

**APPLICATION FORM FOR PARTICIPANTS FOR THE TRAINING COURSE: MANAGEMENT OF INTERNATIONALISATION AND GERMAN-UKRAINIAN ACADEMIC COOPERATION 2020-2021**

**1. DATA SHEET: PERSONAL INFORMATION**

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

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**Position**

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**Institution and Department**

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

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**Phone (official)**

**Fax (official)**

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**Phone (mobile)**

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**E-mail (used for all communication)**

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**Nationality**

**Date of Birth (dd/mm/yy)**

**Sex:**    male    female

**2. CURRICULUM VITAE**

**I. Higher Education**

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

**II. Professional experience**

from – to	Institution	Position	Short Description

**III. Years of experience in the area of International Higher Education Management: either as international office staff or higher education manager responsible for coordinating international activities.**

**IV. Describe the managerial tasks performed in your position regarding internationalisation processes:**

**VI. Have you ever received a Scholarship (e.g. DAAD)?**

- Yes
- No

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

**VII. Have you (or has any member of your university) already participated in the training courses on Management of Internationalisation?**

- Yes
- No

If yes, Please indicate the **year and the topic of the internationalisation project**:

**VIII. References for your application**

Title and Name	Position	Institution	E-mail

**3. UNIVERSITY PROFILE**

University Name: \_\_\_\_\_

Number of undergraduate students: \_\_\_\_\_

Number of Postgraduate students: \_\_\_\_\_

Number of Academic staff with a doctorate: \_\_\_\_\_

Percentage of international degree-seeking students in winter term 2018/19: \_\_\_\_\_

Number of outgoing exchange students in winter term 2018/19: \_\_\_\_\_

Number of incoming exchange students in winter term 2018/19: \_\_\_\_\_

Academic disciplines at your university:

**3.1 INTERNATIONALISATION AT YOUR UNIVERSITY**

Does an International Office or similar unit exist?

If yes, since when, how many people are working in this office and what tasks do they fulfill?

Important research/academic projects with international partners:

Participation in international networks:

Is there an internationalisation strategy at your university or are you planning to develop one? If already existing, please attach the internationalisation strategy to your application

**4. MOTIVATION AND INTERNATIONALISATION PROJECT PLAN:**

The training course pursues a practice-oriented approach. During the course, participants are expected to work on an Internationalisation Project in accordance with their own specific goals, develop a roadmap, set their own milestones, and keep record of the development of this project at their universities and implement it.

**We recommend you to read carefully all following questions first, before beginning to answer!**

I. Why do you want to participate in this course?

II. With reference to your everyday work: name **2 main goals** of internationalisation you are trying to achieve in the next 24 months.

III. Which are the **2 main challenges** you are facing while trying to achieve these goals?

IV. Referring to the mentioned challenges and goals **try to develop a concrete internationalisation project to be designed and implemented during the course.**

**Project name:**

**Main objectives:**

**Main measures:**

**Estimated time needed for design and implementation:**

**Expected concrete results/products:**

**VII. Does your unit or university provide a guaranteed budget for the development of your project? If possible, specify how much.**

**Data protection declaration:**

In order to select 18 course participants, the personal data provided in this application form must be disclosed to the members of the selection committee of the training course “Management of Internationalisation and German-Ukrainian Academic Cooperation” of Leibniz University Hannover and German-Ukrainian Academic Society e.V.

The names of the selected participants and their universities will be shared with THEA Ukraine project of FH Münster: <https://en.fh-muenster.de/WWWeiterbildungen/thea-ukraine-startseite.php>

Further information on data protection, especially regarding collection and use of data, can be found in the privacy statement: [https://www.uni-hannover.de/fileadmin/Internationales/Mol\\_Ukraine/Information\\_on\\_data\\_protectionMolUkraine.pdf](https://www.uni-hannover.de/fileadmin/Internationales/Mol_Ukraine/Information_on_data_protectionMolUkraine.pdf)