

## FAQ – International Teaching Professionals Program 2018

1. *I am not a doctoral/postdoctoral candidate at the University of Potsdam. How may I apply for the International Teaching Professionals (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 (non-university research institutes or Universities in Brandenburg) 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-career 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.uni-potsdam.de/en/pogs/network-of-talents/membership.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. *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.
5. *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.
6. *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 program 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.
7. *Do I have to design 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 re-design an existing course. The acquired didactic knowledge is to be involved in the re-designed course.
8. *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.
9. *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.

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

Program participants are obligated to participate in the seven 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.

11. *What does the written reflection include?*

The written reflection within the *ITP* 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 2019).

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

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.