

## 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 announcement.

#### 1. DATA SHEET

<b>Title</b>	<b>First Name</b>	<b>Family Name</b>
<b>Position</b>		
<b>Institution and Department</b>		
<b>Address (official – street, Post Box, ZIP code, city, country)</b>		
<b>Phone (official)</b>	<b>Fax (official)</b>	
<b>Phone (mobile)</b>		
<b>E-mail (used for all communications)</b>		
<b>Nationality</b>	<b>Date of Birth</b>	

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. UNISTAFF, IDC, UNILEAD, CAMINA, UNICAMBIO, Courses for Proposal Writing, UNITRACE, Quality Assurance Coordinators' Courses)?

- Yes      Please specify:  
 No

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

- Yes, Please specify:  
 No

### XI. References

Title and Name	Position	Institution	E-mail

\_\_\_\_\_

Place and date

\_\_\_\_\_

Signature

## DIES-TRAINING COURSE MANAGEMENT OF INTERNATIONALISATION

### 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? 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?**

**Which is/are the concrete institutional goal(s), you are planning to implement at your institution (please be concise and explain also the relation with the course content)? Describe the first ideas of your project.**

**Which are the possible challenges, you will face during the implementation of your project?**

**How do you think, this course can help you to overcome those challenges?**

Please add further information you consider useful as part of your motivation to attend the training course: