

## Training Course on Management of Internationalisation and German-Ukrainian Academic Cooperation

### CALL FOR APPLICATIONS 2024

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#### 1. Objectives of the training course

Internationalisation has been a driving force in higher education for the last few decades. By working with numerous partner universities worldwide, the team of the International Office (IO) of Leibniz University Hannover (LUH) came to realise that the success of efforts to establish any kind of international activities depends largely on the knowledge and competencies of the personnel at the corresponding collaborating institutions. That is why this special blended learning training programme on Management of Internationalisation has been developed.

Its general objective is to provide participants from Ukrainian higher education institutions with profound knowledge of different aspects of internationalisation and to enable them to manage the corresponding processes and tasks as well as to foster both German-Ukrainian cooperation and the internationalisation of their institutions.

#### The participants will

- **gain comprehensive knowledge on internationalisation and the competencies for its successful management.** This includes the following topics:
  - Concepts and general trends in internationalisation of higher education
  - Internationalisation strategies and policies of different countries, ministries and institutions of higher education
  - Organisational structures and structural units of a German university
  - Comparison of IO systems and tasks
  - Tasks and responsibilities of an IO
  - Internationalisation@home
- **gain soft skills necessary for international higher education management:** (intercultural) communication skills, conflict management.
- **gain the respective management skills needed for internationalisation:** project management, change management
- **be integrated into regional and interregional networks** for knowledge exchange and bilateral/multilateral cooperation
- **initiate, manage or extend international cooperation projects**
- **implement individual internationalisation project:** launch a process of assessing, reforming, and rebuilding management of internationalisation, international management and

internationalisation structures at their universities. To establish a system of sustainability that builds on a permanent process of quality management and networking beyond the project duration.

The participants will learn the concepts and strategies of internationalisation of higher education in different countries; will compare German and Ukrainian systems as well as university structures. They will learn how to handle all aspects of academic mobility and research cooperation and also develop and implement a suitable strategy of internationalisation or any other individual project from the field of internationalisation, which is relevant to their home university. Besides, they will get an insight into the topics of internationalisation of curricula and available funding instruments for international cooperation. The German-Ukrainian Academic Society e.V., the Science Management Network e.V. as well as the Professional Network of Education and Science Managers of Ukraine support the realisation of the programme and provides guidance for individual projects as well as mentorship, networking activities and contacts. Furthermore, the Taras Shevchenko National University of Kyiv assists this programme realisation and brings in the corresponding regional knowledge and expertise.

## 2. Target Group and Participant Profile

The **target group** includes both experienced and relatively new IO staff from universities with a minimum of one year of experience. As not all Ukrainian universities have established the structure of an IO, it may be necessary to include university executives. We are focussing on higher education managers responsible for coordinating international activities at universities: individuals responsible for the management of international activities in teaching, studies and research at their home university; primarily directors or deputy directors of international offices. Depending on the size and structure of the respective university, vice presidents for international affairs and/or academics with coordinating functions relating to international activities at faculty level are also eligible to apply. The heterogeneity of the group will facilitate mutual learning and show different perspectives and opportunities in the context of internationalisation. **Only one person from each university should apply.**

Participant profile:

- At least one year of experience in the area of international higher education management: either as international office staff or higher education managers responsible for coordinating international activities.
- English language proficiency (speaking and writing minimum C1).
- Commitment to
  - a) attend all online and on campus workshops, communicate the results and build a team within the home university, develop and realise an internationalisation project for their universities,
  - b) report regularly on the development of their internationalisation project. The reports must be approved by the top management of the corresponding Ukrainian university.
- Minimum technical equipment that guarantees regular contact during the distance phases: internet connection and, if possible, IT support for video conferences.

