## Application Form

## EUROPEAN RESEARCH AND TRANSFER MANAGEMENT
## 2024 COURSE

Please insert your personal information and answer the questions below and send it to eurestma@hs-osnabrueck.de on **November 2nd, 2023,** the latest.

If you have any questions, please contact Niklas Rauterberg (n.rauterberg@hs-osnabrueck.de)

| **Title** | **First Name** | **Family Name** |
|---|---|---|
|  |  |  |

**Position**

|  |
|---|

**Institution**

|  |
|---|

| **Street (official)** | **City (official)** | **Country (official)** |
|---|---|---|
|  |  |  |

| **Phone (official)** | **Fax (official)** |
|---|---|
|  |  |

**E-mail**

|  |
|---|

| **Nationality** | **Date of Birth** |
|---|---|
|  |  |

**Gender**  ☐ male   ☐ female   ☐ diverse   ☐ rather not say.

## Education at higher education level (pick the three most important)

| Year of Degree | Institution | Degree / Diploma / Certificate: |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |

## Professional experience (pick the four most important)

| from – to (years) | Institution | Position | Key Competences |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## English proficiency

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

|  | Reading | Speaking | Writing |
|---|---|---|---|
| English |  |  |  |

☐  I hereby confirm that I will take part in the EURESTMA Course 2023 if selected.

_____            _____

Place and date                                          Signature

Kindly proceed with responding to the Motivation Letter Questions presented on the subsequent pages.

# Motivation Letter

## EURESTMA

Please answer the following questions.

1. **Could you describe your motivation to apply for the EURESTMA Program?**

2. **What are your anticipated learnings from the Program and how do you think they would benefit your career?**

3. **During the program, participants will undertake an individual change project to be executed at their respective home institutions in between the on-site seminars. This project, commonly referred to as the "Project Action Plan" (PAP), will be introduced in the first seminar. We ask you to propose a preliminary concept for the PAP project you intend to undertake and explain how it relates to some of the thematic modules covered in the course. Please describe the topic of your intended PAP, the reasons for change, the objectives you want to achieve and some first ideas how you want to proceed.**

After the initial project ideas are discussed during the first week of the on-site seminar in February 2024, three online consulting sessions will follow during the interval between the on-site weeks (February – June 2024). During the second on-site week in June 2024, there will be a reflection session on the progress of the PAP projects. Finally, during the concluding online session four weeks after the second on-site week in August 2024, you will be asked to present your final project report.

Hence, bear in mind that the project timeline is restricted to roughly five to six months and design the project accordingly.

The subsequent list of subjects may provide some inspiration, although it is not exhaustive.

- *Redesign internal processes for project management in your organization.*
- *Develop an internal administration process for the Board of your institution to approve research proposals.*
- *Develop an instrument to stimulate researchers of your organization to become more active in European research funding program.*
- *Develop an Open Access policy for your organization.*
- *Develop or improve an internal peer review system for research.*
- *Develop a structure for annual planning and reporting on the Research Strategy of your organization.*
- *Design a process to establish a Transfer Strategy for your organization.*

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_____                                    _____

Place and date                                                              Signature