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| Kurt Lewin Institute  Proposal course or workshop, 2024-2025 |

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| Title: |  |
| Teaching staff: |  |
| Type of course: | Practical course / Methodology course / Workshop / Joint Seminar |
| Date(s): |  |
| Duration: | 1 day / X days |
| EC (1 credit = 28 hours)\*: |  |
| Most relevant for: | Junior (1st&2nd) PhDs / senior (3rd&4th) PhDs\*\* |
| Language: | English |
| Location: | In person / online (platform) \*\*\* |
| Max. nr. of participants: | X participants |

\**Including preparation and the workshop itself. If some but not all participants will give a presentation, please use an estimated mean for the preparation time. In general, 0,5EC is given per day.*

*\*\* If there are more interested participants than places, we make a distribution based on either juniority or seniority, meaning that we look at either how short or how long someone is a KLI member.*

*\*\*\* KLI can create an online Microsoft Teams environment for you. If you prefer to use another platform it is advised that you will set it up yourself.*

*The information below will be shown on the KLI course website. Please highlight the text that is written for the teaching committee and should not be shown on the website.*

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| **Content**  **Time schedule** (KLI courses start at 10am earliest)  **Learning goals**  **Preparation** (e.g. installing certain software) |
| **Literature**: (please state if this is compulsory or not) |

**Budgetary Estimations**

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| *Travel expenses international guest – flight/train\*\*\*:* | € |
| *Travel expenses international guest – to/from airport and within the Netherlands:* | € |
| *Hotel international guest (3 nights max.):* | € |
| Travel expenses teaching staff to/from workshop: | € |
| Dinner with teaching staff\*\*\*\*: | € |
| Lunch during workshop\*\*\*\*\*: | € |
| Coffee/tea during workshop\*\*\*\*\*\*: Location costs: Any other expenses: | €  €  € |
| **Total:** | **€** |
| ***Of which, in the case of a Joint Seminar*** |  |
| Costs inviting university: | € |
| Costs KLI: | € |

\*\*\* The italic costs are shared in case of a Joint Seminar.

\*\*\*\* KLI will reimburse a maximum of 1 dinner p/p for the teaching staff. Please keep in mind a guideline of approximately 60,- euro p/p per dinner.

\*\*\*\*\* When the course includes lunch time, please include lunch and estimate the budget. Lunch at the university is usually around 12 euro p/p.

\*\*\*\*\*\* Coffee/tea are usually provided during the morning and afternoon.