## 3. Course Content and Methodology

The course is composed of four thematic modules. Each training unit offers a balance between conceptual learning components and practice-oriented training, management skills and soft skills:

| Module 1: Background Knowledge of Internationalisation     |
|--|
| 1.1. Concepts, contexts and trends of Internationalisation |
| 1.2. Higher Education System in Germany                    |
| 1.3. Networks in Germany and Europe                        |

| Module 2: Competencies on the Design and Management of Internationalisation |   |
|---|---|
| 2.1   | International Office:                                 |
| 2.1.1.  | Structures and Tasks                                  |
| 2.1.2.  | Initiation and establishment of academic partnerships |
| 2.1.3.  | Mobility, Exchange and Recognition                    |
| 2.1.4.  | Welcome and support offers                            |
| 2.2   | Faculty Level   |
| 2.2.1   | Structures, tasks and international activities        |
| 2.2.2   | Structures and tasks of a dean's office               |
| 2.3   | Internationalisation of curriculum@home               |
| 2.3.1   | Concepts, context and trends                          |
| 2.3.2   | Case studies and experience from Germany              |
| 2.3.3   | Case studies and experience from Ukraine              |
| 2.4   | Internationalisation of Research                      |
| 2.4.1   | Service infrastructure for research support           |
| 2.4.2   | Networks and advisory systems                         |
| 2.4.3   | Support services for project development              |
| 2.5   | Funding instruments and funding organisations         |
| Module 3: Management skills   |   |
| 3.1   | Project Management                                    |
| 3.2   | Change Management                                     |
| Module 4: Internationalisation Project (PAP)                                |   |

The programme consists of two online and one on-campus workshops, two online presentation and two mentoring sessions, regular individual project work as well as networking meetings. Besides, the participants are welcome to join the online BarCamp that will be conducted in cooperation with the THEA Ukraine project of FH Münster and the Ukrainian Days in Saarland organised by the German-Ukrainian Academic Society. Although the first module is mainly conceptually driven, the training course will methodologically focus on the *practical aspects* of internationalisation. Participants will learn about examples of "good practice" from different institutions and then apply the acquired knowledge to their everyday work in their own universities. Entering into an international dialogue will improve and train their management and communication skills, and enhance their awareness and knowledge about developments in internationalisation processes. Moreover, participants will have the opportunity to network and establish international partnerships.

Each participant will develop and work on an **Internationalisation Project** that corresponds to their position and institutional goals. This practice-oriented work will help them to define specific and realistic goals, develop a roadmap, set their own milestones, and keep record of their tasks. As for the topics of the internationalisation projects they can be focused at the internationalisation strategy development and structural change, internationalisation of curricula@home, mobility and academic exchange, capacity and competence building, marketing and visibility.

During the learning process, participants will be advised by the Mol Ukraine project team to guarantee the most individually tailored training. Shortly after their selection, participants will receive preparatory reading materials and assignment, which will provide them with an insight into conceptual issues. The literature will also help them to reflect on the individual/institutional status quo and their specific projects.

#### 4. Schedule

The following table shows the dates and venues of the training programme:

| Duration | Time            | Place        | Kind of activity                                |
|----------|-----------------|--------------|---|
| 3 hours  | 22.01.2024      | online       | Online-Kickoff Meeting                          |
|          | in between      | at work/home | assignment preparation                          |
| 5 days   | 12.02.–16.02.24 | online       | 1. Online-Workshop                              |
|          | in between      | at work/home | assignment preparation                          |
| 8 days   | 10.03.–17.03.24 | Hannover     | 1. On-Campus-Workshop in Hannover               |
|          | in between      | at work/home | individual project work, assignment preparation |
| 3 days   | 09.04.–11.04.24 | online       | Mentoring Session                               |
|          | in between      | at work/home | individual project work, assignment preparation |
| 5 days   | 23.04.–26.04.24 | online       | 2. Online-Workshop                              |
|          | in between      | at work      | individual project work                         |
| 3 days   | 14.05.–16.05.24 | online       | 1. Projects Presentations                       |
|          | in between      | at work      | individual project implementation               |
| 3 days   | 11.06.–13.06.24 | online       | Mentoring Session                               |
|          | in between      | at work      | individual project implementation               |
| 1 day    | 07/2024         | online       | Online BarCamp with THEA Ukraine-Project        |
|          | in between      | at work      | individual project implementation               |
| 3 days   | 17.09.–19.09.24 | online       | 2. Projects Presentations                       |
|          | in between      | at work      | individual project implementation               |
| 1 day    | 09/2024         | online       | Ukrainian Days in Saarland by DUAG              |
|          | in between      | at work      | individual project work                         |
| 3 days   | 15.10 –17.10.23 | hybrid       | Networking Event and Presentation of Results    |
|          |                 |              | Graduation and Project Results Dissimulation    |

