

DIES-TRAINING COURSE ON “MANAGEMENT OF INTERNATIONALISATION” INDONESIA



CALL FOR APPLICATIONS 2019

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”

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 Indonesia, 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
Module 2 – Competences and Key Tasks of an International Office (IO)	
2.1	Structures and Tasks of an International Office
2.2	Student Mobility/Student Services
2.3	Internationalisation at Home
Module 3 – Soft Skills	
3.1	Intercultural Communication
Module 4 – Management Skills	
4.1	Project Management
4.2	Marketing (of Summer Programs)

The programme consists of two workshops in **Jakarta and Yogyakarta**, and a project work. The training course will methodologically focus on the *practical experience* of internationalisation. Participants will learn about examples of “best practice”, and then apply the acquired knowledge on their own institutions of higher education. Entering this international dialogue will improve and train their management and intercultural skills, and enhance their awareness and knowledge about developments in internationalisation processes.

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 Project (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		
Jakarta	Module 1 - 4	1 st Workshop 8 – 12 April 2019	
Home country: project work February – October 2018			
Yogyakarta	Module 1 and 2	2 nd Workshop 4-8 November 2019	
Home country	Final report		

As the workshops of the course are interconnected, participants **must take part in both workshops and report regularly about their projects (PAP) between and during the workshops**. A written commitment to fulfil these activities is mandatory.

Selection Criteria

Up to 20 participants will be selected. A gender balance is aimed at, given that qualifications and other criteria are fulfilled.

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

- Travel costs to and from Jakarta for first workshop and Yogyakarta for second workshop
- Costs for accommodation in Jakarta and Yogyakarta
- Course costs (expert honoraria, infrastructure, organization, material): approx. 3.500 EUR p.P.
- Participants will be additionally receiving light lunches during the contact phases.

Expected co-funding: Participants' home institutions are expected to cover costs of emergency health insurance and possible additional per diems for the stay in Jakarta and Yogyakarta.

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 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_Indonesia_MoI_2019") until the **14th January 2019** via e-mail to: lidya@daadjkt.org

Incomplete applications **will not be considered eligible** and will immediately 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 within the second week of February 2019. **Please, refrain to contact the coordination team beforehand.**