

DIES-TRAINING COURSE MANAGEMENT OF INTERNATIONALISATION

APPENDIX 1:

APPLICATION FORM

Please typewrite.

When finished, insert your digital signature (a previously scanned signature will also be valid).

Do not forget to add the further application documents: s. page 4 of call for applications.

1. DATA SHEET

Title	First Name	Family Name (as stated in the passport)

Position

Institution and Department

Address (official – street, Post Box, ZIP code, city, country)

Phone (official)	Fax (official)

Phone (mobile)

E-mail (used for all communication)

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Nationality

Date of Birth

Sex: male female

2. CURRICULUM VITAE

I. Education

from – to	Institution	Degree(s) or Diploma(s) obtained:

II. Present position:

III. Professional experience

from – to	Institution	Position	Short Description

IV. Years of experience in the area of Higher Education Management: either as international office staff or higher education managers responsible for coordinating international activities.

V. Extensive description of managerial tasks performed in your position regarding internationalisation processes:

VI. Language skills:

Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
English			

VII. Other skills:

VIII. Scholarships (e.g. DAAD)

If yes, please indicate the scholarship provider, area of study, venue and time:



IX. Did you already apply for one of the DAAD DIES training courses (e.g. IDC, UNILEAD, Courses for Proposal Writing, UNITRACE, Quality Assurance Coordinators' Courses)?

- Yes Please specify:
 No

X. Have you (or has any member of your university) already applied for the DIES-training course "Management of Internationalisation"?

- Yes
 No Please indicate the year:

XI. Did you already participate in one of the DAAD DIES training courses (e.g. IDC, UNILEAD Courses for Proposal Writing, UNITRACE, Quality Assurance Coordinators' Course)?

- Yes, Please specify:
 No

XII. References

Title and Name	Position	Institution	E-mail

Place and date

Signature

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APPENDIX 2

UNIVERSITY PROFILE

University Name: _____

National Accreditation(s): _____

State University: yes no

Private University: yes no

Federal University: yes no

Undergraduate student population: _____

Postgraduate student population: _____

Academic staff with a doctorate: _____

Academic staff without a doctorate: _____

Academic disciplines:

Academic strengths and areas of expertise:

Collaboration with the industry or with social or educational entities (museums, schools):

INTERNATIONALISATION AT YOUR UNIVERSITY

Does an International Office or similar unit exist?

If yes, how many people are working at this office and what tasks do they have?

Flow of student and researcher mobility: programmes, number of outgoing and incoming students/researchers.

Important research / academic projects with international partners:

Participation in international networks:

Is there an internationalisation strategy and a plan to implement it? Which is/are the concrete institutional goal(s) you are planning to implement at your institution with your participation in the course. If existing, please attach the internationalisation strategy to your application

APPENDIX 3

MOTIVATION STATEMENT:

Please indicate here the individual and institutional goals of participation in the course answering the following questions:

How will your work and your university benefit from the participation in the course? Please add further concrete information you consider useful as part of your motivation to attend the training course:

The training course pursues a practice-oriented approach. During the course, participants are expected to work on a Personal Action Plan (PAP) in order to define their own specific goals, develop a roadmap, set their own milestones, and keep record of their tasks and interaction with other participants.

Please describe a concrete internationalisation project (including strategic goals/objectives, sub-goals/objectives) with relation to the topics of the course according to the modules' overview of the call.

Mention the possible challenges, you will face during the implementation of your project and how do you think, this course can help you to overcome them.

The internationalisation project must have goals feasible to reach within the course (14 months), and must be designed and implemented during the course. Please mention, the concrete end product/service (or the part of it) you are aiming to have at the end of the course.