## 5. Funding and Costs

This training course is financed by DAAD from funds provided by the German Federal Ministry of Education and Research (BMBF);

### a) DAAD Funding/Scholarship

Each chosen participant will receive a scholarship according to the DAAD regulations to attend the on-campus workshops in Germany. This will cover the following expenses:

- ☒ **Travel allowance of 350 Euro** that includes any expenditures for travel to and from Germany as well as to and from the airport, taxes, visa, travel insurance and other fees
- ☒ **Stay allowance** during the workshops in Germany and the regional workshop (according to DAAD regulations).

## 6. Application

Please note: only one application can be accepted from each University.

Application documents:

1. **Online-Application form**
2. **Letter of support from the top management of the university** (President/Rector or Vice-Chancellor/Vice-Rector of the university), specifying:

- a) why the candidate was selected; if and how she/he will be supported by the university to attend the course,

- b) relevance of his/her participation with reference to the development of internationalisation and/or the general strategy of the university,
  - c) institutional and administrative support to implement the project,
  - d) support to attend all workshops and programme activities (leave/approval of absence),
  - e) the institutional commitment that the appointed person will remain in his/her position until December 2024.
3. **Organisational chart of the university** (depicting the section where the candidate works)
  4. **Proof of English proficiency:** minimum C1 of the Common European Framework of Reference or equivalent (TOEFL score 90, IELTS Band 6.5). Proof of studies completed in an English-speaking country is also sufficient. Phone interviews may be organised with short listed candidates to guarantee the requested proficiency in English
  5. **Motivation letter** with the description of the internationalisation project idea.

You can submit your application online using the application link at <https://www.uni-hannover.de/en/universitaet/internationales/moi-ukraine/>. Please fill out the application form and upload all application documents as separate pdf files by 9 a.m. Central European Time on 15<sup>th</sup> December 2023.

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

All applicants will be informed about the results of the selection process by the end of December 2023. Please refrain from contacting the coordination team before that.

The selected applicants must then confirm their participation in written form by 15.01.2024 and prepare the first assignment by 12.02.2024.

## 7. Selection Criteria

| Personal Profile Match<br>(5 – 1) * | Institutional Profile Match<br>(5 – 1)* | Motivation Letter & ITN Project (PAP)<br>(5 – 1)* | Recommendation<br>(5 – 1)* | Other criteria....                                   |
|-------------------------------------|---|---|----------------------------|--|
| weighting: 20%                      | weighting: 20%                          | weighting: 40%                                    | weighting: 20%             | ... which might influence the final ranking position |

\* 5 = very convincing

1 = insufficient / weak

- **Pre-selection:** The most important criteria for pre-selection of candidates are sufficient English language proficiency and personal profile match. The course is primarily designed for international office staff or higher education managers responsible for coordinating international activities with at least one year of experience in the area of higher education management.
- **Profile Match:** The most important aspects include the applicant's current position (as international office staff or higher education managers responsible for coordinating international activities), tasks in this position, the number of years of experience in the area of higher education management (should be at least 1 year)
- **Motivation Letter & Internationalisation Project (PAP):** Important criteria include explanation of the candidate's motivation, which should be plausible and correspond to her/his professional experience, educational background and prospective career opportunities; the presentation should be embedded in the context of the candidate's current projects; the draft project plan should be well outlined in a comprehensive and reflective manner; the project will likely have an impact on institutional reform at the participant's home institution; a concrete final product/service of the project must be mentioned; overall the presentation is clearly structured, formally and linguistically correct.

- **Recommendation:** the letter of support is a substantial criterion for the applicant (specified justification, personal reference to the applicant, information on the HEI's current situation and why participation in the course would be beneficial, possible reference to the applicant's proposed project, commitment to support the participant).
- **Other Criteria:** knockout criteria include insufficient language proficiency; key documents are missing (motivation letter or recommendation by top management not included); candidate is significantly over-qualified.
- **Ranking:** after considering all criteria and concerns, the applicants will be ranked accordingly. The team of the IO of LUH will select the candidates. If required, final selection of the participants will be carried out together with the German-Ukrainian Academic Society e.V. and Taras Shevchenko National University of Kyiv.