



DIES National Multiplication Trainings (NMT)

2023-2024

Viewing Sample Application Form

This document is for information purposes only. The form needs to be filled in online via <https://www.dies-nmt.org/s/nmt23Reg/en.html>

The Application deadline is 12 February 2023 at 18:00 CET.

For any questions, please kindly contact Center for Quality Development at University of Potsdam at nmt@uni-potsdam.de

Part I Information on the Training Committee

Type of Application	
Application Group I (New Multiplication Training)	
Application Group II (Continuing Multiplication Training)	

Lead Applicant	First name	
	Last name	
	Gender	
	Date of birth	
	Institution	
	Department/unit	
	Function	
	Email	
	Office Phone	
	Mobile Phone	
	Do you use WhatsApp?	Yes/No
	DIES alumni status	Yes/No

	If yes, please specify which DIES training/trainings you attended.	
	International Deans' Course (IDC)-SEA/Africa	
	International Deans' Course (IDC)-Latin America	
	Management of Internationalisation (Moi)	
	UNILEAD	
	TrainIQA	
	Others	
	Please specify the year of completion of above-mentioned training(s).	
	▪ 2019	
	▪ 2020	
	▪ 2021	
	▪ 2022	
	▪ Others	
	Were you a lead or a training committee member in a previous NMT cohort or cohorts? (multiple choice)	
	<ul style="list-style-type: none"> ▪ Yes, I was a lead ▪ Yes, I was a training committee member. ▪ No, I was neither a lead nor a training committee member. 	
	If yes, please specify the NMT cohort(s) country of implementation and the title.	
Your English language skills: Indicate competence on a scale of 1 to 5 (5=excellent; 1=basic)		
Reading	Speaking Writing	
Applicant 2	First name	
	Last name	
	Gender	
	Date of birth	
	Institution	
	Department/unit	
	Function	
	Email	

	DIES alumni status	Yes/No
	If yes, please specify which DIES training/trainings you attended.	
	International Deans' Course (IDC)-SEA/Africa	
	International Deans' Course (IDC)-Latin America	
	Management of Internationalisation (Mol)	
	UNILEAD	
	TrainIQA	
	Others	
	Please specify the year of completion of above-mentioned training(s).	
	2019	
	2020	
	▪ 2021	
	▪ 2022	
	▪ Others	
	Were you a lead or a Training Committee member in a previous NMT cohort? (multiple choice)	
<ul style="list-style-type: none"> ▪ Yes, I was a lead. ▪ Yes, I was a training committee member. ▪ No, I was neither a lead nor a training committee member. 		
If yes, please specify the NMT cohort(s), country of implementation and the title.		
Your English language skills: Indicate competence on a scale of 1 to 5 (5=excellent; 1=basic)		
Reading	Speaking	Writing
Applicant 3		
First name		
Last name		
Gender		
Date of birth		
Institution		
Department/unit		
Function		

	Email	
	DIES alumni status	Yes/No
	If yes, please specify which DIES training/trainings you attended.	
	International Deans' Course (IDC)-SEA/Africa	
	International Deans' Course (IDC)-Latin America	
	Management of Internationalisation (Moi)	
	UNILEAD	
	TrainIQA	
	Others	
	Please specify the year of completion of above-mentioned training(s).	
	▪ 2019	
	▪ 2020	
	▪ 2021	
	▪ 2022	
	▪ Others	
	Were you a lead or a Training Committee member in a previous NMT cohort? (multiple choice)	
	<ul style="list-style-type: none"> ▪ Yes, I was a lead. ▪ Yes, I was a training committee member. ▪ No, I was neither a lead nor a training committee member. 	
If yes, please specify the NMT cohort(s), country of implementation and the title.		
Your English language skills: Indicate competence on a scale of 1 to 5 (5=excellent; 1=basic)		
Reading	Speaking	Writing
Applicant 4 (if applicable)	First name	
	Last name	
	Gender	
	Date of birth	
	Institution	
	Department/unit	

	Function	
	Email	
	DIES alumni status	Yes/No
	If yes, please specify which DIES training/trainings you attended.	
	International Deans' Course (IDC)-SEA/Africa	
	International Deans' Course (IDC)-Latin America	
	Management of Internationalisation (Moi)	
	UNILEAD	
	TrainIQA	
	Others	
	Please specify the year of completion of above-mentioned training(s).	
	▪ 2019	
	▪ 2020	
	▪ 2021	
	▪ 2022	
	▪ Others	
	Were you a lead or a Training Committee member in a previous NMT cohort? (multiple choice)	
	<ul style="list-style-type: none"> ▪ Yes, I was a lead. ▪ Yes, I was a training committee member. ▪ No, I was neither a lead nor a training committee member. 	
	If yes, please specify the NMT cohort(s), country of implementation and the title.	
	Your English language skills: Indicate competence on a scale of 1 to 5 (5=excellent; 1=basic)	
Reading	Speaking	Writing
What is the expertise of the Training Committee on the proposed topics?		
What is the expertise of the Training Committee on holding workshops and training?		
How did the Training Committee form itself and why?		

