**Academy of Excellence programme 2021-2024**

**Call for proposals “Multilingualism: courses delivered in a foreign language” 2023 – 2nd edition**

**………………………………………………………………………………………………**

***Application form***

**………………………………………………………………………………………………**

***Deadline for submission of complete proposals:***

**18 DECEMBRE 2023, 12-noon (Paris)**

**Instructions for preparation and submission of your application**

All the information relative to the modalities for submission and the people to contact for any questions are indicated in the framework text for the call, available through: <https://www.univ-amu.fr/fr/public/appel-projet-academie-dexcellence>

This application is to be submitted online: <https://formulaires.univ-amu.fr/fr/public/aap-amidex-multilinguisme-2023-etape-2-fr>

**Your submission should be written to allow its assessment according to the assessment criteria and sub-criteria defined in the framework text.**

At step 2, your application must include the following elements:

1. The application form below, completed (without modifications to the template)
2. The budget (use the Excel template supplied in the appendix, the file is locked so you only need to fill out some parts)
3. A letter of commitment from the director of the faculty attesting the capacity of the faculty to undertake the administrative management of the project and detailing how this application fits into the learning and teaching department’s strategy

Other documents may also be included in support of the project as appendices, in French or English (letters of support, other applications for funding/funding awarded, etc.).

How to fill out this application:

* The template of the present Word document must not be modified
* Font size: Calibri at least 11 (excluding appendices)
* Page format: A4
* Maximum page limit, exclusive of pages 1 to 3 and appendices: unrestricted
* **The application must be provided as a single PDF file including the budget and appendices**, not scanned, and without password protection.
* **Appendices** are limited to a maximum of 50 pages.

The document must be written in **English**

# Table of contents

[Table of contents 3](#_Toc146012239)

[1. General information 4](#_Toc146012240)

[1.1. Project identification 4](#_Toc146012241)

[1.2. Scientific and technical leader for the project (STL) and internal structure with which they are affiliated 4](#_Toc146012242)

[1.3. Confidentiality 4](#_Toc146012243)

[1.4. Budget 4](#_Toc146012244)

[1.5. Partner(s) in implementation 5](#_Toc146012245)

[1.6. External and international partners 5](#_Toc146012246)

[2. Abstract 5](#_Toc146012247)

[3. Quality and ambitions of the project 7](#_Toc146012248)

[3.1. Context 7](#_Toc146012249)

[3.2. Concept and aims of the project 7](#_Toc146012250)

[3.3. Presentation of the scientific and technical leader and of the teaching team 7](#_Toc146012251)

[3.4. How the project fits within the pedagogical strategy of the faculty / department or school 8](#_Toc146012252)

[3.5. Presentation of the partner(s) involved 8](#_Toc146012253)

[4. Implementation modalities 8](#_Toc146012254)

[4.1. Plan of action 8](#_Toc146012255)

[4.2. Steering and administrative management 9](#_Toc146012256)

[4.3. Project management 10](#_Toc146012257)

[4.4. Communication and dissemination 11](#_Toc146012258)

[5. Expected impact and returns 11](#_Toc146012259)

[6. Budget 11](#_Toc146012260)

[6.1. Detailed presentation of the budget for the project 11](#_Toc146012261)

[6.2. Overall justification of the budget 11](#_Toc146012262)

[7. Appendices 12](#_Toc146012263)

# General information

*Do you have modifications to highlight relative to the intention that you submitted at step 1?*

🞎 No 🞎 Yes Please specify:

## Project identification

|  |  |
| --- | --- |
| Project title |  |
| Project acronym |  |

## Scientific and technical leader for the project (STL) and internal structure with which they are affiliated

|  |  |
| --- | --- |
| Surname and first name of the scientific and technical leader for the project (STL) |  |
| Contact details (E-mail) |  |
| Research unit  *Unit with which the STL is affiliated* |  |
| Faulty or school (Name + Acronym)  *with which the STL is affiliated* |  |

## Confidentiality

|  |  |
| --- | --- |
| Specific confidentiality requirement? | 🞎 Yes 🞎 No |
| If yes, reason and details of requirements |  |

## Budget

|  |  |
| --- | --- |
| Overall budget for the project (€) *(A + B)* |  |
| Assistance requested from A\*Midex (€) *(A)* |  |
| Other income and funding (€) *(B)* |  |

## Partner(s) in implementation

|  |  |  |  |
| --- | --- | --- | --- |
| Type of structure | Name of structure | Name of contact person for the project within the structure | Status of partnership at start of project |
| Please choose. |  |  | Please choose. |
| Select your choice |  |  | Select your choice |

## 

## External and international partners

*Add as many partners as necessary by adding lines*

|  |  |  |  |
| --- | --- | --- | --- |
| Type of structure | Name of partner structure | Country | Status of partnership at start of project |
| Please choose. |  |  | Please choose. |
| Please choose. |  |  | Please choose. |

# Abstract

*This (non-confidential) abstract may be communicated in the context of the selection process when seeking experts (Recommendation: 1500 characters including spaces)*

*It is recommended that you take particular care when presenting the objective of the project in order to:*

* *Encourage the acceptation of role of expert by the people contacted so as to allow your proposal to be appropriately assessed.*
* *(If the project is retained) be able to publish it for communication and mediation ends, for reading by audiences outside the project’s disciplinary field. The text must therefore be as clear as possible, indicating the societal and/or technical challenges targeted.*

