

CEU Global Teaching Fellowship Program Guidelines

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Preamble

CEU strongly believes in the importance of providing doctoral students with quality teaching experience before or at the starting point of their careers. Yet the absence of undergraduate programs limits the University's capacity to provide on-site teaching opportunities. CEU addresses this issue by launching the Global Teaching Fellowship Program (GTFP) in partnership with other higher education institutions from around the world. Through GTFP, doctoral candidates and recent graduates can teach and conduct research at other universities.

The Global Teaching Fellowship Program also serves to promote CEU's long-standing commitment to making tangible contributions to all communities with which it interacts. The GTFP is designed to benefit both the partner institutions and the fellowship recipients: the partner institutions receive qualified, committed, and engaged teachers, whereas the fellows have the opportunity to enhance and strengthen their teaching experiences. Moreover, this program is attuned to worldwide efforts towards the internationalization of higher education, which involve an increase in academic staff mobility and diversification of curricula. The GTFP initiative contributes to the internationalization efforts of partner universities while facilitating global learning and teaching experiences for its own doctoral candidates and recent graduates.

This document presents the procedures and guidelines of GTFP, in conformity with the CEU Doctoral Regulations and CEU Student Rights, Rules and Academic Regulations, which should be consulted together with this document whenever necessary.

1. Definitions

1.1 CEU Global Teaching Fellowship Program (GTFP)

“CEU Global Teaching Fellowship Program (GTFP)” means the Program under which CEU is providing short-term teaching opportunities (from one semester to one academic year) for advanced CEU doctoral candidates and recent doctoral graduates at GTFP Partner Universities.

1.2 GTFP Partner University

“GTFP Partner University” means a university that signed an Agreement for The Global Teaching Fellowship Program with CEU to host CEU advanced doctoral candidates and CEU doctoral graduates to teach for one semester or one academic year. Such a university has Bachelor/undergraduate, and/or Master's programs, preferably but not exclusively taught in English, in academic disciplines/areas that correspond to the academic expertise and professional training of the participating CEU doctoral candidates or recent doctoral graduates.

1.3 CEU Global Teaching Fellowship

“CEU Global Teaching Fellowship” means a grant provided to a doctoral candidate or doctoral graduate to teach at a GTFP Partner University.

1.4 CEU Global Teaching Fellow

“CEU Global Teaching Fellow” means the recipient of a Global Teaching Fellowship.

1.5 “Doctoral Candidate”; “Doctoral Program Committee”; “University Doctoral Committee”

These terms are used as defined in the CEU Doctoral Regulations.

2. CEU Global Teaching Fellowship Program

CEU works with partner universities around the world to provide teaching experience via fellowships. Through GTFP, a select group of advanced CEU doctoral candidates and recent doctoral graduates have the opportunity to teach at GTFP Partner Universities for one semester or one academic year.

The Fellowship consists of a monthly stipend, coverage of medical insurance, and return airfare ticket when applicable. Depending on the agreement signed between CEU and the GTFP Partner University, housing may be provided on the host campus. Alternatively, a housing allowance is either provided as a separate amount or is built into the stipend. The financial responsibility for the Fellowship is shared between CEU and the GTFP Partner University.

The Fellows are integrated into the host department of the Partner University, have a well-defined teaching load, and may have other academic duties. The teaching is provided under the framework of an employment contract, internship, or other form of affiliation legally acknowledged.

The legal framework of teaching at the host universities (employment contract, internship, etc.), the academic status the Fellows receive in the host department (junior visiting faculty, teaching assistant, etc.), the teaching load and other academic duties, the financial remuneration and other benefits (housing, medical insurance, flight ticket, etc.) are negotiated between CEU and the Partner University, and should be based on these guidelines. Together they constitute the Offer, which has to be announced with the Call for Applications.

