

DIES-TRAINING COURSE ON “MANAGEMENT OF INTERNATIONALISATION”



CALL FOR APPLICATIONS

With financial support from the



Federal Ministry
for Economic Cooperation
and Development

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 de Guanajuato – UG (Guanajuato, México), Manipal University – MU (Manipal, 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 selected countries of Africa, Latin America, and 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. The programme is neither aimed to HEI with an already very developed stage of internationalisation, nor aims mainly to provide knowledge for proposal writing for third party funding.

Course Content and Methodology

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

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

The programme consists of three workshops and a project work. Although the first module is mainly conceptually driven, the training course will methodologically focus on the *practical experience* 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 international dialogue will improve and train their management and intercultural skills, and enhance their awareness and knowledge about developments in internationalisation processes. Additionally, participants will have the opportunity to establish partnerships worldwide.

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 Personal Action Plan (PAP). 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 participants will be continuously advised and accompanied during the learning process by the experts to guarantee the most individual-tailored training. Shortly after their selection, the participants will receive reading and working material. This initial material aims at providing an insight in conceptual issues, as well as fostering the reflection on the individual/institutional status quo and the PAP.

Schedule

The following table shows the dates and venues of the project work and contact phases:

Place	Module	Contact Phase	Project Work
Home country	Preparation		15 th July to 27 th August 2017
Hannover	Module 1 and 3	1 st Workshop 28 th Aug – 8 th Sep 2017	29 th August – 7 th September 2017
Home country: project work			
Guanajuato (for participants from Latin America), Nairobi (for participants from Africa), Manipal (for participants from Asia)	Module 1 and 2	2 nd Workshop (Regional Workshop) Spring 2018	Preliminary dates: Nairobi: 19 th -23 rd March 2018 Guanajuato: 23 rd -27 th April 2018 Manipal: 5 th – 9 th March, 2018
Home country: project work May – August 2018			
Hannover	Module 2 and 4	3 rd Workshop September 2018	September 2018
Home country	Final report		Deadline: November 2018

As the workshops of the course are interconnected, participants **must take part in all three workshops and report regularly about their projects between and during the workshops**. A written commitment to fulfil these activities 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: Argentina, Bolivia, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Cuba, Mexico, Nicaragua, Panama, Paraguay, Peru.

Africa: Botswana, Burundi, Cameroon, Egypt, Ethiopia, Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Mauritius, Namibia, Nigeria, Rwanda, Sierra Leone, South Africa, Sudan, Swaziland, Tanzania, Uganda, Zambia, and Zimbabwe.

Asia: Cambodia, India, Iran, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, and Vietnam.

Participants' Profile

- At least 2 years of experience in the area of Higher Education Management: either as international office staff or higher education managers responsible for coordinating international activities.
- 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 PAP, commit to a project report at least every 2 months.
- Minimum technical equipment that guarantees the regular contact during the distance phases: internet connection and, if possible IT support for video conferences.

Funding

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

- **Overall course costs:** 13,800 €.
- **Travel expenses:** 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 Guanajuato, Nairobi and Manipal respectively, as part of the second regional workshop. For the first workshop in Hannover, the participants are expected to make their own travel arrangements, which will then be reimbursed in cash upon arrival in Hannover according to DAAD regulations. For the following workshops, the air tickets will be purchased by the LUH.
- **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:

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 and his/her financial support (s. "Expected co-funding")
- **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 80, IELTS Band 6.5). Studies in English are also proof of proficiency. Phone interviews may be organised with short listed candidates to guarantee the requested proficiency in English.

Application Address and Deadline

Please send your application as **one pdf file** (named "name_country_Mol2017_2018") until the **15th May 2017, at 09.00h** Central European Time via e-mail to: dies-applications@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 composed of high profile Higher Education Management experts. All applicants will be informed about the results of the selection process in the 3rd-4th week of June 2017. Please, refrain to contact the coordination team beforehand.