Name of the Training Committee members who will join “Training of Trainers” in Potsdam. (Two members from each Training Committee will be invited to ToT. Depending on availability, more members of the team might be able to join on own funding.)	
1.	2.
Should there be other members in the team who would like to attend ToT on their own funding, please specify below:	
3.	4.

Part II: Training Summary

Title of your multiplication training		
Field(s) of topic <i>(multiple choices are possible)</i>	<input type="checkbox"/>	University leadership and management (e.g. Project management, strategic management & academic leadership and/or human resource management)
	<input type="checkbox"/>	Faculty management
	<input type="checkbox"/>	Internationalisation
	<input type="checkbox"/>	Quality assurance including curriculum development
		Others, namely:
Country of implementation		
First NMT <i>(only for application group II)</i>	If you apply for continuing NMT, please inform us about the NMT you already implemented and want to conduct again in cohort 23/24. NMT Name: Cohort: Country:	
Proposed dates for presence-phase workshops	Preferred dates workshop 1	from to
	Preferred dates workshop 2	from to
	Alternative date for Workshop 1	from to
	Alternative date for Workshop 2	from to
Are you planning to engage your participants online? <ul style="list-style-type: none"> ▪ Yes ▪ No 		
Mentors for the training		
Please contact, coordinate with the mentors beforehand , and indicate the detailed information below. Please make sure that the mentors are available on your proposed workshop dates.		
Mentor 1: European expert	First name	
	Last name	

	Gender	
	Institution	
	Department/unit	
	Function	
	Email	
	Is (was) he/she a DIES expert?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, from which DIES Training?	
Mentor 2: Regional expert or national expert	First name	
	Last name	
	Gender	
	Institution	
	Department/unit	
	Function	
	Email	
	Is (was) he/she a DIES expert?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, from which DIES Training?	
Please specify the reason for choosing the mentor(s).		
Did you contact the mentors and receive a confirmation from them?		
<input type="checkbox"/> Yes, the mentor(s) confirmed the participation. <input type="checkbox"/> Yes, but awaiting confirmation. <input type="checkbox"/> No, not yet.		
If you are planning to use the resources from one of the team member's institutions, please specify.		
If you are planning to collaborate with other external partners/organisations for your training, please specify.		

Part III: Training Proposal

General information	
Title of the training	

Main goal of the training	
Objectives of the training	
Expected learning outcomes	
Target group <i>(Please be as specific as possible including a list of institutions, should it be for specific institutions only)</i>	
Language(s) of the training	
Motivation to implement NMT	
- Why would you like to offer this training?	
- How is your training embedded in the national/institutional context?	
Training structure and contents	
- Which specific topics and themes will your training deal with during different phases?	
a. On boarding and preparation (if applicable): <i>Please specify if activities are conducted online.</i>	
b. Physical workshop 1:	
c. Between the workshops (if applicable): <i>Please specify if activities are conducted online.</i>	
d. Physical workshop 2:	
e. Follow-up (if applicable): <i>Please specify if activities are conducted online.</i>	
- What is your general didactic concept in the training?	
Participants change projects and mentoring	
- What fields of topics will be the focus of your participant's change projects? (Please give examples)	
- How will you mentor your participants during the planning and implementation of the change projects, especially between the two workshops? (Please elaborate the mentoring concept)	
Training application, selection & evaluation	
- How will you inform your target group (potential participants) about the training?	
- How will your target group apply for your training activity?	
- How will you select the participants? (Please briefly elaborate the selection criteria)	
- How will you evaluate your training activity?	
Sustainability	
- Are there any considerations or plans for further multiplication activities and/or further development of the training beyond the NMT Programme? (If yes, please specify.)	
<ul style="list-style-type: none"> ▪ Yes, namely: ▪ No 	

If you have further comments or notes, please indicate below.

Budget

Intended Budget from NMT Programme Fund in Euro:

Intended Budget from your own contribution in Euro:

Annexes

Budget Plan

(Please upload your budget plan. **Only .xlsx** file as the Excel template is accepted and the maximum file size is 10MB. This annex is **required** for being considered in the selection.)

Curriculum vitae of the applying individuals

(Please upload all CVs as one PDF file. **Only PDF** files are accepted and the maximum file size is 10MB. This annex is **required** for being considered in the selection.)

DIES participation certificate(s) of the lead applicant

(Please upload all certificates as one PDF file. **Only PDF** files are accepted and the maximum file size is 10MB. This annex is **required** for being considered in the selection.)

Letter of Commitment

(Please upload Letter of Commitment here. **Only PDF** files are accepted and the maximum file size is 10MB. This annex is **required** for being considered in the selection.)

Additional document (if there is any)

Viewing Samples