

DAAD Deutscher Akademischer Austausch Dienst Servicio Alemán de Intercambio Académico

UNILEAD University Leadership Management Course

HOJA INFORMATIVA / CONVOCATORIA Colombia 2014

NOTA IMPORTANTE

- Esta hoja informativa ofrece una breve descripción en español del programa UNILEAD. La convocatoria (en inglés) se encuentra anexa a este documento.
- Para postularse al programa es indispensable leer detalladamente la convocatoria completa en inglés y cumplir a cabalidad con los requisitos y con la documentación exigida. Esta hoja informativa no reemplaza a la convocatoria en inglés.

OBJETIVO

- En el marco de este programa el Servicio Alemán de Intercambio Académico (DAAD) y la Universidad de Oldenburg en Alemania, ofrecen un curso intensivo de entrenamiento en Administración de la Educación Superior en Oldenburg/Alemania para personal administrativo de universidades colombianas.
- El curso se dirige a administradores de la educación superior, específicamente directores de planeación, evaluación, financiación, recursos humanos, educación continuada, oficinas de relaciones internacionales, transferencia de tecnología, etc.
- Se pueden postular también administradores de proyectos de reformas del sistema de la educación superior y administradores del área de capacitación y de programas.

DOTACIÓN Y GASTOS QUE CUBRE EL PROGRAMA

El programa cubre los siguientes montos:

- Gastos de viaje (tiquetes ida y vuelta hasta Oldenburg)
- Costos de curso (5.500 Euros)
- Alojamiento y alimentación durante las dos fases de estancia presencial en Alemania
- Viáticos parciales durante las dos fases de la estancia en Alemania (según la regulación del DAAD)
- Seguro médico durante las estadías en Alemania

REQUISITOS PARA PARTICIPAR EN EL PROGRAMA

- Tener una posición de dirección en la universidad en el área de gestión/administración de la educación superior, con personal a su cargo durante por lo menos dos años (ver detalles en la convocatoria)
- Perfecto dominio del idioma inglés (hablado y escrito)
- Los participantes deben estar entre los 30 y 40 años
- Tener un título de maestría o doctorado
- Si se cuenta con experiencia internacional deberá indicarse
- Ser exbecario/a del DAAD puede ser una ventaja en el proceso de selección (pero no es obligatorio para poder postularse a la convocatoria)
- Se espera cofinanciación: la institución de origen del participante debería estar en condiciones de cubrir el transporte local en sus países de origen, gastos de visado y posibles montos adicionales para la estancia en Alemania. Adicionalmente, se espera que la universidad colombiana contribuya con los gastos mediante el pago de una cuota única de 300 €.

DOCUMENTACIÓN REQUERIDA

- Por favor revisar la lista de la documentación requerida en la convocatoria adjunta.
- La documentación completa (formulario de solicitud más anexos) se debe subir a la plataforma de la Universidad de Oldenburg en el link mencionado abajo en (*Fecha de Cierre*) así como en la convocatoria adjunta.
- ¡Los documentos deben estar firmados! (Formulario de solicitud, carta de motivación, etc.) No se aceptará ninguna solicitud en la que algún documento no tenga firma. Las cartas de recomendación deben estar igualmente firmadas por las personas que las expiden y deben incluir los datos de contacto, título, cargo, etc. de la persona que las escribe. Recomendamos usar papel con membrete de la institución.
- Recomendamos tener especialmente en cuenta la carta de motivación (con fecha y firma) que explica detalladamente la motivación del postulante y el proyecto que se quiere presentar en el marco de la

participación en el programa UNILEAD. Esta carta constituye uno de los criterios más importantes de selección y debe ser formulada con especial cuidado. Cabe destacar que el propósito del programa es que el proyecto planteado se desarrolle en el marco del curso UNILEAD, por lo anterior la descripción del proyecto en la carta de motivación es uno de los criterios más relevantes para el otorgamiento de la beca.

Importante

- No es necesario pedir la Letter of Recommendation del Centro de Información del DAAD en Colombia, que se solicita en la convocatoria adjunta, puesto que el Centro de Información del DAAD en Colombia recibirá automáticamente desde la central del DAAD en Alemania todas las postulaciones que se entregan hasta la fecha de cierre y expedirá una carta de recomendación para cada una.

FECHA DE CIERRE DE LA CONVOCATORIA 2014

- La fecha de cierre del programa es el 31 de marzo de 2014, 4:59pm hora colombiana.

