

## Announcement of the

### DIES-TRAINING COURSE MANAGEMENT OF INTERNATIONALISATION

Leibniz Universität Hannover, the German Academic Exchange Service (DAAD), and the German Rectors' Conference (HRK) are jointly organising the DIES-Training Course

#### “Management of Internationalisation”

in cooperation with Universidad Popular Autónoma de Puebla – UPAEP (Puebla, México), University of Madras – UoM (Chennai, India), Symbiosis International University – SIU (Pune, India), Vellore Institute of Technology – VIT University (Vellore, India) and Jomo Kenyatta University of Agriculture and Technology – JKUAT (Nairobi, Kenya).

The training course is part of the DIES programme (Dialogue on Innovative Higher Education Strategies), which has been jointly coordinated by the DAAD and the HRK (German Rectors' Conference) since 2001.

The key objective of the training course is to qualify university staff (either International Office staff or higher education managers responsible for coordinating international activities) from Africa, Latin America, the Middle East, and Southeast Asia, to manage processes and tasks of internationalisation in the area of higher education. The programme will enable the participants to build up improved and more effective structures of internationalisation at their home universities.

#### Course Content, Methodology and Schedule

The course is divided into four thematic modules. Each unit offers a balance between conceptual learning and practice oriented training, management skills as well as soft skills.

<b>Module 1 – Internationalisation: Concepts, Systems and Actors</b>	
1.1	Systems and Processes of Higher Education at the National, Regional and Interregional Levels
1.2	Concepts and Implications of Internationalisation
1.3	Internationalisation Strategies
<b>Module 2 – Competences and Key-tasks of an International Office (IO)</b>	
2.1	Structures and Tasks of an International Office
2.2	Academic Mobility and Partnerships
2.3	Marketing and Recruitment
<b>Module 3 – Soft Skills</b>	
3.1	Intercultural Communication
3.2	Conflict Management
<b>Module 4 – Management Skills</b>	
4.1	Project Management
4.2	Change Management

The programme consists of three workshops and in depth e-learning phases. Although the first module is more theoretically driven the training course will methodologically focus on the *practice* of internationalisation. Participants will learn about examples of “good practice” from different countries all over the world, and then apply the acquired knowledge on their own institutions of higher education. Entering into this inter-national dialogue will improve and train their management and intercultural skills, and enhance their awareness and knowledge about new developments in internationalisation processes. Additionally, participants will have the opportunity to establish new partnerships worldwide - within and outside of the course frame.

The key tool that enables the participants to learn and work practice-oriented, while keeping in mind the individual and institutional goals is the development of a PALP (Personal Action and Learning Plan). This will help them to define their own specific goals, develop a roadmap, set their own milestones, and keep record of their tasks and interaction with other participants. The PALP will also be an important repository of documents, which can later be used as a multiplication instrument.

The participants will be continuously advised and accompanied during the learning process by the regional experts, co-ordinators, and peer-groups, in forums and in tandem pairs, as well as during the contact phase.

To guarantee the most individual-tailored training, the participants will receive reading and working material shortly after their selection. Thus, they will begin the analysis for their future PALPs in their home countries 8-10 weeks before the first workshop in Hannover takes place. This initial material aims to provide an insight in conceptual issues, as well as to foster the reflection on the individual/institutional status quo.

## Schedule

The following table shows the dates and venues of the e-learning and contact phases:

Place	Module	Contact Phase	E-learning Phase/ Coaching and Implementation of the Project
Home country	Preparation		June 2014 – Sept 2014
Hannover	Module 1 and 3	1 <sup>st</sup> Workshop 1 <sup>st</sup> – 12 <sup>th</sup> Sept 2014	Sept 2014 – Mar 2015
Puebla, Nairobi, Vellore	Module 1 and 2	2 <sup>nd</sup> Workshop Mar/Apr 2015	Mar 2015 – Sept 2015
Hannover	Module 2 and 4	3 <sup>rd</sup> Workshop 21 <sup>st</sup> – 30 <sup>th</sup> Sept 2015	Sept 2015 – Dec 2015
	Evaluation		Oct 2015 – Dec 2015

As the workshops of the course are interconnected, participants **must take part in all three workshops**. A written commitment to attend all parts of the course is mandatory.

## Selection Criteria

Up to 30 participants will be selected. A gender balance is aimed at, given that qualifications and other criteria are fulfilled.

Candidates of the following countries are eligible to apply:

- Latin America: Mexico, Central America (Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua, Panama) and the Andean countries (Bolivia, Chile, Colombia, Ecuador, Peru)
- Africa: Burundi, Cameroon, Ethiopia, Gambia, Ghana, Kenya, Liberia, Malawi, Nigeria, Rwanda, Senegal, Sierra Leone, South Africa, Sudan, South Sudan, Tanzania, Uganda
- Middle East: Egypt, Iraq, Jordan, Yemen
- Asia: Cambodia, India, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, and Vietnam

## Participants' Profile

- At least 3-5 years of experience in the area of Higher Education Management: either as international office staff or higher education managers responsible for coordinating international activities.
- Preferably not older than 50 years of age.
- Active and excellent English language skills (speaking and writing) are indispensable.
- Commitment to attend all workshops and to develop an individual PALP, fulfilling approx. 2 hours' workload weekly (e-learning).
- Minimum technical equipment that guarantees the participation in the e-learning phases: internet connection and, if possible IT support for video conferences.