CEU is committed to ensuring that the institutions in which the Fellows are placed are appropriate, and that the academic positions and activities supported by the fellowship enhance the Fellows’ academic qualifications meet workload goals, and are consistent with the educational objectives of the CEU doctoral programs. The CEU Center for Teaching and Learning (CTL), comprised of faculty with research and teaching expertise in the area of Teaching and Learning in Higher Education, plays a crucial role in supporting the Global Teaching Fellows in their teaching and for promoting the academic collaboration between the Partner Universities and the Fellows. To this end CTL has established the Global Teaching Mentoring Program, which provides ongoing and sustained academic support for the CEU Global Teaching Fellows in the area of higher education teaching and learning.

GTFP partnerships always aim at supporting the missions of Partner Universities and their efforts towards internationalization, especially where such efforts involve diversification of curricula that requires an increasing number of courses taught in English. In addition to fulfilling their academic responsibilities, the Fellows are encouraged to participate, as appropriate, in other activities involving the local community in ways specified by the Partner's mission and its civic engagement.

The responsibilities of the Partner University are stated in the agreement signed with CEU.

GTFP information about partner universities, teaching opportunities, open positions, eligibility, and application process is available on the GTFP site linked to CEU's official website.

2.1 Administration of GTFP

The GTFP is affiliated with the office of the Provost; the Provost is the head of the Fellowship Program.

The administration of the GTFP is overseen by the CEU Strategic Partnership Team (SPT), which also advertises the GTFP to academic institutions worldwide and recruits new GTFP partners.

The SPT organizes and implements the entire application process, facilitates the communication between the candidates and the Partner University, and provides assistance during the selection process (organizes interviews, etc). The STP facilitates communication among all parties involved (CEU doctoral programs, GTFP partner universities, GTFP applicants, fellows, etc.), oversees the signing of the contracts and disbursement of CEU funds, and organizes pre-departure orientation sessions for the Fellows.

The CEU Center for Teaching and Learning is responsible for all academic matters pertaining to the GTFP, including the preparation and on-going support of the Fellows in the area of teaching for the entire duration of the fellowship. The CTL Faculty Director of the Global Teaching Mentoring Program also serves as the contact person for Fellows at CEU regarding academic matters.

2.2 Eligibility for Global Teaching Fellowship

a) Doctoral Candidates who

- i. are in their third year of doctoral studies or beyond
- ii. have the written endorsement of their doctoral supervisor and the director of the doctoral program

b) Recent Doctoral Graduates who

- i. have received a doctoral degree from CEU not earlier than 2 years prior to application for a Global Teaching Fellowship

All Candidates are encouraged to complete the CTL Program for Excellence in Teaching in Higher Education before taking on a Fellowship. Candidates who have completed the CTL course,

“Foundations in Teaching in Higher Education” will be given strong preference. Priority during the selection process may be given to candidates who have completed the full Program sequence. (For information see: http://ctl.ceu.edu/CTL_Program)

2.3 Application and Selection Process of Global Teaching Fellowship candidates

The calls for applications are publicized on the GTFP website, linked to www.ceu.edu, and may be advertised by CEU doctoral programs on their own websites.

The call for applications contains the description of open positions, the legal framework of the teaching service provided by the Fellows (employment contract, internship, etc.), the academic status they receive in the host department (junior visiting faculty, teaching assistant, etc.), the teaching load and other academic duties, the financial remuneration and other benefits (housing, medical insurance, flight ticket, etc.), deadlines, requirements and information on the selection process.

The selection process is conducted in accordance with the terms of the Agreement signed between the Partner University and CEU. This may stipulate specific department-to-department searches, or it may be open to all doctoral programs.

Applicants who are Doctoral Candidates and who have already completed the CTL Program for Excellence in Teaching in Higher Education will be given preference if no overriding criteria apply. Candidates who have completed the CTL course, “Foundations in Teaching in Higher Education” will be given strong preference.

2.4 Teaching Load

The teaching load is established according to the needs of the partner university. It should not exceed the equivalent of 2 courses per term for Global Teaching Fellows who are CEU doctoral candidates that have not submitted the dissertation at the time of taking up the fellowship. Fellows may be encouraged, if not always required, to design and teach their own course.

