**Application Form**

DIES-International Deans’ Course Southeast Asia 2016/2017

Please, complete this form with your personal information including the requested documents to your application.

Last day of application is **October 31st, 2015.**

For any questions please contact the Osnabrück University of Applied Sciences via idc@wi.hs-osnabrueck.de

(please typewrite)

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**Title First Name Family Name**

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**Position, Field**

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**Institution and Department**

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**Street (official) City (official) Country (official)**

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**Phone (official) Fax (official)**

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**Street (private) City (private) Country (private)**

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**Phone (private) Fax (private)**

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**E-mail**

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**Nationality Date of Birth**

**Sex**[ ]  male [ ]  female

**Education at universities or colleges**

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| from – to | Institution | Degree(s) or Diploma(s) obtained: |
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**Professional experience**

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| from – to | Institution | Position | Short Description |
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**Extensive description of tasks performed in managerial/ coordinative/ administrative positions in the field of university management:**

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**Information on the size of the faculty/ department/ institute you are currently working in**

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**Number of employees you are currently responsible for**

**Language skills:**

Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

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| Language | Reading | Speaking | Writing |
| English  |       |       |       |
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**Other skills:** (e.g. project management, etc.)

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**Former scholarships**

[ ]  from DAAD

Please specify:

[ ]  others from German institutions (e.g. Alexander von Humboldt Foundation)

Please specify:

[ ]  other national or international scholarships

Please specify:

**Have you already participated in one of the DAAD DIES training courses (UNISTAFF, UNILEAD, Courses for Proposal Writing)?**

[ ]  Yes

Please specify:

[ ]  No

**Specific experience abroad:**

(please indicate country and year and, if applicable, institution visited and sponsoring body)

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| Country | Year | Institution visited | Sponsoring body |
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**Trainings/ seminars with relevance to higher education management**

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| from – to | Provider Position | Short Description |
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**Membership of professional bodies, academic honours etc.**

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**Other relevant Information** (e.g. Publications)

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**References**

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| Title and Name | Position | Institution | e-mail |
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Place and date Signature

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| **Please, send in your application electronically (preferably as a single PDF file) including:*** **application form**
* **letter of motivation**
* **organisational chart** of the university (showing the section where the candidates are working in)
* **Letter of recommendation** from university leadership
* **letter of recommendation** of a DAAD alumni will be appreciated.

via e-mail until **October 31st, 2015**: * to the University of Applied Sciences Osnabrück via email **idc@wi.hs-osnabrueck.de**

**and*** to the respective DAAD contact person in your region:
 |
| for Indonesia: | Dr. Jansen | info@daadjkt.org  |
| for Malaysia: | Dr. Schnieders | info@daadkl.org |
| for Thailand: | Dr. Verweyen | info@daad.or.th |
| for Vietnam, Cambodia, Laos and Myanmar: | Ms. Stahl | daad@daadvn.org |
| for the Philippines: | Ms. Brill | daad.manila@googlemail.com |