

## Training on Internal Quality Assurance in Southeast Asia 2014-16

### Application Form

Please complete the application form and attach the requested documents.

**Application deadline is July 20<sup>th</sup>, 2014.**

For any questions, please kindly contact ASEAN-QA Secretariat at [asean-qa@uni-potsdam.de](mailto:asean-qa@uni-potsdam.de).

#### ***Data Sheet Applicant***

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**Title                      First Name                      Last Name**

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**Position**

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**Job title in the field of QA                      Term of assigned contract**

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**Institution and Department**

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**Address** (office – Street, Post Box, Postal Code, City, Country)

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**Phone** (office)                      **Fax** (office)

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**Phone** (mobile)

<b>E-mail (office)</b>	<b>E-mail (private)</b>

<b>Country of Residence</b>	<b>Nationality</b>	<b>Date of Birth</b>

<b>Gender</b>	<input type="checkbox"/> male	<input type="checkbox"/> female
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**CURRICULUM VITAE**

**I. Education:**

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

**II. Professional experience:**

from – to	Institution	Position	Short Description

**III. English Language skills:** Indicate competence on a scale of 1 to 5 (5 = excellent; 1 = basic)

Reading	Speaking	Writing

**IV. Years in position with managerial responsibility (if applicable):**

**V. Detailed description of quality assurance tasks performed in your position:**

**VI. Internet Accessibility**

**Do you have access to high-speed internet?**  yes  no

**Can your university provide sufficient infrastructure to use an e-learning platform?**  yes  no

**Short description of the state of internet accessibility (e.g. stability, bandwidth, PC workplace)**

**VII. Are you a DAAD scholarship holder or DAAD alumnus/-a?**

yes  no

If yes, please specify:

**VIII. Did you already participate in one of the DAAD DIES activities (DIES dialogue seminar or DIES training courses such as UNISTAFF or International Deans Course)?**

yes  no

If yes, please specify:

Please send your complete application to ASEAN-QA Secretariat at [asean-qa@uni-potsdam.de](mailto:asean-qa@uni-potsdam.de) latest until **July 20<sup>th</sup> 2014**:

1. **Application Form** (fill out attached PDF form)
2. **Project Plan** (fill out attached PDF form)
3. **Letter of Motivation** (fill out attached PDF form)
4. **Letter of Commitment to TrainIQA** signed by university leadership (see attached example letter, specifying needed content - hand in as PDF)
5. **Filled out Information form for the High Level Information Visit (VP / DVC)** (fill out attached PDF form)
6. **Organisational chart of the university showing QA responsibilities**

Applications that do not include all components are incomplete and will not be considered.