3. Global Teaching Fellows, their Rights and Responsibilities

CEU doctoral programs are committed to academic excellence, and doctoral candidates at CEU receive rigorous research training in their respective academic fields. By giving them the opportunity to teach, research, and exchange ideas with their peers at partner universities around the world and to contribute to other communities, the GTFP is not just a teaching assignment and the grant that comes with it; it is a framework for shared interests and goals, a Fellowship of ideas and experiences.

The GTFP contributes to the potential of CEU Doctoral Graduates as competitive candidates for future academic positions. Teaching experience is an increasingly important credential on the academic job market, and the GTFP provides distinctive preparation and university teaching experience in the important contexts of international audiences and heterogenic groups of students. Moreover, through their preparation and on-going work in the CTL Global Teaching Mentoring Program, the Fellows gain knowledge and experience in research-based reflective teaching, which they will be able to demonstrate through an electronic teaching portfolio incorporating their work from the GTFP.

Following the completion of their teaching assignments at the partner universities, the Global Teaching Fellows are invited to continue their connection to the Program as CEU Global Teaching Fellows Alumni. In this capacity, Fellows provide feedback and contribute insights to improve the program; they may be invited to assist in the preparation of future Fellows; and they maintain a connection to the international network of other distinguished alumni of the Global Teaching Fellows Program.

By taking on a Fellowship, the Fellows, whether CEU doctoral candidates or CEU graduates, accept the responsibilities, and become entitled to all rights bestowed upon them by the Fellowship. At the same time, they commit to fulfilling certain responsibilities towards CEU and towards the GTFP Partner University.

3.1 Rights of Fellows

CEU doctoral candidates and graduates who receive Global Teaching Fellowships have the right to receive full information and support from CEU regarding all aspects of the Fellowship.

During the duration of the Global Teaching Fellowship, Fellows who are CEU doctoral candidates have the same rights to academic guidance and supervision as any other doctoral candidate, including continuous thesis supervision.

Upon being awarded the Fellowship, all Fellows are entitled to:

- detailed information about their workload and other academic duties at the Partner University, timeline of activities/actions (disbursement of funds, expected date of arrival/start of courses, etc.)
- assistance from the Partner University with obtaining visa, work permit (if applicable), and medical insurance;
- assistance from the Partner University with finding appropriate housing if accommodation on campus cannot be provided;
- comprehensive information and assistance regarding cultural adjustment, safety, health, local regulations and everything else relevant to the smooth integration of the Fellows;
- continuous guidance and mentorship regarding teaching from the CEU Center for Teaching and Learning.

In case the promised conditions are not met, or the rights of the Fellows rights not respected by either partner, Fellows have the right to terminate the Fellowship.

3.2 Responsibilities of Fellows towards CEU

Once a Fellowship is awarded, the Fellows who are CEU doctoral candidates have the following responsibilities towards their doctoral program and CEU:

- to maintain their enrolment status at CEU and keep meeting deadlines as stated in the CEU Doctoral Regulations;
- to continue working towards dissertation submission within the time frame specified by the doctoral regulations and as agreed with the supervisor;
- to keep fulfilling all other responsibilities as stated in the CEU Doctoral Regulations with the exception of the residence request, described in paragraph 3.2 of CEU Doctoral Regulations;
- to maintain regular contact with their CEU program/supervisor/head of doctoral program;
- if the Fellow is still receiving CEU stipend when the Fellowship starts, it will be decided on a case-by-case basis, whether the Fellow will be asked to “stop the clock”. /See *paragraph 4.3 ‘Stopping the stipend’ in CEU Doctoral Regulations/*

All Fellows, CEU doctoral candidates and CEU doctoral graduates, are required:

- to maintain open channels of communication with the GTFP administration;
- to report incidents and possible infringements to the fellowship contract to the GTFP administration;
- to participate in the three-phase mentoring program offered by the Center for Teaching and Learning (for the description of the Program see Section 5.3);
- to provide feedback to the CTL and to the GTFP administration that will help improve the quality of the Program.

