

## Application form

### COMETiN – Mentoring programme at OVGU

Please send your application documents with the heading  
**COMETiN VIII** (April 2022 – October 2023)

➔ in written form to:

Otto-von-Guericke-Universität Magdeburg  
Büro für Gleichstellungsfragen  
Jeanette Krumbach  
Universitätsplatz 2  
39106 Magdeburg

You are also welcome to deposit your documents in the mailbox of the Gender Equality Office (Building 18 / Room 240).

➔ via e-mail to:

Jeanette Krumbach/project coordinator  
jeanette.krumbach@ovgu.de

Please attach the following documents:

  

Curriculum vitae

Letter of motivation for programme participating (approx. 1 page)

**Application deadline is 20<sup>th</sup> of February 2022!**

### 1. Personal Data

First name, surname	
Title	
Date of birth	
Children (number, year of birth)	
Address and contact details:	
Street / house number	
Postal code/ city	
Phone	
E-mail	

#### 1.1 English language skills /

#### German language skills

<input type="checkbox"/> mother tongue	<input type="checkbox"/> mother tongue
<input type="checkbox"/> business fluent (spoken and written)	<input type="checkbox"/> business fluent (spoken and written)
<input type="checkbox"/> fluent	<input type="checkbox"/> fluent
<input type="checkbox"/> advanced basic knowledge	<input type="checkbox"/> advanced basic knowledge
<input type="checkbox"/> basic knowledge	<input type="checkbox"/> basic knowledge

#### 1.2 Current Employment

Institution:	
Department:	
Current position:	
Responsibility for employees:	<input type="checkbox"/> yes <input type="checkbox"/> no
Begin of current position:	

budget unit     unlimited contract  
 limited contract until: \_\_\_\_\_  
 third-party funded position  
 limited contract until \_\_\_\_\_  
 scholarship until: \_\_\_\_\_  
 other: \_\_\_\_\_

**2. Academic and Professional Qualification**

- Ph. D. student, since: \_\_\_\_\_
  Post-Doc since: \_\_\_\_\_  
 Preparing 'Habilitation', since \_\_\_\_\_
  Junior professor since: \_\_\_\_\_  
 'Privatdozentin', since: \_\_\_\_\_
  Training qualification: \_\_\_\_\_

<b>Studies</b>	
Course of studies	
Subjects of study	
University/ faculty	
Degree/ final grade/ graduation year	
<b>Doctorate</b>	
Topic of dissertation	
Title of thesis	
University/ faculty/ institute	
Grade (if applicable)	
<b>Habilitation/ Current Research Project</b>	
Please briefly describe your current research project or postdoctoral topic	
Do you have any further research topics? If so, which?	
Did you already finish your habilitation or did you render equivalent scientific accomplishment?	<input type="checkbox"/> Yes, (date): <input type="checkbox"/> no
Faculty at which dissertation/ „Habilitation“ is being written	
Career objective(s)/ favored field of work	
<b>Other qualifications</b>	
Professional experiences	
Further education/ additional qualification	
Work experience abroad	

### 3. Participation in the Programme

Are there any periods when you will not be able to participate in the programme?

- no
- yes, from \_\_\_\_\_ until: \_\_\_\_\_ and from: \_\_\_\_\_  
until: \_\_\_\_\_

Have you ever participated in a mentoring or other qualification programme before?

- no
- yes, university/institution: \_\_\_\_\_  
name of the programme/ period: \_\_\_\_\_

How did you hear about COMETiN: \_\_\_\_\_

#### Networking Events

Within the framework of the COMETiN programme networking events are planned, which offer an open and informal way to exchange information with experts from science, politics and business. Please feel invited to suggest topics and guests for the networking events:

Proposals on topics:	
Proposal on guests:	

**4. Question concerning Mentoring**

<p>What are your expectations or wishes with regard to your potential mentor?</p>	
<p>Who would you like to suggest as your potential mentor?</p>	<p>Please select a person from related fields of research – not necessarily from the OVGU. The person should be at least 2 career steps above you and you should not be in a dependent relationship with this person (e. g. supervisor of your doctoral thesis)!</p>

**5. Declaration**

Participation in the COMETiN programme is a valuable opportunity which also involves some obligations for you:

- regular participation in programme events and trainings (Prerequisite for obtaining a certificate)
- active role in building an effective mentoring relationship
- participation in the evaluation of the programme
- keep the programme informed about changes of the personal situation that might be important for the mentoring relationship/ the programme (e. g. accepting a job offer, change of contact details, difficulties in the mentoring relationship)

- I agree to fulfil these obligations and I have enough time to do so.**
- I agree that my personal data is being recorded within the COMETiN database. The data will exclusively be proceeded to other participants of the programme and moreover, will be used in anonymized form to evaluate the programme.
- I agree that pictures of me taken during the programme may be published for the purpose of promoting and presenting the programme.

This a voluntary declaration of content that can be revoked at any time. My rights to information, correction, deletion and data blocking (according to §§19, 29 Bundesdatenschutzgesetz) are not affected by this declaration of consent.

I confirm that the above information is accurate to the best of my knowledge:

Place, Date

Signature (original or scanned)

**6. Recommendation for participation in COMETiN by:**

Professor:	
Faculty/ Institute:	
Brief explanatory statement:  (if necessary, use additional sheet)	

Place, Date

Signature/ stamp