

FOUNDATION OF GERMAN HUMANITIES INSTITUTES ABROAD (DGIA)

Appendix 2

Self-Portrayal of the Institute (max. 30 pages plus enclosures if necessary)

1. Main Work Areas and Academic Environment

1.1 Tasks, main work areas

Overview of main work areas and priority projects

1.2 Estimation of the significance of the work and academic interest in the work of the institute

Brief explanation. From the point of view of the institute, have significance and academic interest changed in recent years or since the change of management of the institute?

1.3 Reasons for performing the main work areas

1.4 National and international significance of the institute within the academic environment

How do you estimate the significance of your institute, especially in regard to its anchoring in the host country? What criteria is this estimation based on? Has the significance of the institute changed in recent years in Germany, the host country and internationally? Is it practicable or necessary to coordinate tasks with other institutes? Are there any overlaps with the main work areas of other institutes in the DGIA foundation?

1.5 Further development of the institute, development potential of the field of research and/or work area

Brief description of the medium-term work goals (for the next 3-5 years or until the end of your term of office); long-term strategy; development potential of the field of research or work area.

2. Structural Characteristics of the Institute

2.1 Structure of the institute

Organization, arrangement

2.2 Research and service

What is regarded as research at the institute and what as services for the institute or third parties? How are they connected with each other? How high are the percentages of research and service estimated to be?

2.3 Work planning

How is the work programme established? How do the management, staff and committees cooperate with one another in the scheduling and structuring of tasks?

2.4 Quality management

How does the institute assure the quality of its work results (e.g. "Quality Circle", regular staff discussions; internal, performance-related allocation of funds)?

3. Funding and Use of Funds

3.1 Available space, library, ADP

Brief description and explanation, especially of the library and ADP concept.

3.2 Assessment of provision of personnel and work equipment

Brief description, including third party funding strategy

4. Personnel

4.1 Acquisition of academic personnel

How are positions for academic personnel filled (type of announcement; who is involved in the hiring process)? Are postgraduates employed? Which functions are performed by personnel from the host country from auxiliary or third party funds? From which areas does the institute acquire its new employees? Are there any problems hiring or retaining qualified personnel?

4.2 Scheduled medium-term personnel development

Planned personnel development for the next 3-5 years.

4.3 Careers after leaving the institute

Have academic staff acquired reputations or other prominent positions after leaving the institute? Please list.

5. Promotion of Trainees and Cooperation Scheme

5.1 Promotion of trainees

Qualification of staff, doctorates and professorships, student training programmes (scholarships, summer schools, subject-specific advanced training, internships).

5.2 National and international cooperation schemes

Cooperation schemes with neighbouring universities and at the advanced education level in general; lectureships; lecturing events; management of and/or involvement in bi- and multinational networks and joint projects; EU projects; important cooperation schemes with non-university research institutions.

5.3 Guest visits to the institute

Appeal, especially for academics from foreign countries or the host country; scholarship recipients with the financing source where possible.

6. Work Results – Research, Development, Service

6.1 Generation and provision of a working basis for external users

Short description of collected information, libraries, collections (including archives), databases (if not already covered under 3.1, above).

6.2 Publications

Brief description of the publication concept, positioning of own magazines and book series in the book market.

6.3 Transfer of knowledge, consultancy

Activities as recognized experts, political consultancy; network formation.

6.4 Events

The institute as the host of academic events; involvement in the organization/management of external events; invitations of individual institute members to important lectures.

6.5 Significant offices and functions of individual institute members

National and international if not already mentioned.

6.6 Prizes, awards and honours

6.7 Recommendations of the last evaluation and their implementation (where relevant)

Listing of the recommendations of the last evaluation and status of their implementation and/or reasons why not implemented (including higher level statements if necessary).

7. List of Appendices