

Training on Internal Quality Assurance in Southeast Asia 2016-18

Contents of the Online Application Form (to be filled out online – see CfA)

Data Sheet Applicant

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Title

First Name

Last Name

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Function

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Job title in the field of QA

Term of assigned contract

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Department

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Institution

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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)

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E-mail (office)

E-mail (private)

Country of Residence	Nationality	Date of Birth

Gender	<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

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:

X. How did you get to know about TrainQA?

Project Plan

Please answer the following questions on one or two pages!

Name of the Project: _____

1. Describe the objectives of your project that you want to carry out at your institution.
2. Describe the related activities to reach your objectives.
3. What is the context of the project and how will it be embedded in your institution?
4. Describe the timeframe and, if possible, already considering key milestones of your project.
5. Do you have the expertise to implement the project or/and will it be in cooperation with other departments or external experts?
6. Which parties are involved in the project and what are their responsibilities?
7. Does the project include a collaborative component with another regional university, national/ regional body or social partner? If so, please describe briefly.
8. What are your expectations you have from the training related to your project?

Letter of Motivation

Please answer the following questions on one to maximum two pages!

1. What is your motivation to apply for **TrainQA**?
2. Please describe the needs you have regarding to your role in the field of QA at your university.
3. Which sustainable effects does your university expect from the training?

**Data Sheet (Vice-)President / (Deputy) Vice Chancellor
in charge of QA**

Please input this general information about the senior management representative in charge of QA who will be attending the High Level Information Visit. The Data will be needed to prepare invitation and flights.

Title	First Name	Last Name

Gender	<input type="checkbox"/> male	<input type="checkbox"/> female
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Function	Term

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

Phone (office)	Fax (office)

Phone (mobile)	

E-mail (office)	E-mail (private)

Country of Residence	Nationality	Date of Birth

Passport Number	Date of Issue	Date of Expiry