

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.

Module 1 – Internationalisation: Concepts, Systems and Actors	
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
Module 2 – Competences and Key-tasks of an International Office (IO)	
2.1	Structures and Tasks of an International Office
2.2	Academic Mobility and Partnerships
2.3	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 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 st Workshop 1 st – 12 th Sept 2014	Sept 2014 – Mar 2015
Puebla, Nairobi, Vellore	Module 1 and 2	2 nd Workshop Mar/Apr 2015	Mar 2015 – Sept 2015
Hannover	Module 2 and 4	3 rd Workshop 21 st – 30 th 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:

South East Asia:

India:	Shikha Sinha	sinha@daaddelhi.org
Indonesia:	Dwi Nurlianti	dwi@daadjkt.org
Malaysia:	Dr. Guido Schnieders	info@daadkl.org
Vietnam, Cambodia, Laos,		
Myanmar:	Ms. Anke Stahl	dies@daadvn.org
Philippines:	Ms. Janina Brill	daad.manila@googlemail.com
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Sub-Saharan Africa:

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Ghana, Gambia, Liberia,		
Sierra Leone	Mrs. Berit Stoppa	daadghana@gmail.com
Kenya, Burundi, Malawi, Nigeria,		
Rwanda, South Sudan, Tanzania:	Ms. Margaret Kirai	kirai@daadafrica.org
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Latin America:

Bolivia:	Ms. Claudia Ullrich de Flores	daad@bolivia.com
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Colombia:	Dr. Sven Werkmeister	info@daad.co
Ecuador:	Ms. Indira Suresh	daad.quito@gmail.com
Mexico:	Dr. Alexander Au	au@daadmex.org
Peru:	Dr. Stephan Paulini	spaulini@pucp.pe

Middle East:

Egypt, Jordan, Yemen:	Petra Bogenschneider	Petra.Bogenschneider@daadcairo.org
Iraq:	Ms. Nora Sinemillioglu	director_erbil@daad-iraq.info

Application Address and Deadline

Please send your application as **one pdf file** until the **02nd of May 2014** via e-mail to:
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.