



SMUS

Call for Applications

SMUS Action 2 – Experience: Gaining Applicable Skills in Research through Combined Teaching-Research-Course

Application Deadline: 05.09.2023

This SMUS Call for Applications is funded by the DAAD with funds from the German Federal Ministry for Economic Cooperation (BMZ).

SMUS is pleased to announce an open call for **(1) one** teaching-research-project course during 2023/2024.

Research methodological skills are often abstract, and many scholars find it challenging to put them into action for their own research topic. In certain disciplines, the challenge of learning how to put methods into practice is often tackled by designing and conducting tandem teaching-research-project courses.

The course usually includes:

- Methodological training on particular research methods,
- Data analysis training and
- Writing skills.

2023/2024 Teaching-Research-Project Course

The SMUS teaching-research-project course will allow all university teachers from the SMUS network to further their teaching and research skills by collaborating with colleagues within the network, by co-designing a small research project and developing a teaching programme to address their research question.

Step 1

University teachers can either design an entirely new course or use an existing course to address their research questions with their students.



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Step 2

The course will then be taught by university teachers from at least two SMUS partner universities looking at a particular theme or topic under SDG#11.

Step 3

The final results of the teaching-research-project course will then be published as a manual, a textbook, or a handbook that can be used as a resource for future teaching or online lectures.

Eligibility

- This call is open to any teaching staff member at any SMUS partner university or institution. However, the applicants must be from **at least two different SMUS universities or institutions** and from **at least two different countries**.
- The applicant **does not** have to be one of the listed SMUS local contact partners; they just need to be employed and teaching at a SMUS partner university or institution.
- The teaching staff member must hold a master's degree.
- The applicants must have a convincing and well-planned research project and must be of good academic standing.

SMUS will seek to ensure diversity and inclusion in awarding the teaching-research tandems by giving preference to junior researchers, equally qualified female applicants and tandems which focus on South-South exchanges.

Budget 2023/2024 Teaching-Research-Project Course

The Teaching-Research-Project will have a budget of €15.000 with funds being transferred at the beginning of 2024 to the nominated administrative SMUS partner university.

What is covered?

- **Funding for a research stay** of a minimum of 2 weeks or a maximum of 3 months. The research stay grants range from €2,000 for university teachers, assistant teachers, professors, and professors (South-South) and €2,150 for South-North exchanges;
- **Flight costs;**
- A sum of up to €150 for Visa costs, international money transfer fees, necessary vaccinations and tests;



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- Health insurance costs up to €145 per month;
- **Funding for at least one in-person workshop** with the lecturers and the students;
- **Publication and printing** costs;
- Other **necessary material costs** such as (solar panels, data bundles (airtime), a laptop, books, software etc.);
- If necessary, an honorarium for guest lecturers, teachers etc.

Deliverables

- A co-taught course at one of the two universities;
- A publication or some sort of published teaching material/resource;
- Participation in an interim progress workshop;
- Participation in the final mandatory workshop in November;
- A written report in a SMUS template giving a concise summary of the process, lessons learned and the final results. This report must be delivered to the SMUS Berlin team for our records.

Action 2 - Possible SMUS Teaching-Research-Project Themes

The teaching research project should focus on the themes and topics covered under SDG #11:

- social sustainability: reducing poverty, spatial segregation and social inequality on various dimensions (e.g. class, gender, race/ethnicity, age and disability)
- economic sustainability: overcoming economic exclusion, creating career and business opportunities for all income groups and building resilient societies and economies
- ecological sustainability: reducing negative environmental impacts of cities, by reducing the negative impact of disasters and climate change on cities and by protecting and safeguarding the world's natural and cultural heritage.

However, due to the wide range of possible topics within SDG #11, we suggest a theme driven by the context of the tandem locations.

Application Documents

1. The completed **SMUS Google Application Form**: <https://forms.gle/uQCqZuVufcDLMiv48>. Please remember to include your teaching experiences, courses taught and your academic publications (max.10). If you want to make any changes, you may do so at any time until the given deadline. You do not need a google email address to complete this form.



