

DIES Training Course

“Management of Internationalisation”

Call for Applications 2016 -2017

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, the Middle East, 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.

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 regional 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 e-learning and contact phases:

| Place | Module | Contact Phase | Project Work |
|------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Home country | Preparation | | 15 th Mar. – 18 th May .2016 |
| Hannover | Module 1 and 3 | 1 st Workshop 18 th – 27 th May 2016 | May – Oct/Nov 2016 |
| Nairobi, Guanajuato, Manipal | Module 1 and 2 | 2 nd Workshop 24 th – 28 th Oct. 2016 14 th – 18 th Nov. 2016 05 th – 09 th Dec. 2016 | Oct./Nov. 2016 – May 2017 |
| Hannover | Module 2 and 4 | 3 rd Workshop May 2017 | May – July 2017 |
| | Evaluation | | July 2017 |

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: Argentina, Bolivia, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, and Uruguay.

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, Indonesia, Iran, 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 every 2 months.
- 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 Guanajuato, Nairobi and Manipal respectively, as part of the second regional workshop. The participants are expected to make their own travel arrangements for the first workshop, which will then be reimbursed in cash upon arrival in Hannover. Travel arrangements for the second and third workshop will be organised by LUH according to the financial limits set by DAAD.
- **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 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:

dies-applications@zv.uni-hannover.de

Application Address and Deadline

Please send your application as **one pdf file** until the **22nd of December 2015**, Central European Time via e-mail to:

dies-applications@zv.uni-hannover.de

International Office
Leibniz Universität Hannover
Welfengarten 1A
30167 Hannover

Incomplete applications or applications sent after the deadline **will not be considered eligible** and will immediately be disregarded.

The Selection Committee is composed of experts from LUH, DAAD and HRK. All applicants will be informed about the results of the selection process in March 2016.