*French version*

|  |
| --- |
|  |

*English version*

|  |
| --- |
|  |

**Course linked to the application:**

*Programme for which the request is made (course title):*

*Provisional launch year of the foreign language course*

*Duration of cycle taught through a foreign language:*

*Number of ECTS corresponding to the disciplines taught through a foreign language:*

*Potential number of students involved:*

# Quality and ambitions of the project

## Context

*Briefly present the general context and the challenges to which the project relates, in pedagogical terms. (Recommendation: 1000 characters including spaces)*

## Concept and aims of the project

*Present the objectives of the pedagogical project: specify the pedagogical approach that will be adopted to teach in a foreign language, the plan for supporting students in their learning, for assessing the skills they have acquired, etc.*

*Describe as well the international strategy: international development of the training, attractiveness of the training, professional integration, international cooperation envisaged, etc.*

*Describe any novel aspects with respect to the topic, the state of current knowledge and/or pedagogical advances.*

## Presentation of the scientific and technical leader and of the teaching team

*Briefly present the scientific and technical leader of the project and the key lecturer-researcher(s) / researcher(s) / personnel involved. Any CVs should be included as part of the appendices.*

## How the project fits within the pedagogical strategy of the faculty / department or school

***FACULTY’S OPINION (AVIS DE LA COMPOSANTE OU ECOLE)***

***TO BE COMPLETED BY THE FACULTY OR SCHOOL***

***SIGNATURE OF THE FACULTY DEAN/DIRECTOR***

## Presentation of the partner(s) involved

*Briefly present the external organisation(s) involved in the project - if applicable - along with their role*

# Implementation modalities

## Plan of action

*Present activities in terms of objectives, tasks, deliverables, and criteria to measure success that can be used to evaluate the results at the end of the project. Add as many Work Packages as necessary. The schedule for the various tasks and their interdependencies may be presented in graphical form (e.g. Gantt diagram).*

*Insert as many WP as necessary*

|  |  |
| --- | --- |
| **Title of Work package 1 (WP1)**: | |
| Start[[1]](#footnote-1): | End²: |
| Objectives: | |
| Description of the activity: | |
| Resources involved (including human, material, technical, financial, contributions of partners, etc.) | |
| Expected results (deliverables, indicators): | |
| Comments / Analysis: | |

|  |  |
| --- | --- |
| **Title of Work package 2 (WP2)**: | |
| Start2: | End²: |
| Objectives: | |
| Description of the activity: | |
| Resources involved (including human, material, technical, financial, contributions of partners, etc.) | |
| Expected results (deliverables, indicators): | |
| Comments / Analysis: | |

## Steering and administrative management

*Indicate which resources will be mobilised within the faculty/school administrative team, after consultation of the administrative direction. Experience of the research unit/faculty/school in project management (European, A\*Midex, ANR, etc.); financial management, management of human resources and recruitments, etc.*

**Administrative contact person[[2]](#footnote-2)**

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Role |  |
| Contact details (E-mail + Tel) |  |
| Estimation of the level of experience in management of projects relating to training: | 🞎 Beginner  🞎 Intermediate  🞎 Confirmed |

**Financial manager** (if applicable)

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| SIFAC accreditation level | 🞎 Polyvalent  🞎 SIFAC Web  🞎 SIFAC Qualified |
| Role |  |
| Contact details (E-mail + Tel) |  |
| Estimation of the level of experience in management of projects relating to training: | 🞎 Beginner  🞎 Intermediate  🞎 Confirmed |

## Project management

*Describe the modalities of coordination, the principles of organisation, and the resources allocated to ensure monitoring and implementation of the project.*

## Communication and dissemination

*Describe the communication and dissemination plan, in particular the actions aiming to improve visibility of the project at the relevant scales (schedule, communication supports, networking, etc.).*

|  |
| --- |
|  |

# Expected impact and returns

Describe the perspectives for pedagogical returns; the impact on study-to-work transition for students; possible returns for the site in terms of visibility and attractiveness; the perspectives for adoption of the project within the faculty and/or the site, returns for the site in terms of synergy and partnerships; leverage effect on any new funding. Indicate the perspectives for long-term continuation of the project within the institution.

# Budget

## 6.1. Detailed presentation of the budget for the project

***Include the document (AMIDEX\_EstimatedBudget-AAPMultilinguism2023).*****This document must be filled out with the help of the financial manager selected to monitor the project if this option is retained, or the administrative director of your faculty.***They will help the scientific and technical leader applying to link each expense to a broader category of costs.*

## 6.2. Overall justification of the budget

*In addition to the table, provide any general comment to justify the projected use of the financial resources and the links between A\*Midex funding and other sources of funds.*

# Appendices

**Appendix 1 (required)**: Budget according to the model available for [download](https://www.univ-amu.fr/fr/public/appel-projet-academie-dexcellence) on the call page[[3]](#footnote-3) (please insert tabs 3 and 4 only)

**Appendix 2 (required):** Letter of commitment from the director of the faculty or school

1. Example. M1, M6 etc. for month 1, month 6. [↑](#footnote-ref-1)
2. It is strongly recommended to designate a person who will be charged with a supporting role for the STL for the administrative aspects of the project (financial management, HR, drawing up agreements, etc.) Within the learning and teaching department with which the STL is affiliated, this person could for example be the administrative manager, management accountant, financial assistant. [↑](#footnote-ref-2)
3. <https://www.univ-amu.fr/fr/public/appel-projet-academie-dexcellence> [↑](#footnote-ref-3)