



Deutscher Akademischer Austauschdienst
German Academic Exchange Service



The 1st SEAMEO RIHED-DAAD Seminar and Study Visit to Germany **Application Form** 3-9 December 2017

Please use BLOCK/CAPITAL letters or fill in the form electronically

1. Initial applicant information

Academic Title

Title Surname/Family name First name Second/Middle name

Preferred first name Date of birth (dd/mm/yyyy)

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2. Contact Address

Number and Street

City/District State/Country Postal code

Telephone (work) Telephone (home)

Mobile Preferred Email

3. Additional Contact Person

Full name Relation

Telephone Email

4. Background in research

Outline your research experience and current areas of interest. *Provide a brief statement on your research work to date and present your current research interests by topic and/or keyword (max 200 words).*

Provide details of your own publications. *List up to 5 of your major publications, especially those related to your research interests, giving author(s), year of publication, title, name of journal or book and page numbers.*

Describe ongoing and planned research at your institution. *Provide a brief summary ongoing or planned research at your institution (max 250 words).*

5. Curriculum vitae

Applicants must submit their full curriculum vitae, especially if it provides relevant information not covered elsewhere in this application.

6. Document checklist

Check that you have included the following documentation with your application:

Completed and Signed Application Form

Curriculum Vitae (including your academic and professional experiences and publications)

All applicants please note:

> If you submit an incomplete application, or do not include all required documentation, the processing of your application will be delayed until the missing information is received by SEAMEO RIHED.

> Submitting an application is not a guarantee of participation.

7. Applications are accepted via email or fax

Please ensure your completed application and curriculum vitae are sent directly to SEAMEO RIHED:

SEAMEO RIHED
5th Floor, Office of the Higher Education Commission
328 Sri Ayutthaya Road, Ratchatewi
Bangkok 10400
Thailand
Email: rihed@rihed.seameo.org
Telephone: +66 2644-9856-62
Fax: +66 2644 5421

8. Application and Payment Deadlines

The **application deadline is 20 October 2017 and participation is on a fee-paying basis**. After your participation has been confirmed, you will be required to pay the fee and sign a Confirmation of Participation form. SEAMEO RIHED encourages all interested applicants to apply early and will notify applicants and confirm participation within one (1) week of taking receipt of completed applications. Payments made up to the application deadline of **20 October 2017** will benefit from the early bird rate of **€2499**. Payments made after 20 October 2017 and no later than **20 November 2017** will be in the amount of the regular rate of **€799**.

Application Deadline: **20 October 2017**

Early-Bird Deadline: **20 October 2017**

Payment and Confirmation of Participation Deadline: **20 November 2017**

The fee covers 6 nights' accommodation in hotels, an academic programme that includes the SEAMEO RIHED-DAAD Seminar and visits to 5 leading German higher education institutions as well as the Max Planck Institute for Radio Astronomy. In addition, the programme includes visits to the Heidelberg Christmas Market and the Mercedes-Benz Museum in Stuttgart, domestic transportation in Germany by coach, English-speaking guides, meals, printed materials and a Certificate of Participation. Coverage of visa fees and insurance for Germany is also available for participants and confirmed participants can also expect to receive official invitation letters from DAAD to support their visa application process in their home country.

9. Declaration

I have read and accepted all details pertaining to my participation in the 1st SEAMEO RIHED-DAAD Seminar and Study Visit to Germany on Higher Education Research and Innovation.

Applicant's Signature

Date (dd/mm/yyyy)

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