3.3 Responsibilities of Fellows towards GTFP Partner University

The Fellows have the following responsibilities towards the GTFP Partner University:

- to fulfil teaching duties and other academic obligations as agreed upon with partner university at the time of application for Fellowship;
- to maintain open and clear communication channels with the appointed personnel at the Partner University and to conduct themselves according to academic standards;
- to show respect and understanding towards the culture of the country/community of the partner university;
- to maintain professional standards of accounting and administration of expenses, and to provide financial reports in cases where required;
- to submit final reports to the partner university if requested;
- to use this experience and apply it toward the development of an electronic teaching portfolio, which is a documentation of the research-based reflective teaching experience. (For the likely content of the portfolio, see Section 5.3);
- to share their reflections on the teaching fellowship experience with the next generation of Fellows and potential candidates.

4. GTFP Partner Universities, their Rights and Responsibilities

GTFP Partnerships are established through identifying a commonality of interests and mutual support for the missions of both partners. Partner Universities have a strong agenda for internationalization, and they usually have undergraduate programs, offering courses taught in English, which they would like to expand. The GTFP contributes to the efforts of Partner Universities for Internationalisation at Home, which involve curricula development, offering more courses in English, and building an international network of affiliates at the host university. Partner Universities have a strong and reciprocal interest in long-term collaboration with CEU.

The main activities of Fellow at the Partner University will be teaching and continuous research. The Partner University will support the Fellows' research agendas, making it possible for Fellows to continue to work on their doctoral dissertations. If time and resources allow, Fellows may be involved in tutoring undergraduate students, giving talks, participating in workshops or similar academic events. Participating in local community activities will be encouraged as well.

Partner Universities may also have teaching/research postdoctoral fellowship or research schemes which they open to CEU doctoral candidates/doctoral graduates.

A university becomes a CEU GTFP Partner by signing a GTFP Agreement with CEU. The rights and responsibilities of the GTFP Partner University towards both CEU and the Fellows are specified in the Agreement.

4.1 Rights of GTFP Partner University

Partner University has the right to be kept informed about CEU doctoral programs, research agendas, etc., so that it can make an informed decision when offering teaching positions to CEU doctoral candidates and recent graduates.

Partner University will define the teaching positions, requirements, workload, other academic duties, and remuneration, according to its own needs, academic policies and within the framework of these Guidelines and the respective Agreement.

The Partner University has the further rights:

- to conduct the selection process and choose the candidates who fulfil their specific requirements, and suit best their needs and profile;
- to terminate a Fellowship in case the Fellow or CEU is not holding their responsibilities towards GTFP Partner University as stated in the Agreements signed by the parties.

4.2 Responsibilities of GTFP Partner University towards CEU and Fellows

By signing the Agreement, the Partner University assumes the following responsibilities:

- to provide timely and clear information to CEU GTFP administrative unit regarding academic tasks, teaching needs, teaching load, selection criteria, preferred selection process and deadlines before an application is opened;

- to conduct a fair and transparent selection process;
- to provide all necessary practical information to selected candidates about the university, academic life, teaching specificities, relocation, cultural adjustment, etc. as needed;
- to give a legally valid academic status to the Fellows (assistant / junior / visiting professor, researcher, etc.) with clearly specified rights, duties and a defined remuneration package;
- to secure access to library and research facilities and to provide office space to the Fellows;
- to integrate the Fellows within the academic community and host department, and to provide academic support and guidance.

5. Rights and responsibilities of CEU

Four CEU entities are involved with the Global Teaching Fellowship Program: the Unit that has launched and runs the Program, which at the time of promulgating these guidelines is the Office of the Provost and the Global Partnership Team (GPT), the CEU doctoral programs, which provide candidates for the program, the CEU Center for Teaching and Learning, which provides guidance and mentoring on teaching to GTFP candidates and Fellows, and the CEU Alumni Relations and Career Services Office, which helps advertise the Program among CEU PhD graduates. These entities participating in the Global Teaching Fellowship Program have specific rights and responsibilities, as follows:

5.1 Office of Provost & Global Partnership Team (GPT)

The Unit running GTFP has pledged to develop the program, to find Partner Universities in good standing, and to secure the funds necessary for fulfilling the financial responsibilities of CEU as stipulated in the agreements with the partners. CEU maintains the right to determine the strategy for developing the GTFP and for approaching potential partners and sponsors, as consistent with its own institutional interests.

