**Application Form**

**Formulir Aplikasi**

INDONESIA DEANS' COURSE FOR PRIVATE HIGHER EDUCATION INSTITUTION (INADC-PHEI) 2018

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

Last day of application is **Desember 31, 2017** and send to **inadc-phei@machung.ac.id**

Mohon melengkapi formulir berikut dengan didukung infomasi termasuk dokumen-dokumen yang disyaratkan dalam aplikasi anda. Pendaftaran paling lambat tanggal **31 Desember 2017** dan kirimkan ke **inadc-phei@machung.ac.id**

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**Title First Name Family Name**

**Gelar Nama Depan Nama Keluarga**

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**Position, Field**

**Jabatan**

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**Institution and Department**

**Institusi dan departemen**

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**Street (official) City (official) Province (official)**

**Alamat Kantor Kota Provinsi**

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

**Nomor Telefon Kantor Nomor Fax Kantor**

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**Street (private) City (private) Province (private)**

**Alamat Rumah Kota Provinsi**

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

**Nomor Telpon Pribadi Nomor Fax Pribadi**

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**E-mail**

**E-mail**

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**Nationality Date of Birth**

**Kewarganegaraan Tanggal Lahir**

**Sex** **Jenis Kelamin** [ ]  male **pria** [ ]  female **perempuan**

**Education at universities or colleges**

**Pendidikan Tinggi yang Diperoleh**

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| from – toTahun Masuk - Tahun Lulus | InstitutionNama Institusi | Degree(s) or Diploma(s) obtained:Jenis Gelar yang Diperoleh dan Bidangnya |
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**Professional experience**

**Pengalaman Profesional**

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| from – toTahun Mulai - Tahun Selesai | InstitutionNama Institusi | PositionJabatan | Short DescriptionDeskripsi Singkat |
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**Extensive description of tasks performed in managerial/ coordinative/ administrative positions in the field of university management:**

**Berikan ulasan rinci tugas yang dilakukan pada jabatan manajerial/koordinatorial/administrasi terkait manajemen di universitas**

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

**Berikan informasi tentang besaran fakultas/departemen/institusi dimana anda sekarang berkarya**

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

**Berikan jumlah staf dimana anda saat ini bertanggungjawab**

**Language skills:**

**Kecakapan Berbahasa**

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

Indikasikan kompetensi kecakapan anda dalam skala 1 hingga 5 (1 berarti sangat baik, 5 berarti dasar)

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| LanguageJenis Bahasa | ReadingKecakapan Membaca | SpeakingKecakapan Berbicara | WritingKecakapan Menulis |
| English  |       |       |       |
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**Other skills:** (e.g. project management, etc.)

**Jenis Kecakapan Lainnya (contohnya manajemen project, dsb.)**

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**Former scholarships Pengalaman Mendapat Beasiswa**

[ ]  from DAAD dari DAAD

Please specify Tuliskan secara spesifik:

[ ]  others from German institutions (e.g. Alexander von Humboldt Foundation) dari Institusi di Jerman lainnya (contohnya Alexander von Humboldt Foundation)

Please specify Tuliskan secara spesifik:

[ ]  other national or international scholarships beasiswa atau hibah dari institusi nasional dan internasional lainnya

Please specify Tuliskan secara spesifik:

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

**Apakah anda sebelumnya pernah mengikuti salah satu dari training DAAD DIES (UNISTAFF, UNILEAD, Courses for Proposal Writing)?**

[ ]  Yes Ya

Please specify Tuliskan secara spesifik:

[ ]  No Tidak

**Specific experience abroad:**

**Pengalaman di Luar Negeri yang Khusus**

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

(Indikasikan negara dan tahun, serta institusi yang pernah anda kunjungi serta institusi pemberi hibah dalam rangka kunjungan tersebut)

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| CountryNegara | YearTahun | Institution visitedInstitusi yang pernah dikunjungi | Sponsoring bodyPemberi hibah |
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**Trainings/ seminars with relevance to higher education management**

**Tuliskan apa bila anda pernah mengikuti training atau seminar yang terkait dengan manajemen pendidikan tinggi**

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| from – toDari - hingga | Provider PositionJenis Training dan dalam Kapasitas apa Anda Mengikutinya? | Short DescriptionDeskripsi pendek tentang seminar tersebut |
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**Membership of professional bodies, academic honours etc.**

**Keanggotaan di organisasi profesional, hibah, penghargaan, dsb.**

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

**Informasi relevan lainnya (contohnya perolehan publikasi, h-index, dsb.)**

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**References**

**Pemberi Rekomendasi**

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| Title and NameGelar dan Nama | PositionJabatan | InstitutionInstitusi | e-maile-mail |
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Place and date Signature Tanda tangan
Tempat dan tanggal

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| **Please, send in your application electronically (preferably as a single PDF file) including:****Mohon kirimkan aplikasi anda secara elektronik dalam bentuk file PDF tunggal yang terdiri dari:*** **application form Formulir aplikasi**
* **letter of motivation Surat motivasi**
* **organisational chart** of the university (showing the section where the candidates are working in) **Bagan struktur organisasi** dari universitas anda (yang juga menunjukan dimana posisi anda berkerja dalam struktur organisasi tersebut)
* **Letter of recommendation** from university leadership with a clear statement that if the candidate is successful in this application the university leardership will give an official assignment to the candidate to participate in all two parts of INADC-PHEI trainings **Surat rekomendasi** dari pimpinan universitas dengan mencantumkan pernyataan jelas bahwa jika kandidat sukses dalam aplikasi ini maka pimpinan universitas memberi penugasan resmi untuk wajib mengikuti semua acara kegiatan training INADC-PHEI
* **letter of recommendation** of a DAAD alumni will be appreciated. **Surat rekomendasi** dari alumni DAAD akan sangat diapresiasi.

via e-mail until **December 31st, 2017**: kirimkan melalui e-mail selambat-lambatnya 31 Desember 2017:* to contact person Dr. Tatas Brotosudarmo via email **inadc-phei@machung.ac.id**

**ke person kontak Dr. Tatas Brotosudarmo melalui email inadc-phei@machung.ac.id** |