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Call for Applications:
E-Teaching Fellowships 2025

The University of Freiburg is offering two E-Teaching Fellowships in 2025. Funding of around 5,000 euros is available for projects that seek to develop digital aspects of teaching. The fellowships are awarded for the last time as part of the project *4D – 4 Dimensions of Digital and Didactic Development*, which is funded by the *Stiftung Innovation in der Hochschullehre*.

Applications for the fellowships have to be submitted until 28th February, 2025. The funding period is April 15th, 2025 – November 30th, 2025. Unspent funds at the end of the funding period expire without compensation.

1. Objectives

E-Teaching Fellowships offer instructors a low-threshold opportunity to implement projects that improve or better integrate digital teaching at the University of Freiburg. The fellowships give instructors the freedom to work on these projects, e.g. by allowing them to use fellowship funds to compensate for temporary teaching absences at the faculties. Any questions about whether a specific project is eligible for funding can be clarified with the 4D project coordinator. Examples of suitable projects include:

- Supplementation/improvement of courses or modules with digital components (e.g. web-based tutorials, instructional videos)
- Digital or hybrid redesign of analogue courses
- Transfer of existing digital concepts or tools between courses or modules
- Evaluation of digital teaching concepts for quality assurance and quality enhancement
- Research on digital teaching and, if applicable, work on corresponding publications
- Courses in the context of Collaborative Online International Learning (COIL) with international partners

Funding is only available for projects related to digital teaching, e-learning and blended learning.

2. Scope of Funding

Each E-Teaching Fellowship is eligible for around 5,000 euros of funding to ensure the applicant has the time and funds to implement a teaching development project. Funds awarded within the framework of the fellowship may be used to temporarily reduce the applicant's teaching load (e.g., by awarding teaching contracts to other instructors, applicable only in the summer semester). If the applicant is employed at less than 100%, the funds may also be used for a temporary increase of the applicant's contractual workload. Other compensatory measures (such as the hiring of student aides) are also possible – a consultation with the 4D coordinator can be sought at any time and is recommended before submitting an application. Please note that the specific requirements of the funding bodies must be observed when using the funds. The Department of Higher Education Didactics and Digital Learning and Teaching Development offers advice and support on didactic concept development and curriculum alignment, and the E-Learning Department offers advice and support on digital teaching and learning scenarios as well as the use of digital media and tools. The available fellowships are funded for a flexible period of time, depending on how funds are used. Funding period of the fellowships is April 15th, 2025 – November 30th, 2025.

3. Application process

Instructors at the University of Freiburg who are employed by the university (including the Medical Center – University of Freiburg) at a minimum of 25% can apply for E-Teaching Fellowships.

Requirements for participation in the program are:

- The submission of the complete application form. The project outline should detail how the project will contribute to improving or better integrating digital learning and teaching. A cost overview for the use of funds must be attached to the application form.
- An informal letter of endorsement for the fellowship by the dean of studies of the applicant's faculty (if the endorsement cannot be acquired before the submission deadline, it can possibly be handed in later; in this case, please contact the the *4D* coordinator).

The *4D* coordinator will verify that the requirements for participation in the program have been met. The fellowships are awarded by a panel consisting of: the Vice Rector for Academic Affairs as well as the heads of the departments of E-Learning, Higher Education Didactics and Digital Learning and Teaching Development, and Teaching Strategy and Digitalization. For Global E-Teaching Fellowships, the board includes the Vice Rector for Internationalization and Sustainability as well as the head of the International Office.

Successful projects may receive online coverage.

4. Submission of Applications

Applications may be submitted **until February 28th, 2025**. Please submit the filled-out application form via e-mail as a PDF file to christian.kny@zv.uni-freiburg.de. Please use the application form.

5. Contact

Contact for general inquiries and advice on fellowship ideas:
Central University Administration / Department of Teaching Strategy and Digitalization
- Dr. Christian Kny, Tel.: 0761 / 203-54309

christian.kny@zv.uni-freiburg.de

Contact for advice and support on didactic concept development and curriculum alignment:
Central University Administration / Department of Higher Education Didactics and Digital Learning and Teaching Development
- Silke Weiß, Tel.: 0761 / 203-2451

silke.weiss@zv.uni-freiburg.de

Contact for advice and support on digital teaching and learning scenarios and on the use of digital media and tools:
University IT Services / E-Learning Department
- Dorthe Hutz-Nierhoff und Claudia Gayer, Tel.: 0761 / 203-4600

elearning@rz.uni-freiburg.de

6. Funding Criteria

	Knockout Criteria	yes	no			
1	Are the formal requirements (see above, 3. and 4.) met?					
2	Is the project located in the area of digital/digitally enhanced learning and teaching?					
	Further Criteria	**fully correct** **1**	**2**	**3**	**4**	**not correct at all** **5**
5	Does the application formulate clear aims to improve digital/digitally enhanced learning and teaching?					
6	Are the measures described in the application appropriate to achieve the project aims?					
7	Can the measures described in the application be put into practice in the course of the funding period (April 15th – November 30th, 2025)?					
8	Does the project aim to generate effects lasting beyond the funding period?					

Checklist for the E-Teaching Fellowship Application 2025

Is the application form completely filled out?	
Does the application explain how the project will improve or better integrate digital teaching and learning?	
Has a cost overview been prepared and attached?	
Has faculty endorsement been obtained and attached?	
Has a consultation with the 4D project coordinator (and potentially the Department of Higher Education Didactics and Digital Learning and Teaching Development; E-Learning Department) occurred?	
Has the application been submitted electronically to christian.kny@zv.uni-freiburg.de?	