## Funding

The following expenses will mainly be covered by funds of the DAAD provided by the German Federal Ministry for Economic Cooperation and Development (BMZ):

- **Overall course costs:** 13,800 €.
- **Travel expenses** (according to DAAD regulations): Flight to and from Germany and ground travel to and from Hannover, Bonn (as part of the first workshop) and Berlin (as part of the third workshop), flight to and from Puebla, Nairobi and Vellore respectively, as part of the second regional workshop. The participants are expected to make their own travel arrangements, which will then be reimbursed in cash upon arrival in Hannover, or the other hosting universities.
- **Accommodation** during the presence phases in Germany and the regional workshops (according to DAAD regulations).
- **Partial allowance** for subsistence costs during the presence phases in Germany and the regional workshops (according to DAAD regulations).
- **Emergency health insurance** during the presence phases in Germany.

### Expected Co-funding by Participants:

Participants' home institutions are expected to pay a one-time tuition fee of **600 €**. In addition, participants have to cover local transportation in their home countries, visa costs and possible additional per diems for the duration of the workshops.

### Application and Selection Procedure

The application must include the following:

- Application form (s. Appendix 1)
- Short profile of the university (s. Appendix 2)
- Motivation statement by the candidate, indicating individual and institutional goals of participation (s. Appendix 3)
- Letter of support from the top management of the university (President/Rector or Vice-Chancellor/Vice-Rector of the university), indicating relevance of participation in the programme under the internationalisation development or strategy of the university
- Organisational chart of the university (depicting the section where the candidate is working in)
- Proof of English proficiency: minimum B2 of the Common European Framework of Reference or equivalent (TOEFL score 87-109, IELTS Band 7). Studies in English are also proof of proficiency. Phone interviews will be organized with short listed candidates to guarantee the requested proficiency in English.

In case of inquiries about the course and the application, please contact:

<b>South East Asia:</b>		
India:	Shikha Sinha	<a href="mailto:sinha@daaddelhi.org">sinha@daaddelhi.org</a>
Indonesia:	Dwi Nurlianti	<a href="mailto:dwi@daadjkt.org">dwi@daadjkt.org</a>
Malaysia:	Dr. Guido Schnieders	<a href="mailto:info@daadkl.org">info@daadkl.org</a>
Vietnam, Cambodia, Laos,		
Myanmar:	Ms. Anke Stahl	<a href="mailto:dies@daadvn.org">dies@daadvn.org</a>
Philippines:	Ms. Janina Brill	<a href="mailto:daad.manila@gmail.com">daad.manila@gmail.com</a>
Thailand:	Mr. Johannes Görbert	<a href="mailto:johannes.goerbert@daad.or.th">johannes.goerbert@daad.or.th</a>
<b>Sub-Saharan Africa:</b>		
Cameroon:	Mr. Frank Kahnert	<a href="mailto:daadkamerun.dir@gmail.com">daadkamerun.dir@gmail.com</a>
Ethiopia:	PD Dr. Gerald Heusing	<a href="mailto:office@daad-ethiopia.org">office@daad-ethiopia.org</a>
Ghana, Gambia, Liberia,		
Sierra Leone	Mrs. Berit Stoppa	<a href="mailto:daadghana@gmail.com">daadghana@gmail.com</a>
Kenya, Burundi, Malawi, Nigeria,		
Rwanda, South Sudan, Tanzania:	Ms. Margaret Kirai	<a href="mailto:kirai@daadafrica.org">kirai@daadafrica.org</a>
Senegal	Mr. Tobias Kuhn	<a href="mailto:tobi.kuhn@yahoo.de">tobi.kuhn@yahoo.de</a>
South Africa:	Mr. Arne Leeflang	<a href="mailto:daad@wits.ac.za">daad@wits.ac.za</a>
Sudan:	Dr. Wolfram Full	<a href="mailto:daad_khartum@yahoo.com">daad_khartum@yahoo.com</a>
Uganda:	Dr. Mirjam Gille	<a href="mailto:daad.uganda@yahoo.de">daad.uganda@yahoo.de</a>

**Latin America:**

Bolivia:	Ms. Claudia Ullrich de Flores	<a href="mailto:daad@bolivia.com">daad@bolivia.com</a>
Central America:	Ms. Irena Rusak	<a href="mailto:daad@conare.ac.cr">daad@conare.ac.cr</a>
Chile:	Mr. Arpe Caspary	<a href="mailto:caspary@daad.cl">caspary@daad.cl</a>
Colombia:	Dr. Sven Werkmeister	<a href="mailto:info@daad.co">info@daad.co</a>
Ecuador:	Ms. Indira Suresh	<a href="mailto:daad.quito@gmail.com">daad.quito@gmail.com</a>
Mexico:	Dr. Alexander Au	<a href="mailto:au@daadmex.org">au@daadmex.org</a>
Peru:	Dr. Stephan Paulini	<a href="mailto:spaulini@puccp.pe">spaulini@puccp.pe</a>

