

Training on Internal Quality Assurance (TrainIQA) in Southeast Asia 2025

ASEAN-QA TrainIQA 2025 Application Form Viewing Sample

This document is for information purposes only.

The form needs to be filled in online via the registration form:

<https://asean-qa.de/s/d34cccae/en.html>

Registration opens on December 12, 2024.

The Application deadline is 22 January 2025 at 18:00 CET.

For any questions, please kindly contact Center for Quality Development at University of Potsdam at

asean-qa@uni-potsdam.de

Section	Details
Applicant Information	<ul style="list-style-type: none"> - Personal Details: Name, gender, function, job title, contract term, department, institution. - Contact Details: Office address, phone, email (work and private). - Additional Details: <ul style="list-style-type: none"> - Internet accessibility. - DAAD scholarship/alumni status. - Participation in previous DAAD DIES activities. - Source of information about TrainIQA.
Curriculum Vitae	<ul style="list-style-type: none"> - Education: Last three qualifications. - Professional Experience: Last three positions with descriptions. - English Proficiency: Self-assessment (scale of 1 to 5) for reading, speaking, and writing. - Managerial experience. - Quality assurance tasks description.
Institutional Project	<ul style="list-style-type: none"> - Title and objectives. - Related activities. - Context and institutional embedding. - Timeframe and milestones. - Expertise and collaborations. - Involved parties and responsibilities. - Collaborative components with other institutions/social partners. - Expectations from training.
Motivation	<ul style="list-style-type: none"> - Reasons for applying. - Needs regarding the QA role at the university. - Expected sustainable impacts on the institution.

Higher Management Data Sheet	<ul style="list-style-type: none"> - Details of Leadership Representative: Name, gender, function, term of office. - Contact Information: Office address, phone (office and mobile), email (work and private).
Upload of Annexes	<ul style="list-style-type: none"> - Letter of Commitment (PDF, max 10MB). - Introductory video (MP4 format, as per application call instructions). - Option for additional supporting documents.
Privacy Statement	Link to privacy policy provided.
Submission Details	<p>Application is considered final upon submission.</p> <p>Selection notification by February 2025.</p>

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