The responsibilities of the Global Partnership Team (GPT) include finding and negotiating new partnerships, renewing existing partnerships, overseeing the application and selection process, preparing and organizing the signing of the GTFP contracts, organizing a pre-departure orientation for the Fellows, and ensuring timely and clear communications between all parties involved.

5.2 CEU Doctoral Programs

As beneficiaries of the GTFP, CEU doctoral programs have the right to be fully informed about the Partners and the teaching position offers, as well as to be consulted on various aspects of the fellowship program (teaching load and other academic duties of the Fellows, etc.). They may decide on the level of their involvement in the application process – whether to conduct internal searches, prioritize candidates, etc.

A Doctoral Program has the right to require termination of the Fellowship if the Fellow fails to maintain communication with the doctoral program and the supervisor or does not fulfil responsibilities towards the doctoral program (shows poor progress regarding thesis research and writing, etc.).

Doctoral programs have the responsibility to provide continuous academic support to the Fellows they endorse and who are doctoral candidates. This support includes continuous thesis supervision, and, upon request, advice on performing fellowship related academic duties (course-content, subject-specific teaching methodology, etc.)

CEU's commitment to helping doctoral graduates launch their careers includes the commitment of Doctoral Programs to maintain ties with recent doctoral graduates. CEU doctoral programs have the responsibility of advertising GTFP to recent doctoral graduates and of providing support upon request (recommendation letters, etc.).

5.3 CEU Center for Teaching and Learning

The Center for Teaching and Learning will provide on-going and sustained guidance and mentoring on research-based reflective teaching through the Global Fellowship Mentoring Program. The Faculty at the CTL will be consulted and will participate in all negotiations regarding the teaching load and academic duties of the Fellows.

The CTL Global Fellowship Mentoring Program, consists of three major phases in which all Global Teaching Fellows are involved:

A. Initial preparation for teaching, including course development:

GTFP Candidates are encouraged to complete the CTL Program for Excellence in Teaching in Higher Education before taking on a Fellowship. Candidates who have completed the CTL course, "Foundations in Teaching in Higher Education" will be given strong preference. Priority during the selection process will be given to candidates who have completed the full Program sequence. (For information see, http://ctl.ceu.edu/CTL_Program).

A series of online or in-person consultations with the Fellows may precede the actual teaching at remote locations. The content and frequency of consultations will be determined by the Fellows in consultation with the Faculty Director of the Mentoring Program.

B. Ongoing mentoring and collaborative professional practice during the teaching period

The CTL will work with the Fellows during the teaching fellowship through mentoring activities to share successful strategies, teaching challenges, and useful resources. Mentoring activities are conducted in one-to-one or group-based, online or in-person consultation sessions, as appropriate. The frequency and primary focus of mentoring sessions are determined by the Fellows and the

Faculty Director of the Mentoring Program. In general, one monthly online session is proposed. The mentoring activities may focus on a specific course activity or the design of a new course. Other frequent topics include:

- assessing student work, especially group projects and team activities
- facilitating seminar discussions
- interactive lecturing
- problem-based teaching
- collaborative learning
- teaching innovations in particular disciplines
- teaching portfolios
- mid-course feedback

The Academic Mentor from the host institution is invited to join online mentoring activities, as appropriate.

C. Documentation of teaching activities and learning process

In collaboration with the Fellows, the CTL will structure reflective activities for the fellows to document their teaching and their own learning through this process. This material could be adapted for use in a teaching portfolio.