**Middle East:**

Egypt, Jordan, Yemen:	Petra Bogenschneider	<a href="mailto:Petra.Bogenschneider@daadcairo.org">Petra.Bogenschneider@daadcairo.org</a>
Iraq:	Ms. Nora Sinemillioglu	<a href="mailto:director_erbil@daad-iraq.info">director_erbil@daad-iraq.info</a>

**Application Address and Deadline**

Please send your application as **one pdf file** until the **02<sup>nd</sup> of May 2014** via e-mail to:  
[DIES-info@zv.uni-hannover.de](mailto:DIES-info@zv.uni-hannover.de)

International Office  
Leibniz Universität Hannover  
Welfengarten 1A  
30167 Hannover

Incomplete applications **will not be considered eligible** and will immediately be disregarded.

The Selection Committee is comprised of members of the DAAD, the HRK and the universities in charge of the course implementation. All applicants will be informed about the results of the selection process in June 2014.

## DIES-TRAINING COURSE MANAGEMENT OF INTERNATIONALISATION

### **APPENDIX 1:**

### **APPLICATION FORM**

Please typewrite. When finished, insert your digital signature (a previously scanned signature will also be valid). **Don't forget to add the further application documents:** s. page 4 of announcement.

#### 1. Data Sheet

<b>Title</b>	<b>First Name</b>	<b>Family Name</b>
<b>Position</b>		
<b>Institution and Department</b>		
<b>Address (official – street, Post Box, ZIP code, city, country)</b>		
<b>Phone (official)</b>		<b>Fax (official)</b>
<b>Phone (mobile)</b>		<b>Fax (private)</b>
<b>E-mail (official and private)</b>		
<b>Nationality</b>		<b>Date of Birth</b>

**Sex:**  male  female

## 2. Curriculum Vitae

### I. Education

from – to	Institution	Degree(s) or Diploma(s) obtained:

### II. Present position:

### III. Professional experience

from – to	Institution	Position	Short Description

### IV. Years of experience in the area of Higher Education Management: either as international office staff or higher education managers responsible for coordinating international activities.

### V. Extensive description of managerial tasks performed in your position regarding internationalisation processes:

**VI. Language skills:**

Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
English			

**VII. Other skills:**

**VIII. Scholarships (e.g. DAAD)**

If yes, please indicate the scholarship provider, area of study, venue and time:

**IX. Did you already apply for one of the DAAD DIES training courses (UNISTAFF, IDC, UNILEAD, CAMINA, UNICAMBIO, Courses for Proposal Writing, UNITRACE, Quality Assurance Coordinators' Courses)?**

- Yes      Please specify:  
 No



**X. Did you already participate in one of the DAAD DIES training courses** (UNISTAFF, IDC, UNILEAD CAMINA, UNICAMBIO, Courses for Proposal Writing, UNITRACE, Quality Assurance Coordinators' Course)?

- Yes, Please specify:  
 No

**XI. References**

Title and Name	Position	Institution	E-mail

\_\_\_\_\_

Place and date

\_\_\_\_\_

Signature



DIES-TRAINING COURSE MANAGEMENT OF INTERNATIONALISATION

APPENDIX 2

UNIVERSITY PROFILE

University Name: \_\_\_\_\_

National Accreditation(s): \_\_\_\_\_

State University:  yes  no

Private University:  yes  no

Federal University:  yes  no

Undergraduate student population: \_\_\_\_\_

Postgraduate student population: \_\_\_\_\_

Academic staff with a doctorate: \_\_\_\_\_

Academic staff without a doctorate: \_\_\_\_\_

Academic disciplines:

Empty rectangular box for listing academic disciplines.

Academic strengths and areas of expertise:

Empty rectangular box for describing academic strengths and areas of expertise.



**Collaboration with the industry or with social or educational entities (museums, schools):**

**INTERNATIONALISATION AT YOUR UNIVERSITY**

**Does an International Office or similar unit exist? If yes, how many people are working at this office and what tasks do they have?**

**Flow of student and researcher mobility: programmes, number of outgoing and incoming students/researchers.**



**Important research / academic projects with international partners:**

**Participation in international networks:**

**Is there an internationalisation strategy and a plan to implement it? If existing, please attach the internationalisation strategy to your application**

### **APPENDIX 3**

#### **MOTIVATION STATEMENT:**

Please indicate here the individual and institutional goals of participation in the course answering the following questions:

**How will your work and your university benefit from the participation in the course?**

**Which is/are the concrete institutional goal(s), you are planning to implement at your institution (please be concise and explain also the relation with the course content)? Describe your first ideas, if you have a specific project.**

**Which are the possible challenges, you will face during the implementation of your project?**

**How do you think, this course can help you to overcome those challenges?**



Please add further information you consider useful as part of your motivation to attend the training course: