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**Application form for activities and/or financial support**

The Huizinga Institute welcomes you to submit proposals for different kinds of activities. Please send the filled out form to the Huizinga office (huizinga@uu.nl). We will then contact you

**Type of event\***

* Education (maximum 3 ECTS, e.g. masterclass, workshop, lecture, debate, roundtable, symposium, or course)
* Community building and co-operation in cultural history
* Other (please specify):

**Names of the organizers and if applicable their supervisors**

 …

**(Preliminary) event details**

Title:

Date:

Time:

Venue:

Coordination:

No. of ECTS Credits[[1]](#footnote-1):

Open to (ReMa students and/or PhD candidates):

Maximum no. of participants in this event:

How to register (standard via the Huizinga Institute):

Registration deadline:

**Brief description of the event[[2]](#footnote-2)** (Topic, speaker(s), relationship with Huizinga Institute, target group)

…

**Indicative programme**

…

**Learning aims and outcomes**

…

**Assessment and assignments**

Indicate the components of assessment, e.g. presentation, preparatory assignments, final assignment, presence in class. Please provide clear conditions for obtaining ECTS

…

**(Preliminary) Literature:**

…

**Budget** (indicate the expected costs, broken down per post, e.g. catering, venue, travel)

…

**ECTS/Study load**

Please add an overview of the study load (1 ECTS equals study 28 hours). Indicate the hours spent on:

* Contact hours;
* Readings (ca. 5-7 pages an hour[[3]](#footnote-3), or reading time estimated by the course coordinator);
* Other preparation per session (e.g. preparing discussion questions, presentation(s), reading report, assignments): ca. 1,5 hour per session/course day, or estimated by the course coordinator;
* Final assignment (e.g. paper, dossier).

**Sustainability**

The Huizinga Institute encourages the organization of travel according to the UU travel policy. I.e.: all participants will be encouraged to travel by train or other sustainable forms of transport. Air travel for journeys over 700km/more than 8 hours will be allowed if no feasible alternatives are available. Please discuss air travel for journeys of less than 700km/8 hours with the Huizinga Institute office prior to booking. More information, see: <https://uu-rightontrack.nl/en/sustainable-travel>

All food and drink will be vegetarian/vegan, preferably from local and sustainable suppliers (also for group dinners). We will limit the use of disposable cups and cutlery and try to use re-usable items.

***\* The Huizinga Institute uses the following event types:***

***Masterclass:*** *A top-down lecture, followed by a short Q&A imparted by a leading expert on the field that Huizinga members would not have regular contact with, often a researcher from a foreign institution. Participants could be selected on the basis of the relevance for their own research topic. ca. 10-15 participants.*

***Workshop:*** *Interactive setting with the organizer taking the lead. Possible preparation (reading several articles). Collaborating on the spot. ca. 15-20 participants. Selection of participants is preferential on the basis of relevance to their research.*

***Roundtable (Rondetafel):*** *Several expert researchers (3-6) sharing opinions about the state of research and new directions in a subfield of cultural history (or cultural history proper). After the discussion, a longer Q&A with the audience ensues. ca. 20-25 participants.*

***Thematic course:*** *Series of sessions, spread over time, led by a specialist on the field. This can be a combination of masterclasses and workshops. ca. 15 participants.*

1. Certificates of participation will be issued by the Huizinga Institute after the event. Event coordinators will decide whether the participant has fulfilled all requirements for the ECTS. [↑](#footnote-ref-1)
2. The Huizinga Institute finds it important to strengthen the global dimension of cultural history in our programme. We ask you to include recent literature and diversity in literature, and, if possible, assimilate a global aspect in your proposal. [↑](#footnote-ref-2)
3. 5-7 pages an hour applies to studying texts, meaning: (re)reading, making summaries, consulting other texts (secondary sources, reference works, dictionaries etc). More pages can be read per hour when global reading is expected. Other factors to take into account when estimating reading time: type of book, difficulty and complexity of the text, language, relation of the text to assignment. [↑](#footnote-ref-3)