Importante: El sistema electrónico de postulación cierra exactamente a las 4:59pm hora colombiana de este día. De ninguna manera y por ninguna razón es posible entregar postulaciones después de esta fecha y hora. Para evitar contratiempos o inconvenientes de último momento (por ej. problemas técnicos de la postulación online) recomendamos mucho entregar la postulación a más tardar el día 30 de marzo a través del sistema online.

Los candidatos deberán subir sus solicitudes directamente al portal habilitado por la Universidad de Oldenburg en el siguiente link: (No es necesario entregar documentación en físico.)

<https://c31-learningssystem.uni-oldenburg.de/unilead-2014/applications.nsf/application?OpenForm>

- La respuesta se dará a conocer a finales de junio de 2014. Todos los postulantes recibirán la respuesta (positiva o negativa) directamente vía correo electrónico desde la central del DAAD Alemania. Hasta esta fecha el Centro de Información del DAAD en Bogotá tampoco tendrá mayor información sobre el proceso de selección que se realiza por un comité de expertos en Alemania.

CONTACTO

Le solicitamos leer cuidadosamente la convocatoria adjunta. Sus posibilidades de ser seleccionado se incrementan en la medida en que siga las instrucciones consignadas. Con respecto a los requisitos y a la entrega de las solicitudes completas, el DAAD no acepta ninguna excepción.

En caso de dudas o preguntas los aspirantes podrán contactarse directamente con la persona encargada en la Universidad Oldenburg (Sra. Svenja Hilck). Se solicita que antes de hacer preguntas el candidato haya estudiado en detalle la convocatoria completa (ver anexo).

Svenja Hilck
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La información contenida en este documento fue compilada con la mayor diligencia posible. Sin embargo esto no es garantía de que no contenga algunos errores. Los datos aquí contenidos pueden estar sujetos a cambios. Este texto no implica ningún compromiso legal por parte del DAAD.

ANEXO
(Convocatoria UNILEAD 2014)

UNILEAD 2014/2015

Information on the Intensive Blended Learning Programme UNILEAD (University Leadership and Management Training Course) in Germany

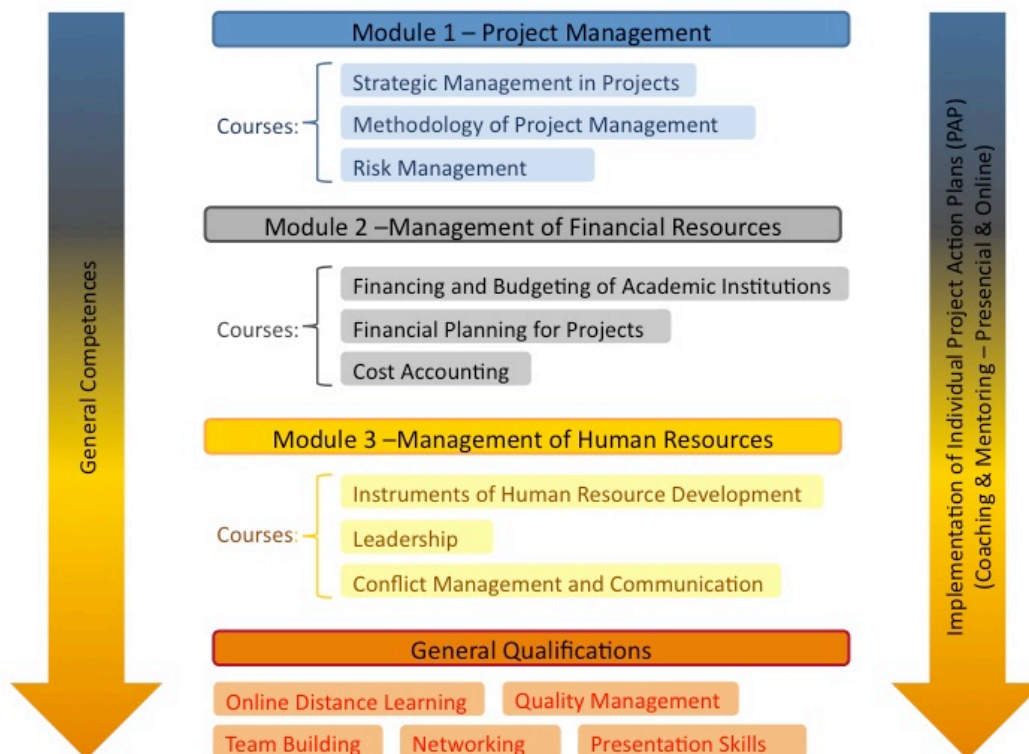
The German Academic Exchange Service (DAAD) and the Carl von Ossietzky University of Oldenburg in Germany are jointly organising the intensive Higher Education Management Training Course UNILEAD in Oldenburg, bringing together the topics Project Management, Management of Financial Resources and Management of Human Resources with individual and practice-oriented change projects of each participant.

