Summary of undertaken analysis of labor market and society needs as well as coherence with other degree programs in the same field, that justifies the introduction of the new program (1-2 pages max., full research/study report can be provided as a separate document which will be considered an asset).



SECTION 3: PARTNERS

3.1 Specification of the labour market partner, justification of the choice of partner and description of concrete ways of cooperation (1-2 pages max.)



3.2 Specification of Austrian³ cooperation/twinning institution and description of concrete ways of cooperation (1-2 pages max.)

³ If no Austrian partner institution can be found, an exception can be made to apply with a partner institution from a different EU country or Norway or Switzerland.



SECTION 4: BUDGET

Note: Please fill in this Section (Budget Sub-totals) only after you have completed detail budget form (annex 6.1)

4.1 Budget Sub-totals

4.1.1 Direct DDS costs section	
Sub-total, Scholarships	€
Sub-total, Books	€
Sub-total, Scripts	€
Sub-total, Travel costs	€
Sub-total, Accommodation	€
Sub-total, Equipment	€
TOTAL, DDS direct costs	€
4.1.2 Twinning section	
Sub-total, Travel costs	€
Sub-total, Accommodation costs	€
Sub-total, Honoraria	€
TOTAL, Twinning costs	€
4.1.3 Lifelong Learning/eLearning section	
Sub-total, WEB platform	€
Sub-total, Honoraria	€
TOTAL, Lifelong Learning/eLearning costs	€
4.1.4 Brain Gain Plus section	
Sub-total, Travel costs	€
Sub-total, Accommodation costs	€
Sub-total, Weekly allowance	€
TOTAL, Brain Gain Plus costs	€
4.1.5 Budget, Total	
Direct DDS costs	€
Twinning costs	€
Lifelong Learning/eLearning costs	€
BGP+ costs	€
TOTAL PROJECT COSTS	€

4.2 Literature specification:

Course No.	Item	Item price (EUR)
	Total literature value:	

4.3 Co-financing for equipment (only if applying for equipment): must be documented with invoices or statements of co-financing!:

Donor	Item(s)	Planned or Obtained	Amount (EUR)
TOTAL:			

Please note: The equipment needs to be co-financed by the applicant. Percentage of co-financing for equipment is at least 50% of the total equipment value (not 50% of the amount requested from WUS Austria). Value Added Tax (VAT) must be covered by the applicant. VAT can be considered part of the 50% co-financing.

SECTION 5: EQUIPMENT (to be filled only if equipment purchase is foreseen)

5.1 Description and offers

Please fill out this chart carefully. Only items you enumerate in this budget line are eligible for support. If you need more space, copy this form.

Important notes (failing to fulfill the following will result in rejection of the application):

The following items are not allowed: travel costs, construction work, furniture, subscriptions to databases and magazines, disposable materials, and laptop computers.

The applicants are required to procure at least three different offers from different suppliers for the provision of equipment. Requested items must be sorted according to the priority, starting with highest priority items

No.	Item	Company 1 Item price 1 (EUR)	Company 2 Item price 2 (EUR)	Company 3 Item price 3 (EUR)	Preferable offer/company (1,2 or 3) and explanation	Quantity	Total price (EUR)
Total equipment value:							

5.2 Explain the necessity of requested equipment for successful introduction of the Degree program.



5.3 Describe how (teaching, research, etc) and where (laboratory, classroom, etc.) the equipment will be used and who will have access to it. Photographs of facility might be requested at a later stage.



SECTION 6: ACCOMPANYING DOCUMENTS (IN ENGLISH!) - CHECKLIST

Each of the following documents **have to be attached** to the application form.

For the following 4 annexes, the provided templates (to be downloaded from the WUS Austria – Sarajevo website) have to be used:

- 6.1 Budget (for budget calculation, the respective excel form has to be downloaded and used and submitted as an annex to this application form!)
- 6.2 Modules and Courses detailed description
- 6.3 Optional components e-Learning and guest lecturers (in the frame of Brain Gain Program Plus or Twinning)
- 6.4 Templates for:
 - (a) Letter of commitment of the Faculty/University
 - (b) Letter of commitment of the project coordinator
 - (c) Letter of commitment - producing and publishing of scripts
 - (d) Letter of endorsement by an Austrian cooperation/twinning partner
 - (e) Letter of endorsement by local/international company/institution/organization or consortium

In addition to these 4 annexes, the application has to contain the following documents, for which NO TEMPLATES are available:

- 6.5 CV's of the DDS coordinator and course lecturers
- 6.6 3 offers for the equipment (for applications which include the purchase of equipment)
- 6.7 Co-financing documentation (invoices or statements of co-financing) (for applications which include the purchase of equipment)
- 6.8 Letter of endorsement by the University eLearning Center (for applications which include the eLearning component)
- 6.9 CV of the BGP+ guest lecturer(s) (for applications which include Brain Gain component and/or) and/or of guest lecturers within twinning projects with a EU university

- **Submit any kind of documentation that might support your application!**
- **Please describe your project exactly according to the following series of questions! Omitting to fill in any of the fields or failure in submitting any of the requested documents will result in rejection the application as incomplete!**

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