

Fellowships in University Administration

APPLICATIONS ARE FREE OF CHARGE AND MAY BE DUPLICATED

Due May 1, 2012

Name: _____

1. Basic Information

Last Name _____ First Name _____ Middle Name _____

Gender: ☐ Male ☐ Female Date of Birth: Month _____ Day _____ Year _____

Country of Citizenship _____ Country of Legal Residence _____

2. Home Address and Contact Information (In English)

Street _____ Apartment _____

City _____ Postal Index _____

Country _____ Personal Email _____

Home Telephone _____ Mobile Telephone _____

3. Native Language Contact Information (Please provide your contact information in your native language):

Name _____ Country _____

Street _____ Apartment _____

City _____ Postal Index _____

4. Employment Information

Title _____ Department _____

University _____

Street Address _____

City _____ Postal Index _____

Telephone _____ Fax _____

Work Email _____ University Website _____

Name of Direct Supervisor _____ Position _____

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5. Program Cohort

If selected as a finalist in the University Administration Support Program please select below which US fellowship round you would prefer to participate

<input type="checkbox"/> Cohort I	<input type="checkbox"/> Cohort II	<input type="checkbox"/> No Preference
Mid September - Mid November 2012	Late January – Late March 2013	

IREX will make every effort to accommodate participants' preferences, but cannot guarantee placement in the preferred cohort.

6. Management Focus

A. Please select ONE managerial topic from the list below that you intend to focus on in the US. For descriptions of each please see page *v* and *vi* of the instructions. Please circle or underline only ONE.

Admissions Management

Academic Department Management

Human Resources Management

Campus Life/Student Services

Tech Transfer

University Governance/Trustees

Alumni Relations

Community Relations

Fundraising/Development

Research Management

University Financing

Strategic Planning

Corporate Relations

Government Relations

International Relations

B. Have you participated in any trainings, conferences or workshops that focus on the management topic that you circled above? If yes, please explain:

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C. Have you participated in any management conferences, trainings or workshops in management areas *other* than the topic you circled above?

D. How is the selected management topic handled at your university and who is responsible for its oversight?

E. Please briefly describe your job responsibilities directly related to the management topic that you circled.

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F. What management changes have happened in the area that you selected over the last five years?

G. What goals does the university have for reforming its management in this area?

H. How would a fellowship in University Administration advance reforms at your university? What else do you hope to gain from this fellowship?

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I. If you received a UASP fellowship, what specific steps would you take to improve management in your focus area at your home university, using the knowledge you hope to gain in that area?

J. As part of this project you will be expected to work independently (manage your schedule, engage in independent research, etc.) Please provide a clear example of a situation where you had to work independently and how you dealt with any challenges that you faced.

K. Given the structure of the university system in your country, why do you feel that it is better to get management training at a US institution rather than in Western Europe?

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L. Have you been in the US on any fellowship or training experiences? If so, when, what program, and for how long?

M. Imagine you were in a meeting in the United States with American university managers that specialize in the management area that you selected, what are the ten most important questions that you would ask them?

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

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7. Placement Information (This information will be used by IREX staff when finding a suitable host in the US)

How many students currently attend your university? _____

Does your university offer graduate/post-graduate/advanced degrees? Yes _____ No _____

What are the three most popular fields of study at your university?

1 _____ 2 _____ 3 _____

How many people report to you directly? _____

How many people are in your department? _____

How many managers or other administrators separate you from the rector in your university's organizational hierarchy? _____

Please briefly describe your university, including year of founding, classical vs. technical university, primarily local vs. national recruitment, and any other distinguishing features. If selected to participate in the program, this information will be important in identifying an appropriate host university.

Are there any specific types of programs or departments related to your management focus that you would be interested in researching?

Does your university currently have any institutional partnerships with other universities in the United States?