In 2008, the University of Oldenburg developed the programme together with the Nelson Mandela Metropolitan University (South Africa) and the DAAD. UNILEAD is part of the DIES programme (Dialogue on Innovative Higher Education Strategies), which has been jointly coordinated by the DAAD and HRK (German Rectors' Conference) since 2001.

Course Contents and Methodology

The course covers topics with relevance to Higher Education Management in the following three areas:

- 1st module: Project Management
- 2nd module: Management of Financial Resources
- 3rd module: Management of Human Resources



The methodology will be strictly practice orientated and is based on case studies or questions derived from the particular job situation of the participants. Thus, it is expected to bring in personal experience and to share this knowledge with the group of around 25 participants from different regions of the world. High personal motivation, the willingness to get actively involved during the online and contact phases and English language skills on an advanced level are essential for the successful completion of this course.

The professional training course combines online and contact phases in a Blended Learning approach: Prior to the first contact phase, an online phase of 8-10 weeks is scheduled in which the participants are asked to read the study material and to work on short papers, including the draft of a project action plan. These papers are meant to describe the individual work experience at the home institution and to identify problems as well as obstacles referring to the topics of the course. The initial contact phase will be organised in September 2014 at the University of Oldenburg in Germany. During these three weeks, content will focus on Project Management and Management of Financial Resources. Furthermore, the personal action plans will be adjusted and fine-tuned. Between September 2014 and February 2015, participants are asked to apply the skills acquired at the home university within their individual projects. In this, they are being accompanied and monitored by distance coaches. Finally, during a two-week contact phase of the last module in February 2015 in Oldenburg, there will be the opportunity to reflect on the implementation of the individual projects and to discuss next steps. Content of inputs will focus on Management of Human Resources.

Schedule

The following table shows the dates of the online and contact phases:

Module	Online phase	Contact phase	Coaching and Implementation of Project
Project Management	July – Sept 2014	07.09. – 27.09.2014	July – Nov 2014
Management of Financial Resources	July – Sept 2014		July – Nov 2014
Management of Human Resources	Dec 2014 – Jan 2015	22.02. – 07.03.2015	Nov 2014 – Feb 2015

As the modules of the course are interconnected, participants are expected to **take part in all three modules**. A written statement which confirms the commitment to attend all parts of the course is an entry requirement for being admitted.

Partners' Profile

The University of Oldenburg is the academic coordinator of this course and works closely together with the DAAD. The University of Oldenburg has been offering an innovative MBA programme in Education and Science Management for professionals of (Higher) Education Institutions for several years. Thus, it has a wide network of experts who act as lecturers in this MBA programme and provides in-depth experience in the field of Continuing Education and Education Management as well as training of professionals at an academic level. National and international lecturers will bring in expertise in Higher Education Management and will help reflecting the specific questions from an international and intercultural perspective.

Participants' Profile

The two key criteria are:

- Participants have been holding a university management position with **managerial and personnel responsibilities for at least two years** in one of the following fields:
 - Managers of central university departments (Planning, Evaluation, Financing, Human Resources, Continuing Education, International Offices, Technology Transfer etc.).
 - Task force managers for university reform projects.
 - Managers of staff development units or programmes.
- Active and **excellent English language skills** (speaking and writing) are indispensable.

Further criteria are:

- Participants are young university leaders aged **between 30 and 40 years**.
- They hold **at least a Master's degree**.
- The provision of **international experience will be an asset**.
- Being a **DAAD alumni** will be considered an asset, but is by no means compulsory.
- Participants from higher education institutions of the following regions are eligible to apply:
 - South East Asia (Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand and Vietnam).
 - Sub-Saharan Africa (Burundi, Cameroon, Ethiopia, Ghana, Kenya, Malawi, Nigeria, Rwanda, South Africa, South Sudan, Sudan, Tanzania and Uganda).
 - Latin America (Bolivia, Central America, Chile, Colombia, Ecuador, Mexico and Peru).
 - Middle East (Egypt, Iraq, Jordan, Yemen).

