

## FAQ – International Teaching Professionals Program

1. *I am not a doctoral/postdoctoral candidate at the University of Potsdam. How may I apply for the ITP program?*

Applicants in the doctoral phase must be PhD students of the University of Potsdam in order to apply for membership in Potsdam Graduate School (PoGS) and participation in the program.

Postdoctoral candidates from non-university research institutes who plan to apply for the program, please contact the program coordinator.

2. *Do I need to be a member of the Potsdam Graduate School as a Postdoc at the University of Potsdam?*

Yes, membership in the Potsdam Graduate School is required. The PoGS strives to support the conditions and career perspectives of all early-stage researchers at the University of Potsdam and requires membership in order to provide extensive promotion and various benefits to members exclusively. Membership can be applied for at any time (free of charge): <https://www.pogs.uni-potsdam.de/article/mitgliedschaft/Mitgliedschaft.html>

3. *Do I need to be immatriculated as a PhD student at the University of Potsdam?*

No, for PhD candidates membership in the PoGS is sufficient for the application.

4. *Which application documents must be handed in?*

The application should include the following documents:

- Convincing statement of purpose (up to 1 page, Arial type face, 10 pt., line spacing 1.3)
- Tabulated CV (including private address)
- Details of your institutional affiliation and current financing (including the probable end of the current employment)
- Brief (half-page) description and status report of your research project
- Suggestion (and his/her agreement) for a mentor who will be able to give subject-specific feedback and support your practical teaching project in the event of acceptance of your application
- Brief letter of reference (for PhD candidates from their supervisor, for Postdocs e.g. from their group leader)
- Preliminary confirmation of participation in all parts of the ITP program (see ITP announcement)

The application (in English) must be sent as one pdf file to [pogs@uni-potsdam.de](mailto:pogs@uni-potsdam.de) by July 9<sup>th</sup>, 2017, including all supporting documents.

5. *Are there other documents which must be handed in along with the application documents?*

No, you do not have to hand in any certificates or other materials in addition to the listed application documents.

6. *Who am I addressing in the description of my research project?*

The description of the research project will be read by a multidisciplinary team of reviewers. Please write the description for a general audience.

7. *Does my mentor have to be a professor?*

The mentor is to be a university instructor who is sufficiently experienced in academic teaching. This could be a professor, a private lecturer or a postdoc from the University of Potsdam. Please read the “Guidelines for ITP Mentoring” for further information.

8. *Can I choose a mentor who is not teaching at the University of Potsdam?*

This is only possible if the mentor can guide the selected participant and visit the course on-site. Also, his or her support is necessary for the implementation of the course in the curriculum at one of the departments of the University of Potsdam.

9. *Is it possible to hold the required course at another university than the University of Potsdam?*

The course must be held at one of the departments of the University of Potsdam. Any other options have to be discussed with the program coordinator at the Potsdam Graduate School.

10. *Do I have to draft a completely new course or is it possible to newly prepare an existing course?*

In some cases it is not possible to teach a completely new course. If so, you may newly prepare an existing course. The acquired didactic methods are to be involved in the re-designed course.

11. *How many semester hours do I have to teach within the program?*

This depends on what kind of course you are teaching. If you are giving a lecture, 1 semester hour will be sufficient. Seminars should cover 2 semester hours. In case you are mentoring a practical course, a related lecture must be held as well. An internship mentoring alone is not sufficient. If you teach a tutorial, you have to draft your own exercises.

12. *Why do I have to be fluent in English?*

As the ITP program is for a group of international program participants, the workshops and all other events within the program are held in English. Also, the required teaching project is supposed to be taught in English.

13. *What requirements do I have to fulfill in order to get the final certificate?*

Program participants are obligated to participate in the five mandatory workshops and the other parts of the program (teaching project, mutual teaching observations, "ProTeaching" forum). Only those who attend all workshops will receive the final certificate. Otherwise, you will receive a confirmation listing all attainments you have completed so far.

14. *What does the written reflection include?*

The written reflection within the *International Teaching Professionals* program serves as the basis for a sustainable process of self-reflection and understanding in the academic career of the program participants. It contains an assessment of the various program parts as well as a step-by-step reconstruction of how the participant's understanding and performance of teaching has developed during the program's duration. A short (4-8 pages) report is to be handed in to the Potsdam Graduate School at the end of the program (July 2018).

15. *What is the purpose of the ACADEMIA training path in connection with the ITP program?*

In the context of the "High Potentials – Academy for Postdoctoral Career Development", the [ACADEMIA training path](#) focuses on the traditional career in higher education and further executive positions in scientific institutions. It consists of a basic training program for teaching duties (ITP program: *Fit for Teaching*) and an advanced training option (Module: *Fit für Führung an Lehrstühlen und Wissenschaftseinrichtungen*). The latter aims at the successful realization of managerial responsibilities at universities and non-university research institutions. It extends the particular skills needed for leadership positions and eligibility for professorships. This module is only available in German language.