

**Finlo Writing Retreat**

**for Teaching-Learning-Assessment Research and Innovation at**

**Ongegund Lodge & Conference Centre**

**30 May – 2 June 2023**

Stellenbosch University academics and professional academic support services (PASS) staff interested in teaching-learning-assessment (TLA) research and innovation are invited to apply to attend a writing retreat hosted at Ongegund Lodge & Conference Centre (<https://ongegund.com/>). The retreat is offered to write **Finlo proposals (the closing date for submitting Finlo proposals is 9 June 2023**) as well as other Finlo-related publications for journals or book chapters. The programme includes goal-setting and goal-achievement, input and discussion sessions, consultations with the facilitator and/or CTL advisors, and small group check-in discussions at the end of each day.

The purpose of the writing retreat is to:

* develop Finlo proposals;
* engage in productive research writing related to Finlo projects;
* provide support through facilitators and/or CTL advisors in an atmosphere of trust and safety;
* form a multidisciplinary community of practice where peer support is provided;
* explore the key links between teaching, learning, assessment, research, writing and scholarship.

***Kindly complete all the sections below before sending in your application.***

***The closing date is Thursday, 20 May 2023.***

***The Programme for the retreat will follow once your application has been approved.***

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| **Name** |  | **Dietary requirements**(except banting/keto) |  |
| **UT Number** |  |
| **Email address @sun** |  |
| **Cell number** |  |
| **Faculty** |  |
| **Department** |  |
| **Indicate your purpose** **for participation** | Developing a Finlo Innovation Proposal |  |
| Developing a Finlo Research Proposal |  |
| Other Finlo-focused writing: article/paper/other publication |  |
| **Please provide a detailed description (±200 words) below of the teaching-learning-assessment project/s you intend working on.***Please note: Applications which do not offer sufficient details and do not have a clear TLA focus will not be considered.* |
| *Make the teaching, learning and assessment aspects of your project/s explicit in your description.*Proposed title: (15 words or less which include the link to teaching, learning and/or assessment) |
| Description of project: (+200 words) |
| Complete the following before submitting your application.**Please familiarize yourself with the documents and information below and tick the boxes once done:**

|  |  |
| --- | --- |
| * ***Familiarised yourself with the*** [***Finlo guidelines and criteria***](http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Auxin/Call%20for%20Submission%20of%20FIRLT%20Proposals%202023.pdf) ***as well as*** [***Regulations for the Management of Finlo***](http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Auxin/Regulation%20for%20Finlo%20revision%20%28Eng%29%202022.pdf)
 |  |
| * ***Familiarised yourself with the*** [***inactive application form***](http://www.sun.ac.za/english/learning-teaching/ctl/Documents/Auxin/Finlo%20Application%202023.docx)
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| **Kindly take note of the following (tick box to confirm that you have read this):** |
| * ***You must consult with your faculty advisor before, during, or after the retreat and prior to submission of your proposal***
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| * ***The retreat is not for reading or brainstorming your idea/s***
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| * ***You must have an improved concept document or complete document of proposed work to be submitted after the retreat***
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| * ***Submit leave of absence on Oracle should your application be approved***
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***Any further details you would like to add:*** |
| **Names of co-researchers / co-authors (if any)****(A separate application for the retreat should be submitted if a co-researcher / co-author would like to attend.)** |
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| **Would you be interested in a one-on-one session with the CTL facilitator(s) at the writing retreat (*this consultation is not in lieu of a compulsory consultation with your faculty adviser*)?*****Yes / No***Should you wish to meet with your CTL faculty advisor during the retreat, please arrange this with them. This can take place virtually or in person.*(Reminder: consultation with your faculty advisor prior to submission of Finlo proposals is compulsory)* |
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| **Please indicate the date and journal / conference or Finlo committee where you aim to submit the outcome of your work from the 4 days of the writing retreat.** |
| **Date of submission** |  |
| **Committee / journal / conference where you aim to submit** |  |

*Please direct any inquiries and/or return the completed form to* finlo@sun.ac.za*.*