**PROGRAMA UNISERVITATE**

CALL FOR CATHOLIC HIGHER EDUCATION INSTITUTIONS

*Porticus and the Latin American Center for Solidarity Service-learning (CLAYSS) are inviting Catholic Higher Education Institutions (CHEIs) to participate in the UNISERVITATE programme.*

*The Programme aims to generate a systemic change in CHEIs, through the institutionalization of service-learning (SL) as a tool to fulfil their mission of an integral education, to generate agents for social change who critically engage for a better society according to the social teaching of the Church.*

*Twenty universities around the world will be selected, in consultation with the respective regional hub, to participate in a capacity building programme to institutionalize service-learning. This will include training, participation in international events, full access to our content platform, scholarships for our courses and economic assistance.*

*For US & Canada, given the long-lasting experience in the development of SL in CHEIs in this region, the activities of the hub are organized differently and will focus on research coordinated by Association of Catholic Colleges and Universities (ACCU). Therefore, institutions from that region are not eligible for the satellite positions.*

*Please complete this Application Form and send it with the complementary documents to* [*uniservitate@clayss.org.ar*](mailto:uniservitate@clayss.org.ar) *by November 27th.*

**Application form**

*Basic information and contact details*

1. Region (choose one option below):
   1. Africa
   2. Asia & Oceania
   3. Latin America and the Caribbean
   4. Central and Eastern Europe & Middle East
   5. Western Europe North
   6. Western Europe South
2. Name of the institution:

Click here to type text.

1. City:

Click here to type text.

1. Country:

Click here to type text.

1. Number of students:

Click here to type text.

1. Number of faculty members:

Click here to type text.

1. Institutional website:

Click here to type text.

1. Institution primary contact person
   1. Name: Click here to type text.
   2. Position: Click here to type text.
   3. E-mail: Click here to type text.
2. Name of the authority that will sign the contract (president, vice president, vice-chancellor or equivalent in the institution):

Click here to type text.

1. Authority position:

Click here to type text.

1. Authority E-mail:

Click here to type text.

**Service-learning in your Higher Education Institution**

*Philosophy and mission of Service-learning*

1. How do you define service-learning (SL) in your institution?

Click here to type text.

1. How does SL relate to your institutional mission?

Click here to type text.

1. Is SL included in your strategic planning? If yes, how?

Click here to type text.

1. Do you have institutional legislation that promotes or organizes your SL activities? If YES, please provide the related documents.

Click here to type text.

1. Are SL activities mandatory or elective at your institution?

Elective  Mandatory  Both  Other: (describe here)

1. Who is responsible for the coordination of the SL activities at your institution? Please add the organization chart.

Click here to type text.

1. Which extension, outreach, community service or SL practices does your Institution develop? Please provide the related documents or briefly describe them (name, context, curricular articulation, and actions with the community, an approximate amount of participating faculty, students, and community organizations).

Click here to type text.

*Faculty involvement in service-learning*

1. Do your faculty members know what SL is and understand how SL is different from community service, internships or other experiential learning activities?

Yes  Partially  No

1. Do your faculty members participate as instructors, supporters or advocates of SL and support the infusion of SL into the institution's overall mission and/or their own professional work?

Yes  Partially  No

1. Are faculty members encouraged and/or rewarded for their participation in SL activities? If YES, how?

Click here to type text.

1. Have your researchers or faculty members produced academic papers on SL? If YES, please provide the links or attach the documents.

Yes  No

1. Has your institution developed training materials on SL? If YES, please provide the links or attach the documents.

Yes  No

1. Does your institution have a SL training course for your faculty? If YES, please provide the links or attach the documents.

Yes  No

*Students involvement in Service-learning*

1. Do your students know what SL is and understand how SL is different from community service, internships or other experiential learning activities?

Yes  Partially  No

1. What mechanisms help students become aware of the SL courses, resources and opportunities that are available to them?

Click here to type text.

1. Do your students participate in exchange & mobility around SL projects?

Yes  No

1. Are students encouraged to participate and/or rewarded for their participation in SL activities?

Yes  No

If YES, please describe how.

Click here to type text.

*Networking*

1. Did your institution participate in events or trainings in your region (congress or seminar) that bring together the main references on the subject of SL?

Yes  No

*If YES please name the last three you have attended, subject, city and which role your institution played there.*

Click here to type text.

1. Does your institution promote service-learning in your country, region or at an international level?

Yes  No

*If YES please describe how.*

Click here to type text.

1. Did your institution organize events or training in your country, region or at an international level that bring together the main references on the subject of SL?

Yes  No

*If YES, please name the last three, topic, city and number of participants.*

Click here to type text.

1. Which higher education networks (international, regional or national) does your institution belong to? Please identify those related to SL, civic or community engagement. Which role does it play in each network? What activities do you develop?

Click here to type text.

1. Has your institution been recognized for your SL knowledge or experiences?

Yes  No

*If YES, please provide the information with data, project description and organization responsible for the recognition.*

Click here to type text.

*Safeguarding of children and vulnerable adults*

*The donor holds a safeguarding policy that requires all partners to comply with rules and guidance.*

*In agreement with the principles of the Catholic Church, we expect all partners to commit themselves to safeguarding rules and principles as well as to prevention of any abuse of power.*

1. Does your institution work with children or vulnerable adults either directly on campus or indirectly through external activities (i.e. people with disabilities, socially marginalized groups, etc.)?

Yes  No

1. Does your institution have a safeguarding policy?

Yes  No

1. Staff recruitment measures (for example, checks on criminal records and references)? Which ones?

Click here to type text.

1. Staff awareness measures (for example, staff communication and training)? Which ones?

Click here to type text.

1. Measures that enable your staff, volunteers, beneficiaries or others to report any safeguarding concerns? Which ones?

Click here to type text.

1. Please provide the name, position and contact details of the person responsible for your safeguarding practices

Click here to type text.

Please remember to add your "Safeguarding policies” to this Application Form.