

DIES-TRAINING COURSE ON “MANAGEMENT OF INTERNATIONALISATION” 2019-2020 (SUBMISSION CLOSED)



CALL FOR APPLICATIONS

With financial support from the



Federal Ministry
for Economic Cooperation
and Development

Leibniz University 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, Mexico), Manipal Academy of Higher Education – MAHE (Manipal, India), and Jomo Kenyatta University of Agriculture and Technology – JKUAT (Nairobi, Kenya).¹

1. What does the training course want to achieve?

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 neither aims at universities with an already very developed stage of internationalisation, nor has as a main purpose to provide knowledge for proposal writing for third party funding.

2. 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 as well as soft skills.

Module 1 – Internationalisation: Concepts, Systems and Actors	Module 2 – Competences and Key Tasks of an International Office (IO)
<ul style="list-style-type: none"> a) Systems and Processes of Higher Education at National, Regional and Interregional Levels b) Concepts and Implications of Internationalisation c) Internationalisation Strategies 	<ul style="list-style-type: none"> a) Structures and Tasks of an International Office b) Internationalisation of Research c) Internationalisation at Home d) Academic Mobility and Partnerships e) Marketing and Recruitment
Module 3 – Soft Skills	Module 4 – Management Skills
<ul style="list-style-type: none"> a) Intercultural Communication b) Conflict Management 	<ul style="list-style-type: none"> a) Project Management b) Change Management

The programme consists of three workshops and the work on a specific project of internationalisation. Although the first module is mainly conceptually driven, the training

¹ 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.

course will methodologically focus on the *practical aspects* of internationalisation. Participants will learn about examples of “good practice” from different countries all over the world, 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 intercultural skills, and enhance their awareness and knowledge about developments in internationalisation processes. Moreover, participants will have the opportunity to network and establish partnerships worldwide.

Each participant will develop and work on an **Internationalisation Project** that fits 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 to keep record of their tasks.

The participants will be continuously advised during the learning process by mentors and colleagues to guarantee the most individual-tailored training. Shortly after their selection, participants will receive preparatory reading and working materials, which provides them with insights into conceptual issues. The literature will also help them to reflect on the individual/institutional status quo and their specific projects.

3. Schedule

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

Place	Contact Phase	Project Work
Home country: Preparation 31 st January – 15 th March 2019		
Hannover	1 st Workshop 19 th - 28 th March 2019	29 th March – 7 th September 2019
Home country: Project work from April till September, with reports every 6/8 weeks		
Guanajuato (for participants from Latin America), Nairobi (for participants from Africa), Manipal (for participants from Asia)	2 nd Regional Workshop Preliminary dates: Guanajuato: 11 th – 15 th November 2019 Nairobi: 16 th – 20 th September 2019 Manipal: 07 th – 10 th October 2019	Autumn 2019 – March 2020
Home country: Project work March-September 2020		
Hannover	3 rd Workshop 17 th -26 th March 2020 (tbc)	April - July 2020
Final report and deliverables handed in. Deadline: End of July 2020		

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**. An institutional written commitment to fulfil these activities is mandatory (see application and selection procedure).

4. Who can apply? (Selection Criteria, Participants' Profile)

Up to 30 participants from the following countries will be selected:

Latin America: Argentina, Belize, 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 International Higher Education Management: either as international office staff or higher education managers responsible for coordinating international activities.
- Not older than 50 years of age.
- English language skills (speaking and writing).
- Commitment to
 - a) attend all workshops and to develop an **internationalisation project** for their universities,
 - b) report every two months on their internationalisation project. This report must be signed by the top management.
- Minimum technical equipment that guarantees the regular contact during the distance phases: internet connection and, if possible, IT support for video conferences.

A gender balance is aimed at, given that qualifications and other criteria are fulfilled.

5. Funding and Costs

The largest part of the training course is financed by the DAAD from funds that are provided by the German Federal Ministry for Economic Cooperation and Development (BMZ); **The overall course costs are 13,800 € per participant, from which the DAAD covers 13,200 €.**

a) DAAD Funding/Scholarship

Each chosen participant will receive a scholarship from the DAAD. This will cover the following expenses (according to DAAD regulations):

- **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.²

- **Accommodation and breakfast** 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.

b) Expected Co-funding:

Participants' home institutions are expected to cover:

- **a one-time tuition fee of 600, - €** (in form of partial payment of their first flight to Hannover)
- A guaranteed budget for the internationalisation project described in the participant's application

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.

6. Application and Selection Procedure

Please note: **We would accept only one application from each University.**

Application documents are:

1. **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 and if and how she/he is supported by the university to attend this course,
 - b. relevance of his/her participation with reference to the development of internationalisation and/or general strategy of the university,
 - c. institutional financial support (s. co-funding: fees and project costs)
 - d. support to attend all three workshops (leave/travel permit),
 - e. administrative and financial support to implement the project,
 - f. and the institutional commitment that the appointed person remains in his/her position until December 2020.
3. **Organisational chart of the university** (depicting the section where the candidate is working in)
4. **Proof of English proficiency:** minimum C1 of the Common European Framework of Reference or equivalent (TOEFL score 90, IELTS Band 6.5). A certificate of studies in an English-speaking country is also proof of proficiency. Phone interviews may be organised with short listed candidates to guarantee the requested proficiency in English.

² 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.

Application Process and Deadline

You can submit your application here. Please fill out the application form and upload all application documents **as separate pdf files until the 16th November 2018, at 09.00h** Central European Time.

In case of technical issues or questions, please send us an e-mail to dies-info@zv.uni-hannover.de

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

The Selection Committee is composed of high profile Higher Education Management experts and staff of DAAD and HRK.

All applicants will be informed about the results of the selection process in the 2nd- 4th week of December 2018. Please, refrain to contact the coordination team beforehand.

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