The likely teaching portfolio content could include the following materials created during the Fellowship:

- syllabi designed and taught during the Fellowship
- student evaluations of the courses taught or co-taught
- session plans with a particular focus on the candidates research interest
- session plans or lecture outlines for invited / guest lectures at the partner institution
- shorter reflections on particular teaching situations
- longer reflections on particular challenges faced during teaching, exploring strategies used and thoughts about future change or redesign
- longer reflection on the overall experience as a Global Teaching Fellow
- additional materials that help personalize and communicate commitments and development as a teacher such as appropriate information on relevant websites, videos, or selected visuals

Upon their return to CEU, Fellows will be invited to share their reflections on the teaching fellowship experience with the next generation of Fellows and potential candidates.

Fellows may wish to use this experience and apply it toward the development of an electronic teaching portfolio. Interested fellows then continue the documentation of their teaching activities in subsequent months in preparation for job interviews and permanent positions.

CTL will receive support from GTP and the doctoral programs to advertise the CTL Mentoring Program to doctoral students and candidates. Doctoral candidates who consider applying for a Teaching Fellowship Program are encouraged to register for the **CTL Program for Excellence in Teaching in Higher Education** as early as possible (1st, or preferably 2nd year of their PhD studies).

5.4 CEU Office of the Vice President for Enrolment Management, Career Services and Alumni Relations

Through its mission, work, and connections, the CEU Alumni Relations and Career Services Office will play an important role in identifying new partners and sponsors for the GTFP and in maintaining the relationships with the existing ones. It therefore has the right to be fully informed about the strategy and development of the GTFP and to be consulted on key issues.

The CEU Alumni Relations and Career Services Office will help the GTFP to advertise Fellowships to recent doctoral graduates, and it will use its network to offer advice and support in approaching potential partners.

Under the supervision of CEU Student Recruitment Office, GT Fellows will contribute to the CEU recruitment effort (giving presentations about CEU, etc.) and will make themselves available for connecting with the local CEU Alumni chapter and for running common activities when deemed necessary by the CEU Alumni Relations team.

6. Extension, Withdrawal from the Fellowship Program, and Termination

The duration of the fellowship is stipulated in both the agreement between CEU and the Partner and in the fellowship contract. A Global Teaching Fellowship can be renewed in exceptional circumstances.

Withdrawal/Termination can be required by the Fellow, the Partner University or the CEU doctoral program as described under points 3., 4., and 5., of these Guidelines.

7. Conflict Resolution

All disagreements must be handled consistent with the CEU Code of Ethics and the respective policies of the GTFP Partner University.

8. Steps of the Process

STEPS		RESPONSIBILITY
1.	The Partner University provides CEU with timely and accurate information regarding teaching needs, selection criteria, preferred selection process, deadlines, etc.	GTFP Partner University
2.	CEU publishes an internal open call for applications and pre-screens the application to make sure the eligibility criteria are met.	CEU GPT, CEU doctoral programs, CTL, CEU Career Services office
3.	The Partner University selects the optimal candidates according to its needs and criteria, as previously communicated to CEU.	GTFP Partner University
4.	The selected Fellows sign the GTF contract with CEU	Fellow, CEU GPT
5.	CEU Center for Teaching and Learning Faculty meet with the Fellows, and they agree on how the CTL Mentoring Program will proceed. (Ideally, at the time of the appointment, all Fellows will have completed the CTL Program for Excellence in Teaching in Higher Education.)	CEU CTL, Fellow
6.	With help from the Partner University, CEU organizes a pre-departure orientation for the Fellows and makes sure they have comprehensive information about the host university and country.	CEU GPT, Partner University
7.	The Partner University welcomes the Fellow and integrates them within the host department and academic community. The Partner University appoints a local mentor (a faculty member) and offers the Fellow support and advice on relocation, housing, medical insurance, cultural adjustment, local academic culture, etc. as appropriate.	GTFP Partner University
8.	CTL continues to mentor the Fellows and is in contact with the local Mentors.	CEU CTL
9.	For the whole duration of the fellowship, the Fellows, the Partner University, and CEU communicate periodically and hold regular consultations.	CEU Doctoral Program, Partner University, GPT, CEU CTL, Fellow
10.	When the fellowship ends, the Fellows give feedback to the Partner University, and to CEU. Upon their return to CEU, Fellows will be invited to share their reflections on the teaching fellowship experience with the next generation of Fellows and potential candidates.	Fellow, CEU CTL

Annexes

1. Template of an Agreement between CEU and Partner University

Global Teaching Fellowship Agreement

between

Central European University

Budapest, Hungary

and

[Partner University]

This Agreement is made and entered into by Central European University and [GTFP Partner University], hereinafter referred to as “the Parties”.

