**Training for Higher Education Administrators in Ukraine**

**FORM 2: Description of Reform Project Idea**

Please insert a description of your project idea. Last day of application is **07 January 2020.**

For any questions please contact the project manager Petra Pistor ([thea.ukraine@fh-muenster.de](mailto:thea.ukraine@fh-muenster.de)).

**INFORMATION ABOUT APPLICANT**

1. **Title, Full Name**

|  |
| --- |
|  |

1. **Institution**

|  |
| --- |
|  |

**DESCRIPTION OF PROJECT IDEA**

1. **Working Title of Project**

|  |
| --- |
|  |

1. **Project Background (max. 150 words)**

|  |
| --- |
| *Please describe the reason, why it is the right time to start your project now; which challenge do you want to address with the project, which chance do you want to take? What are the starting point and framework conditions for your project?* |

1. **Project Goal (max. 100 words)**

|  |
| --- |
| *Please describe the overall goal of your project; what should be achieved after the project implementation?* |

1. **Main Activities (max. 350 words)**

|  |
| --- |
| *Please describe the main activities you want to implement in order to reach your project goal; which steps do you want to go, which milestones do you want to reach?* |

1. **Estimated Impact (max. 150 words)**

|  |
| --- |
| *Please describe, which impact you expect your project to have on which stakeholders.* |

1. **Estimated Project Duration (Please note: Your project does not have to be accomplished during the training.)**

|  |
| --- |
| *How many months will your project presumably take to be accomplished?* |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, Date Applicant’s Signature

**CONFIRMATION OF SUPPORT BY LINE MANAGER**

1. **Title, Full Name**

|  |
| --- |
|  |

1. **Position/Function**

|  |
| --- |
|  |

I hereby confirm my support for the aforementioned project. The applicant mentioned above will be released from her/his everyday tasks to participate in all three workshops in Münster, Germany:

* 23.03. – 27.03.2020: Workshop 1
* 22.06. – 26.06.2020: Workshop 2
* 26.10. – 01.11.2020: Workshop 3

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, Date Signature

|  |
| --- |
| **Please send your application until January 7th 2020 to** [**thea.ukraine@fh-muenster.de**](mailto:thea.ukraine@fh-muenster.de)   * **FORM 1: Information of Applicant** * **FORM 2: Description of Reform Project Idea** * **Certificate of English Language Proficiency (optional)**   You will receive a confirmation of receipt of your application documents. Applications that do not include FORM 1 and FORM 2 completely filled are incomplete and can be rejected automatically. |