Funding

The costs for this training course will be mainly covered by funds of the DAAD provided by the German Federal Ministry for Economic Cooperation and Development (BMZ).

During the visit the participants will be guests of the University of Oldenburg.

Following expenses will be covered:

- Travel costs: Flight to and from Germany and ground travel to and from Oldenburg. We kindly ask the participants to make their own travel arrangement – they will then be reimbursed in cash upon arrival in Oldenburg.
- Course costs: 5.500 €.
- Accommodation and joint meals at the two contact phases in Germany.
- Partial allowance for subsistence costs during the contact phases in Germany (according to DAAD regulations).
- Emergency health insurance during the contact phases.

Expected co-funding: Participants' home institutions are expected to cover local transportation in their home countries, visa costs and possible additional per diems for the stay in Germany. Furthermore, they are expected to contribute to the costs by paying a one-time fee of **300,00 €**.

Further details on terms and conditions will be given to the admitted applicants together with the invitation letter.

Application

Please click here to apply:

<https://c3i-learningssystem.uni-oldenburg.de/unilead-2014/applications.nsf/application?OpenForm>

Attached should be the following documents

- **Letter of motivation with date and signature** (1 to 2 pages max.) in which the need for the training is explained. The following four questions need to be answered (pdf-file):
 - 1) What is the reason for you applying for the UNILEAD programme and which role do you think the UNILEAD programme will play for your professional career?
 - 2) Please outline a concrete project with relation to the topics of the course which you are currently implementing or planning to implement at your university!
 - 3) What kind of actual challenges, obstacles or problems are or will you (presumably) be faced with regarding the implementation of your project?
 - 4) In which way do you think that your participation in the UNILEAD programme could help you to implement this project and to overcome existing or foreseen challenges, obstacles or problems?
- **Letter of recommendation from university top management** where the **managerial qualifications and leadership competencies and the future potential** of the candidate are briefly described (pdf-file).
- An additional **letter of recommendation** from a DAAD Foreign Branch Office or DAAD Information Centre will be an asset (pdf-file).
- **Proof of excellent English proficiency** (e.g. TOEFL, Cambridge Certificate) will be an asset (pdf-file). Phone interviews will be organised with short listed candidates to guarantee the requested proficiency.
- **Please do not forget to mark the contact person of your country/area in the application form.**

Closing date

Strict closing date of the application is **March, 31st 2014, 23:59 German time.**

Selection Process

The Selection Committee composed of high profile Higher Education Management experts and staff of DAAD meets at the end of May 2014.

The selected candidates will be informed by end of June 2014 of the results of the selection meeting.

Contact details of Programme Management

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 Dept. of Continuing Education and Educational Management (we.b)
 26111 Oldenburg

Germany

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Fax: +49 (0)441 798 4741

www.unilead.uni-oldenburg.de

Contact person of each country/area

South East Asia:

Indonesia:	Dwi Nurlianti	dwi@daadjkt.org
Malaysia:	Dr. Guido Schnieders	info@daadkl.org
Myanmar:	Mr. Tilmann Pfeiffer	pfeiffer.daad.myanmar@gmail.com
Vietnam, Cambodia, Laos:	Ms. Anke Stahl	dies@daadvn.org
Philippines:	Ms. Janina Brill	daad.manila@googlemail.com
Ms. Brill is on maternity leave and has only limited access to her email account until mid March. In case of urgent questions please contact UNILEAD Programme Management directly: unilead@uni-oldenburg.de		
Thailand:	Mr. Johannes Görbert	johannes.goerbert@daad.or.th

Sub-Saharan Africa:

Cameroon:	Mr. Frank Kahnert	daadkamerun.dir@gmail.com
Ethiopia:	PD Dr. Gerald Heusing	office@daad-ethiopia.org
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Kenya, Burundi, Malawi, Nigeria, Rwanda, South Sudan, Tanzania:	Ms. Margaret Kirai	kirai@daadafrica.org
South Africa:	Mr. Arne Leeflang	daad@wits.ac.za
Sudan:	Dr. Wolfram Full	daad_khartum@yahoo.com
Dr. Full is not available until mid March. In case of urgent questions please contact DAAD office Nairobi at kirai@daadafrica.org		
Uganda:	Dr. Mirjam Gille	daad.uganda@yahoo.de

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