



## Training on Internal Quality Assurance in the SADC region 2022-2023

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

#### Data Sheet Applicant

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> male <input type="checkbox"/> female
<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>Gender</b>

<input type="text"/>
<b>Function</b>

<input type="text"/>	<input type="text"/>
<b>Job title in the field of QA</b>	<b>Term of assigned contract</b>

<input type="text"/>
<b>Department</b>

<input type="text"/>
<b>Institution</b>

<input type="text"/>
<b>Address</b> (office – Street, Post Box, Postal Code, City, Country)

<input type="text"/>	<input type="text"/>
<b>Phone</b> (office)	<b>Fax</b> (office)

<input type="text"/>	<input type="text"/>
<b>Phone</b> (mobile)	

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**E-mail (office)**

**E-mail (private)**

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**Country of Residence**

**Nationality**

**Date of Birth**

### 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

**Are you a DAAD scholarship holder or DAAD alumnus/-a?**

yes

no

**If you are a DAAD scholarship holder or DAAD alumnus/-a, please specify:**

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**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 you already participate in one of the DAAD DIES activities, please specify:**

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**How did you get to know about TrainIQA?**

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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 (1 = basic; 5 = excellent)

Reading	Speaking	Writing

### IV. Years in position with managerial responsibility (if applicable):

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## V. Detailed description of quality assurance tasks performed in your position:

### 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 regarding 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 **TrainIQ**?
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 Opening and Closing Conference. The Data will be needed to prepare invitation and flights.

			<input type="checkbox"/> male <input type="checkbox"/> female
<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>Gender</b>

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<b>Phone</b> (mobile)	

<b>E-mail</b> (office)	<b>E-mail</b> (private)

<b>Country of Residence</b>	<b>Nationality</b>	<b>Date of Birth</b>

### **Personal introduction video (maximum 3 minutes)**

**The video should include:**

1. name,
2. country of origin,
3. scientific background,
4. university/institution,
5. role and experiences in quality management,
6. motivation for applying for the training,
7. a personal interest or hobby.

A guide for recording and video compression can be found here: [https://sadc-qa.org/media/sadc-qa.org/Step-by-step\\_how\\_to\\_record\\_yourself\\_SADC.pdf](https://sadc-qa.org/media/sadc-qa.org/Step-by-step_how_to_record_yourself_SADC.pdf)

To be filled out online (see CfA)