

## ***The guest lecturer program of the International Office / Goethe Welcome Centre International Campus (WS 2016/17 & SoS 2017)***

Goethe-University runs a program called *International Campus* to finance international guest lecturers. Professors from all disciplines are invited to propose teachers from foreign universities to teach as a guest lecturer at Goethe-University between October 2016 und July 2017 (Winter Term 2016/17 und Summer Term 2017). This program may cover up to 75% of the total costs of an international lectureship (travel, accommodation, allowance).

Goethe-University aims to offer for all of its students with a study abroad experience. We would like to encourage scientific diversity on GU's campus and enhance intercultural and linguistic competences of our students. The aim of the *International Campus* program is to bring students into contact with teaching contents and methods from abroad. This should eventually encourage them to spend some time abroad themselves. Visiting lecturers offer students the possibility to experience internationality especially to those who cannot go abroad for personal or financial reasons.

**The program is open to all disciplines.** There is no allocation ratio or a limited number of proposals to be submitted by one single department. The International Campus program is financed by Hessian state funds to improve the quality of study conditions and teaching ([QSL](#)).

### **Conditions for an application are**

- Lectures given by the guest lecturers must be an integral part of the department's curriculum/program and thus a compulsory or elective course. Teaching capacities are used for the improvement of student-teacher ratios as additional events or intensive care, for example during tutorials.
- Lectures should be given in a common foreign language, possibly by a native speaker. Generally the language of instruction should be English; exceptions need to be justified in the application.
- The course/seminar shall mainly convey scientific knowledge and skills. Language teaching or general cultural studies cannot be funded.
- The host faculty/institute or the guest scholar are free to chose the type of course or seminar. The course may be offered as a block course at any time of the year. However, they should last for at least two weeks. Guest lecturers are also expected to conduct exams for their course, too. Stays of up to 4 weeks and corresponding block events are the rule. Semester stays are exceptional cases and its necessity must be explained when applying for the program.
- The same lecturer may not participate in this program more than three times.
- The main purpose of such a stay at GU shall be teaching or lecturing. A mixed funding together with other research funding instruments is possible.
- This guest lecturer program is open to all teachers, including young scientists as

- of lecturer level. Candidates who could be appointed have priority.
- The hosting faculty/department is responsible for taking care of the guest. The proposing professor will have to act as a host. Of course, all services of GU's Human Resources, International Office / Goethe Welcome Centre and other departments are available, but the host is the main person responsible for the scientific and social integration of the guest.
  - Proposed guest lecturers coming from a departmental or university partner institution have priority over others to assure quality and strengthen already existing partnerships. The cooperation with the foreign university must have existed for at least one year and has to be actively maintained. Goethe University encourages its professors to understand these guest lectureships as a mutual exchange and to try a teaching experience at the partner university, too.
  - The remuneration of the guest can be no more than € 2,500 per month usually containing 2 semester hours (for block courses a monthly fee of up to € 4,000 is available if 4 semester hours are being taught). For shorter stays, the maximum rate will be € 1,000/week. However, the host may negotiate a lower salary, if the guest lecturer will continue receiving a salary from his home institution or from another source (e.g. a fellowship). In addition, the university will try to find a suitable apartment upon request and may partly finance a health insurance, if necessary.
  - 75% of the total costs, consisting of salary, travel and accommodation costs as well as possible subsidy to the health insurance, may be financed by the program from central funds. The host faculty/center/institute shall cover the remaining 25% of the anticipated total costs. To this end, QSL funds managed by the faculty may be used.
  - As all QSL funds are subject to thorough reporting the International Office has to receive a regular evaluation of the courses immediately after the courses. Without such an evaluating salary payment will not be possible.

Only GU full professors can submit **formless applications for the funding of a guest lecturer**. The application needs a written support from by the respective dean/study dean of faculty. Independent applications by guest lecturers are not possible. When submitting the application following information must be provided:

- Name and status of guest
- Sending Institution (Is this institution currently a departmental or a university partner or does any other form of collaboration exist?)
- Type and title of the planned course and assignment to an existing module

- How does the event match the existing curriculum of the department /institute?
- Is it a compulsory or an optional course?
- Expected starting date, duration and scope of the course (how many hours per week; block course)
- What language(s) of instruction will be used and to what (if not English, please explain)
- Name and status of the host
- How does the department / institute ensure the academic and social integration of the guest?
- Does the stay only serve the purpose of teaching the above course? If not, what other activities will the guest carry out during his stay? What other (research) funding sources will be used?
- What are the total costs of the academic stay, broken down into travel, accommodation and salary costs? Will the faculty/institute be willing to bear 25% of the costs? (Written approval of the dean needed!)

The following information is not relevant for the selection of candidates, but helps to assess the need for support services:

- nationality of the guest
- is the guest alone or with family members (number and age of children?)
- does the guest require help in finding accommodation?
- does the guest require help in finding a school or day care?

The guest lectureships will be awarded by an award commission. Its members include representatives of departments, the central administration, students and the International Office.

Please send your informal application to Mr. Florian von Bothmer, International Office / Goethe Welcome Centre, PEG mailbox 3, Campus Westend or [vonBothmer@em.uni-frankfurt.de](mailto:vonBothmer@em.uni-frankfurt.de).

For further questions you may contact Mr. von Bothmer (ext. -17192, [vonBothmer@em.uni-frankfurt.de](mailto:vonBothmer@em.uni-frankfurt.de)) or Ms Klein (ext. -18105, [I.Klein@em.uni-frankfurt.de](mailto:I.Klein@em.uni-frankfurt.de)).

**The closing date** for the 10<sup>th</sup> round will be **29. April 2016**. The call for the next round will be issued in September **2016**.

For further inquiries please contact Mr. von Bothmer (telephone -17 192, [vonBothmer@em.uni-frankfurt.de](mailto:vonBothmer@em.uni-frankfurt.de)) or Ms Klein (telephone -18 105, [I.Klein@em.uni-frankfurt.de](mailto:I.Klein@em.uni-frankfurt.de))

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