



Training on Internal Quality Assurance (TrainIQA)
in the SADC Region 2025 - 2026

Application Form Viewing Sample

This document is for information purposes only.

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

<https://sadc-qa.org/s/registr/en.html>

The Application deadline is May 25, 2025 at 24:00 CET.

For any questions, please kindly contact Center for Quality Development at University of Potsdam at sadc-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 End of June 2025.</p>