

Curriculum Resource Center Application Form

(This application form is free and may be photocopied)

Directions for applying to CRC Sessions:

- Complete this **CRC application form**.
- Attach the **draft syllabus** of the course you wish to prepare or revise.
- Attach a copy of **your curriculum vitae**.
- Attach one **letter of support** from the institution for which you are preparing your course which can attest to both your professional experience and to the need for this course to be taught along with an indication to when this course will start.
- For **Course Innovation** sessions attach **additional documents**, **IF** it is specified in the call for applications.
- Make sure your **passport is valid for another 6 months** from the date of the session and **your institution agrees with your participation in the session**.

Send your application to the CRC either by regular mail or e-mail, use fax only in emergency.

Incomplete applications will not be considered!

Please see last page for further guidelines, instructions and contact information!

CRC Session you are applying for: _____	(Subject area)	(Dates)
_____ (Title of the session)		

Contact Information

(Please Print)

First Name:

As in your passport

Last Name:

As in your passport

Sex: Female Male

Date of Birth:

Year _____ Month _____ Day _____

Place of Birth:

City, Country

Citizenship:

E-mail Address:

FAX nr (where the invitation letter can be sent) :

Home Address:

Street / number:

City:

Post code:

Country:

Tel:

University/Institution:

Faculty:

Department:

Position:

University web page:

University e-mail:

University Address:

Street / number:

City:

Post code:

Country:

Tel:

Fax:

Course Development Plan:

What course would you like to revise or develop while at CEU?

Course Outline:

Please provide the outline of the course you intend to develop/update (300 words minimum).
Please attach additional page with draft syllabus.

Questions on Your Needs for the CRC Session:

(The CRC is continually looking for ways to improve the quality of its curriculum development sessions. We would greatly appreciate if you could assist us by responding to the below questions, we however cannot guarantee that these suggestions will be incorporated into your particular CRC session.)

What type of meetings would be most beneficial to you in developing your course (i.e., one-on-one meetings with CEU faculty, panel discussions, meetings with other CRC participants, etc.)?

Other ideas of how the CRC session would best assist you in your curriculum development needs?

If this is your second application to a CEU sponsored program, please provide rationale for your need to return to the CEU.

Language Skills:

A strong command of English language is essential for CRC visitors. Please fill in the self-evaluation form concerning your language abilities. Participants whose English is not at the same level as indicated on this form will not be eligible to participate in future CEU faculty initiative activities (i.e., CRC, Summer University, Senior and Junior Faculty Fellowships, etc.) If you are uncertain about the level of your English language ability, please contact your local Soros Foundation or the CRC Office.

I. Summary of English Language Studies:

1. Number of years you have studied English:
2. Where did you study English (primary, secondary school, etc.):
3. Please indicate the type and score of English language training/proficiency certificate(s) that you have received and attach a photocopy of it:
 - international exam (e.g. TOEFL, Cambridge English Proficiency, etc.): _____
 - national exam in your country.): _____

II. Language Evaluation Form:

Please evaluate your own language skills. Put a tick in the box which you feel best describes your language skills.

Reading:

- Beginning** (I can read simple, everyday text)
- Intermediate** (I can read specialized literature in my field.)
- Advanced** (I can read non-academic and academic prose without difficulty)

Speaking:

- Beginning** (I can communicate at a survival level)
- Intermediate** (I can communicate fairly comfortably in everyday situations)
- Advanced** (I can interact with ease in a wide range of situations, both academic and non-academic)

Listening:

- Beginning** (I can understand slow, articulate speech)
- Intermediate** (I can follow natural speed conversation)
- Advanced** (I can understand seminar discussions and follow lectures)

Writing:

- Beginning** (I can write personal and business letters)
- Intermediate** (I can write essays and compositions on non-academic subjects)
- Advanced** (I can write research papers)

Signature of Applicant

By signing above you verify that you have responded honestly to all the above questions

CURRICULUM DEVELOPMENT PROGRAM GUIDELINES

For the purpose of the evaluation and selection process it is essential that all questions in the application form are answered. **INCOMPLETE APPLICATIONS CANNOT BE CONSIDERED FOR SELECTION.**

ELIGIBILITY:

- ❖ University teachers in the Social Sciences and Humanities from Eastern Europe (non-EU countries) and the former Soviet Union who are developing or revising a university course may apply to participate in a CRC curriculum development session.
- ❖ All applicants should propose a specific course they would like to improve or develop while at CEU.
- ❖ Preference will be given to applicants whose course development plan can clearly benefit from the resources available at CEU.
- ❖ Applicants must have sufficient English language competence to make adequate use of library materials and to participate in group discussions.
- ❖ Applicants **are not eligible** to apply to a CRC session if they attended either a CRC or SUN program in the same calendar or academic year (i.e., they must wait **one year after** their participation in one of the above programs before applying to the CRC). Additionally, applicants are **not eligible** to apply to the CRC if they have participated in two CEU regional faculty programs (i.e., CRC, SUN) within a **four year period**.
- ❖ Previous CRC participants must give rationale for their need to re-visit the CEU.
- ❖ **Citizens of EU-member countries from East-Central Europe are welcome to apply and participate if they (or their institution) covers their travel and living costs in Budapest. THERE IS NO PARTICIPATION FEE!**

CRC Guidelines:

- ❖ Visitors must submit to the CRC a copy of their new or revised course syllabus approximately two months after their visit to the CEU as well as a book confirmation (see below regarding book allowance) from their home university, or they will no longer be considered for future participation in CEU faculty initiative activities (i.e., CRC, Summer University, Junior and Senior Fellowships, etc.)
- ❖ Participants should attend all scheduled CRC meetings and discussions.

CRC will cover all costs for:

- ❖ Travel related expenses including airfare, airport transportation and visa fees.
Note: All reimbursement requests must be accompanied by valid receipts.
- ❖ Hotel, transport and living expense allowance while in Budapest.
- ❖ Book purchase allowance to buy books for the home university.
- ❖ *Note: We will require written confirmation from the home university's library that books purchased through CRC are in the library – please see above in guidelines.*

Application Submission Procedure:

- ❖ *Applications are free and may be photocopied.* Application forms are also available on our Internet site (<http://www.ceu.hu/crc/>) or can be obtained from the CRC office via e-mail.
- ❖ Application forms may be submitted either directly to CRC or via your local Open Society Institute/ Soros Foundation office. Applications should be submitted preferably via Internet, e-mail, or post. Fax should be used only in emergency cases.

CONTACT INFORMATION:

Mailing address:

Central European University – CRC office

H -1051 Budapest,
Nador utca 9
Hungary

Location:

Curriculum Resource Center (CRC)

Budapest, 1051
Zrinyi str. 14, room: 308 -309
Hungary

Tel: + (36 1) 327 3189

Fax: + (36 1) 327 3190

E-mail: crc@ceu.hu

WWW address: <http://www.ceu.hu/crc/>

Non-Discrimination Policy

Central European University does not discriminate on the basis of – including, but not limited to – race, color, national and ethnic origin, religion, gender or sexual orientation in administering its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.