Application form for the Robert Bosch lectureship program

Academic year 2018/19

**Note**

Please read thoroughly the *leaflet for universities* about the profiles of our lecturers, our services and the services and obligations that you are supposed to accept as a host university. Please complete the form in typescript, sign, stamp and post, e-mail (PDF, manz@mitost.org) or fax it to us. Deadline: 28 February.

Initial application (Please submit a preliminary version without signatures and stamps up

to 31 December)

Extension request within the scope of the lectureship program

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| **1 Contact details of the host university** |

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| Official name of the university in German | | |
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| Address of the university in German | | |
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| Country | Website |
|  | | |
| Official name of the university in the national language | | |
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| Address of the university in the national language | | |
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| Year of foundation | Legal form of the university: state-run / private |
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| Beginning and end of the academic year / semester | | |
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| Name / title or position of the contact person at the university for the lectureship program  Name / title or position: | | |
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| Phone | Fax |
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| E-mail | |

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| **2 Characteristics of the host university** |
| General description of the institution / department / faculty or section:  (Organisational charts, curricula, or other relevant descriptions may be attached.) |
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| General motivation for the application for a lectureship and objectives: |
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| If extension request: Which previous experiences with the lectureship do you have? |
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| Do representatives of any other German or international organisation work at your university? |
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| Are there any existing cooperation agreements with other universities, faculties, departments or other institutions in Germany? |
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| **3 Specifications for the teaching activity of the Bosch lecturer** |

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| Full name of the faculty / department or section the lecturer will teach at | | |
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| Number of the full-time teaching staff at the faculty / department | Number of teachers with German as a mother tongue |
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| Name and position of the contact person for teaching | | | |
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| Name | Title/position |
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| Phone | Fax |
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| E-mail | |

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| General description of the institution / department / faculty or section:  (Organisational charts, curricula or other relevant descriptions may be attached.)  (only if differing from point 2) |
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| Description of course(s) of study, duration, and degrees:  (Please send binding curricula or relevant descriptions.) |
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| Description of German language skills of the students: |
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| Number of students (German as a major subject) | Number of students (German as a minor subject) |

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| Description of the scope of the planned courses / classes held by the lecturer  (lecture, seminar, exercise course) and the subject (please specify the number of semester hours for each of the courses): |
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| Total number of semester hours to be taught by the lecturer (2 to 6 semester hours max.) |

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| Objective of the courses: Improving common language skills, special language skills, or special knowledge? |
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| Number of students per course (students or graduates, term): |
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| Thesis supervision by the lecturer (yes/no)? |
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| Will the lecturer participate in examinations / examine students autonomously? |
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| Do other lecturers of German or non-German organisations work at your university / this faculty /department? |
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I commit to support the lecturer concerning his teaching activities at our university.

I have noticed the **leaflet for universities** which is available on [www.boschlektoren.de](http://www.boschlektoren.de) .

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| **Confirmation of the given information by the contact person for teaching:** |
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| Location, Date | Signature |

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| **4 Specifications for the project work of the Bosch lecturer**  In addition to teaching the lecturers are obliged to carry out projects in the field of education. These projects are designed for the benefit of students (i.e. workshops, simulation games, etc.), for the university (i.e. support in marketing for German, German Days, curricula development, etc.) or are directed at the general public (i.e. cooperation projects with other educational institutions, project weeks, etc).  You will find examples for previous projects on [www.boschlektoren.de](http://www.boschlektoren.de) |
| Specific project ideas for your university (including project idea, target-group). Why should these projects be carried out? |
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| Necessary language skills of the lecturer: |
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| Name and position of the contact person for extra-curricular activities and project work: | | |
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| Name, first name | Faculty/Department/Section |
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| Phone | Fax |
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| E-mail | |
| General description of the institution / department / faculty or section:(only if differing from point 3) | |

I commit to support the lecturer concerning his/her extra-curricular project work at our university. We will identify common projects during an interview with the lecturer at the beginning of the academic year.

I have noticed the **leaflet for universities** which is available on [www.boschlektoren.de](http://www.boschlektoren.de) .

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| **Confirmation of the given information by the contact person project work:** |
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| Location, Date | Signature |

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| **5 Status and professional qualification of the lecturer** |

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| Status or title of the lecturer at your university |

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| Will the lecturer participate in academic boards / bodies / committees and attend faculty meetings and sessions at your university? |
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| What skills and competencies should the lecturer have according to his duties specified above? |
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| Which formal qualification is required for working at the university and signing a contract and for receiving a visa and a working permission? (e.g. degree, teaching experience, field of study, … detailed information required!) |
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| **6 Support by the host university** |
| It is expected that an **internet access** at the workplace will be provided to the lecturer. Where is this access available? |
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| What kind of **contract of employment** with the lecturer is planned?  (Please attach a model contract) |
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| The university is obliged to provide the lecturer with an **accommodation** (see also *leaflet for universities*): |
| 🞏 The university will provide university housing for visiting professors which is equipped as follows (sqm, room(s), (sanitary) equipment, location): |
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| 🞏 The university will rent an apartment in public housing and will bear the costs up amounting to €.  Other services performed: |

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| The university is obliged to pay the lecturer for her/his teaching activities based on local pay rates. |
| Salary per teaching unit (duration: ……… min) is €. |
| Your remarks: |
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| **7 Miscellaneous remarks** |
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We commit to inform the the program management of the Lectureship Program immediately, if the conditions for the Bosch lecturer described above have changed significantly, the university has been renamed or in case of a change of the relevant phone or fax numbers, or e-mail addresses.

We commit to provide the Bosch lecturer with an accommodation, to ensure payment to the lecturer and to provide her/him with internet access in order to maintain the necessary communication with the program management.

We have taken note of the content of the *leaflet for universities* and commit to comply with the terms mentioned above.

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| **Confirmation of the given information by the head in charge of the institution (department / university)** |

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| Location, Date | Signature |