2. **Comprehensive statement on the research project** (1-2 pages). The comprehensive statement should include the following:
 - Research question;
 - Methods skills to be acquired;
 - Relationship of the research topic to SDG #11;
 - Research output (publications);
 - Objectives and innovative aspects of the research project.

3. **Comprehensive concept of the course(s) taught** (1 – 2 pages) including the following:
 - Course title(s)
 - How will this course fit into the existing teaching structures: course details according to the curriculum (type of course taught, credit points to be acquired, number of hours per week, mandatory/voluntary course etc.)
 - Key audience (disciplines, Bachelor/Master students, academic year, expected number of students)
 - Course concept, including methods skills to be acquired and – if possible – short course outline
 - Course schedule: When will the course be taught? How many weeks and how many hours per week? How will this fit in the institution's teaching schedule?

4. **Time schedule and itinerary** (host institutes / academic hosts) of the planned research stays.

5. **Signed Statement of cooperation:** Both partners will have to sign a statement of cooperation. They also have to name which one of the two partner institutions will administer the funds – this partner will be known as the “financially responsible partner” and name of the person responsible for administering the funds should be provided. The template can be found [here](#).

6. **Letter of Intent from each institution confirming the academic cooperation.** Each SMUS teaching-research team member needs to get a signed Letter of Intent (**LOI**) from their institution. So, at least two letters of intent for each teaching-research team would be required. The letters of support must be signed by a person legally eligible to confirm such cooperation according to local rules (e.g. the head of department, dean). The letter must make specific reference to your proposal and guarantee that (a) you will be allowed to travel during the times proposed in the proposal and (b) when your guest visits you, they will be provided a workplace during their stay. (c) The financially responsible partner has to include a statement that they will be administering the funds and **include the name and contact data of the person responsible for administering the funds.** (d) The institution where the course is taught (host institution) has to guarantee that the course will be part of the regular



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local curriculum within the existing teaching structures and will be part of your regular teaching load. The template can be found [here](#).

7. The **completed budget sheet**. The template can be found [here](#).

Applications should be sent by the 5th of September 2023 12:00pm-midnight Berlin time to Raffaella Reinboth: raffaella.reinboth@tu-berlin.de

Selection Process

The SMUS selection committee will take into account the spectrum of disciplines and regional representation.

Key selection criteria:

- Quality of the Course: We will be looking at which methodological skills are taught to which audience, how the course fits into the curriculum
- Quality of the Project, including the project's relevance to SDG#11, intended publication outcome and the feasibility of the timeline;
- applicants' teaching experience and academic achievements.

SMUS strongly encourages junior teaching staff and female staff to apply. We also encourage the pairing and exchange of university teaching staff from countries in the Global South to contribute positively towards delinking and decolonising social science methodology.



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Timeline

Date	Action	Who
05.07.2023	Launch Call for Applications	SMUS Berlin Team
05.09.2023	Application Deadline	Tandem Team
13.09.2023	Review and Selection	Academic Selection Committee
18.09.2023	Tandem Teaching Team notified	SMUS Berlin Team
09 – 10.2023	Bilateral Kick-off Meeting	SMUS Berlin Team
09/10.2023	Admin Process (contracting)	TU Berlin and SMUS Partner
2023 – 2024	Development of the Tandem-Teaching-Research Course	Tandem Team
01.01.2024	Money Transfer: the Budget will be transferred to a mutually agreed tandem partner University/Institution	SMUS Berlin Team
01 – 09.2024	Teaching exchanges or workshops	Tandem Team
06.2023	Interim workshop	Hosted by Action 2 Team
30.09.2023	Deadline for Preliminary Financial Report Due	Tandem Team
10.2024	Final Workshop (compulsory participation)	Hosted by Action 2 Team
31.10.2024	Deadline for Final Financial Report Due	Tandem Team
31.10.2024	Research writeup production of Teaching Manual/Resource	Tandem Team



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Timeline for 2022/2023

- Call for applications **5th of July 2023**
- Application deadline: **5th of September 2023**
- Review and selection by the academic selection committee: **13th of September 2023**
- Notification of teaching teams: **18th of September 2023**
- Developing the teaching tandem: **2023 – 2024**
- Teaching exchanges: **January to September 2024**
- Research write-up, production of teaching manual/resource: **September to October 2024**