

## Application and selection procedure

Please note: **We only accept participants who are fully COVID-19 vaccinated.**

Application documents are:

1. Online application form.
2. Letter of support from the top management of the university (Rector or Vice-Chancellor/Vice-Rector or Deputy Vice-Chancellor), specifying
  - a. why the candidate was selected and if and how the university supports her/him to attend this course;
  - b. the relevance of his/her participation regarding the development of internationalisation or general strategy of the university;
  - c. institutional financial support (co-funding: fees and project costs);
  - d. support to attend **both** workshops (leave/travel permit, also for online workshops);
  - e. administrative and financial support to implement the project; and
  - f. institutional commitment that the appointed person will remain in his/her position until November 2022.
3. The organisational chart of the university (depicting the section in which the candidate works).

## Application process and deadline

Fill in the online application form and upload all application documents as separate PDF files.

## Closing date

1 December 2021, at noon Central Africa Time.

In case of technical issues or questions, please send us an email to [DIES.NMT@univen.ac.za](mailto:DIES.NMT@univen.ac.za)

**Incomplete applications will not be considered eligible** and will be disregarded. The Selection Committee is composed of internationalisation experts.

The selection criteria are based on the following points:

- Personal profile match
- Institutional profile match
- Motivation letter (300 words) and internationalisation project
- Recommendation by university's top management
- CV and qualification certificates

**All applicants will be informed of the results of the selection process before the end of December 2021. Please do not contact the coordination team beforehand.**

**ANNEX: ONLINE APPLICATION FORM**

**DATA SHEET: PERSONAL INFORMATION**

<b>Title</b>	<b>First name</b>	<b>Family/Last name (as stated in your ID)</b>

**Position/Job title**

**Institution**

**Department**

**Address (official – street, post box, postal code, city)**

**Phone (office)**

**Phone (cell)**

**Email (used for all communication)**

**Email (please add a second, different email than above)**

<b>Nationality</b>	<b>Date of birth (dd/mm/yy)</b>

**Sex:**  Male  Female  Non-binary

**CURRICULUM VITAE**

**Higher education**


**Professional experience**


**Years of experience in the area of internationalisation in higher education: either as international office staff member or higher education manager responsible for international activities.**

**Describe the managerial tasks performed in your position regarding the internationalisation process:**

**References**

<b>Title and name</b>	<b>Position</b>	<b>Institution</b>	<b>Email</b>

## UNIVERSITY PROFILE

<b>Name of university</b>	
<b>Number of campuses</b>	
<b>Undergraduate student population</b>	
<b>Postgraduate student population</b>	
<b>Academic staff with a doctorate</b>	
<b>Academic staff without a doctorate</b>	
<b>Percentage of international degree-seeking students in 2021</b>	

### Academic disciplines (faculties)

## INTERNATIONALISATION AT YOUR UNIVERSITY

Does your institution have an international office or a similar unit?

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

Examples of important research/academic projects with international partners at your university (please focus on the five most important projects):

**Your university's participation in international networks:**

**Does your university have an internationalisation strategy or policy, or are you planning to develop one? If already existing, please attach the internationalisation strategy to your application.**

**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 milestones, keep record of the development of this project at their universities, and implement it. We recommend that you read the following questions carefully before completing the form!

Why do you want to participate in this course? Please be very precise.

With reference to your everyday work: name two main goals of internationalisation that your institution or unit is trying to achieve in the next year?

Mention two main challenges that you are facing while trying to achieve these goals?

With reference to the above-mentioned challenges and goals, develop a concrete internationalisation project to be designed and implemented as an intervention during the course.

**Project name:**

**Key activities:**

**Estimated costs:**

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

**Expected concrete results/products:**

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

**Data protection declaration:**

To select the 20 course participants, the personal data provided in this application form must be disclosed to the members of the selection committee of the NMT training course 'Enabling Internationalisation in light of the 2020 Policy Framework for Internationalisation of Higher Education in South Africa', nominated by the University of Venda and the University of the Free State.