

FAQ International Teaching Professionals

1. *I am not a doctoral student /PostDoc at Potsdam University. Is it possible to apply for the ITP program?*
Yes, you may apply for the program. Please note that financial support is provided to international doctoral students of Potsdam University only. When you are selected to participate in the program, you are welcome to participate in the workshop program without any charge.
2. *How are the application documents to be handed in?*
Please email your application (in English) compiled as one pdf file to pogs@uni-potsdam.de. Please scan in the letter of reference (by your supervisor), and the preliminary confirmation of participation and attach it to the pdf file.
3. *Are there other documents which have to be handed in except for the application documents?*
No, you don't have to hand in any certificates and the like in addition to the application documents.
4. *Who am I addressing in the description of my research project?*
The description of your research project will be read by an interdisciplinary team of reviewers. Please write your description generally understandably.
5. *Does my mentor have to be a professor?*
Your mentor is to be a university lecturer who is well-experienced in academic teaching. This could be a professor, a private lecturer or a PostDoc.
6. *Can I pick a mentor who is not teaching at Potsdam University?*
This is only possible if your mentor can accompany and visit your course on-site.
7. *Is it possible to hold the required course at another university than Potsdam University?*
No, the course has to be held at Potsdam University.
8. *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 conduct a completely new course. If so, you may newly prepare an existing course. Newly acquired didactic methods are to be involved in the existing course.
9. *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 an internship, a related lecture must be held, too. An internship mentoring only is not sufficient. If you conduct a tutorial, you have to draft your own exercises.
10. *Why do I have to be fluent in English?*
As the ITP-program is an international program, the workshops and all other events within the program are held in English. Also, the required course is supposed to be conducted in English.
11. *What requirements do I have to fulfill in order to get the final certification?*
Program participants are obligated to participate in every workshop and the other parts of the program. Only those who attend all workshops will receive the final certification. Otherwise you will receive a confirmation listing all attainments you completed.