I. Preamble

Whereas CEU seeks to provide opportunities for its best doctoral candidates and recent doctoral graduates under the framework of the Global Teaching Fellowship Program, to develop and refine their teaching skills in a safe academic environment, with appropriate academic assignments (teaching load, student tutoring, etc.) and financial compensation.

Whereas [Partner University] seeks to employ the academic skills and competencies of CEU doctoral candidates and recent doctoral graduates for teaching [and research].

Therefore the Parties agree to engage in supporting [number] CEU Global Teaching Fellows and enter a non-exclusive partnership in which [Partner University] offers selected CEU doctoral candidates / recent doctoral graduates teaching positions at its premises for [one academic semester / one academic year], commencing 20XX-20XX, and based upon the teaching needs and requirements of [Partner University]

II. Obligations of the Parties

1. On the part of CEU:

- a. Will issue a call for applications to doctoral candidates and recent doctoral graduates as applicable, based on information received from [Partner University] (teaching needs, list of courses, teaching load, selection criteria, preferred selection process, deadline)
- b. Will run a selection process of applicants, which will result in a list of CEU doctoral candidates and recent doctoral graduates who applied for the position and meet the required criteria
- c. Will provide assistance to [Partner University] regarding the selection process when requested
- d. Will organize a pre-departure orientation for the Fellows and make sure they have comprehensive information about the host university and country where applicable. CEU will do so with the support of [Partner University].
- e. Will provide mentoring and support to the Fellows with the involvement of CEU Center for Teaching and Learning, both before and during their time spent at [Partner University].

2. On the part of [Partner University]:

- a. Will provide clear information regarding academic tasks, teaching needs, teaching load, selection criteria, preferred selection process and deadlines [XX weeks] before an application is opened
- b. Will conduct the selection process according to its standard procedures and communicate the decision to CEU and the applicants within [XX weeks]
- c. Will determine the academic duties, which include teaching, [student tutoring, research, etc.]. The teaching load of Fellows will not exceed [X] courses/semester (X=2 courses/semester for CEU doctoral candidates who are still under the obligation of fulfilling CEU academic obligations (thesis writing).
- d. Will specify the legal framework under which it hosts the CEU doctoral candidates / graduates [employment contract/teaching internship/] and the name of positions [junior lecturer, foreign lecturer fellowship etc.]
- e. Will pay remuneration in the form of [stipend or salary, proportionate with the teaching load, similar to the financial compensation received by an assistant professor.]
- f. Will provide the following additional compensation to fellows: [accommodation, housing allowance, insurance, meal tickets, etc.]
- g. Will provide comprehensive information to CEU and Fellows about academic and practical matters (arrival, housing, cultural norms, etc.)

3. Miscellaneous

Both Parties agree to advise each other promptly of the progress of nomination and selection, pre-departure and orientation needs, teaching load, remuneration, as well as exchange of any other relevant information.

For further information regarding the CEU Global Teaching Fellowship Program (GTFP), of which this partnership is part, please consult the CEU GTFP Guidelines available at www.ceu.edu/.....

IV. Relationship of the Parties:

1. The parties reserve the right to enter into agreements with other entities for the implementation of the activities described above.
2. The parties agree to carry out these activities in accordance with the laws and regulations of the respective countries. Disputes, arising in accordance with the Agreement will be resolved by consultation and conversation between the universities.

This Agreement shall be in force from the date of signing by both Parties.

For Central European University:

For [Partner University]:

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