

## ANNOUNCEMENT AND CALL FOR APPLICATIONS

# DIES Training Course on “Management of Internationalisation” Central America 2023-24

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 Nacional de Costa Rica (UNA).

Since 2013 the Training Course is part of the programme Dialogue on Innovative Higher Education Strategies (DIES), which has been jointly coordinated by the DAAD and the HRK with financial support from the German Federal Ministry for Economic Cooperation and Development (BMZ). DIES offers a bundle of measures – training courses, dialogue events and partnerships - that foster professionalisation of institutional management processes, alignment of education to international quality standards and strengthening of research capacities.

The successful implementation of the DIES Training Course within Latin America during the last years lead to a growing interest of managers and stakeholders of International Offices from Central American Higher Education Institutions committed to the internationalisation of their institutions. In response to this high demand and request, the Leibniz University Hannover, the German Academic Exchange Service (DAAD), the German Rectors' Conference (HRK), and Universidad Nacional de Costa Rica (UNA) decided to organize and implement a Training Course “Management of Internationalisation” designed to the needs and interests of Central American Universities.

### 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 Central American countries 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 and procedures of internationalisation at their home universities. The programme neither aims at universities with an already

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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.

For this course, topics are focused on Project Management, Structures and Competences of International Offices, Concepts, Systems and Strategies of Internationalisation from a regional perspective and Intercultural Communication.

<b>Module 1 – Internationalisation: Concepts, Systems and Actors</b>	<b>Module 2 – Competences and Key Tasks of an International Office (10)</b>
<ul style="list-style-type: none"> <li>• Concepts and Strategies of Internationalisation of Higher Education from a National and Regional Level</li> <li>• Internationalisation of the Curriculum</li> <li>• Internationalisation at Home</li> </ul>	<ul style="list-style-type: none"> <li>• Structures and Tasks of an International Office</li> </ul>
<b>Module 3 – Soft Skills</b>	<b>Module 4 – Management Skills</b>
<ul style="list-style-type: none"> <li>• Intercultural Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management</li> </ul>

The programme consists of two workshops at Universidad Nacional de Costa Rica (UNA), two online feedback sessions and the work on a specific project of internationalisation. 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 countries within the region, 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. The applied methodology will be based on learning from experts, learning from each other, and learning from research and by self-reflection.

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 workshops:

Phase	Place	Date
1 <sup>st</sup> Online Meeting	Online	22 <sup>nd</sup> September 2023
Deadline Project Report 1	Home Country	20 <sup>th</sup> October 2023
1 <sup>st</sup> Workshop	Costa Rica	13 <sup>th</sup> – 16 <sup>th</sup> November 2023
Deadline Project Report 2	Home Country	2 <sup>nd</sup> February 2024
Feedback Session 1	online	15 <sup>th</sup> -16 <sup>th</sup> February 2024
2 <sup>nd</sup> Workshop	Costa Rica	15 <sup>th</sup> – 18 <sup>th</sup> April 2024
Deadline Project Report 3	Home Country	10 <sup>th</sup> May 2024
Feedback Session 2	online	23 <sup>rd</sup> – 24 <sup>th</sup> May 2024
Deadline Final Report	Home country	10 <sup>th</sup> June 2024

As the workshops of the course are interconnected, participants **must take part in all 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 20 participants from an institution in one of the following countries will be selected:

**Central America:** Belize, Costa Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama.

#### 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.

- Preferably between 30 and 50 years of age.
- English language skills (speaking and writing) - minimum C1 of the Common European Framework of Reference or equivalent (e.g. TOEFL, IELTS, Cambridge Certificate).
- Commitment to
  - a) attend all workshops, feedback meeting to develop an **internationalisation project** for their universities,
  - b) Report on their internationalisation project on the dates scheduled.
- Minimum technical equipment that guarantees the regular contact during the distance phases: internet connection and, if possible, IT support for video conferences.

## 5. Fundings 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 6,200 € per participant, from which the DAAD covers 5,800 €.**

### a) DAAD Funding

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

- Travel expenses: Flight to and from Costa Rica and ground travel to Heredia (Costa Rica) (as part of the first and second workshop).
- Accommodation during the presence phases in Costa Rica (according to DAAD regulations).
- Meals (usually breakfast and one additional meal) during the presence phase in Costa Rica – as per DAAD regulations, the programme coordinators cannot provide full board.

### b) Expected Co-Funding

Participants' home institutions are expected to cover:

- a one-time tuition fee of 400,- €
- 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 (if applicable), and possible additional per diems for the duration of the workshops.

## 6. Application and Selection Procedure

Please note: We accept only one application from each university.

Application documents are:

1. Online Application Form – As the progress during the online application cannot be saved, applicants may prepare their application in advance with the sample form in the annex. However, only applications sent via the online application will be accepted.
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 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 July 2024.
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 (e.g. TOEFL, IELTS, Cambridge Certificate). 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.

The selection criteria are based on the following points:

- Personal profile match
- Institutional profile match
- Motivation Letter & ITN Project
- Recommendation of university's top management

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

## 7. Application Process and Deadline

You can submit your application [here](#). Please fill out the Online Application Form and upload all application documents as separate pdf files until the **9<sup>th</sup> August 2023, 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](mailto: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.

All applicants will be informed about the results of the selection process by the beginning of September 2023. Please, refrain from contacting the coordination team beforehand.



Deutscher Akademischer Austauschdienst  
German Academic Exchange Service



**HRK** German Rectors' Conference  
The Voice of the Universities

### Contact Details of Programme Management:

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## ANNEX: ONLINE APPLICATION FORM

### 1. DATA SHEET: PERSONAL INFORMATION

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Title

First Name

Family/Last Name (as stated in the passport)

Position/Job Title

In addition to your current position: Are you active in teaching?

yes

no

Institution

Department

Address (official – street, Post Box, ZIP code, city, country)

Phone (official)

Phone (mobile)

E-mail (used for all communication)

E-mail (please add a second, different e-mail than above)

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Nationality

Date of Birth (dd/mm/yy)

Sex:  Male  Female  Non-Binary

2. CURRICULUM VITAE

I. Higher Education

from – to	Institution	Degree(s) or Diploma(s) obtained:

II. Professional experience

from – to	Institution	Position	Short Description

III. Years of experience in the area of **International Higher Education Management**: either as international office staff or higher education manager responsible for coordinating international activities.

IV. Describe the managerial tasks performed in your position **regarding internationalisation processes**:



**V. Have you ever received a Scholarship (e.g. DAAD)?**

Yes

No

If **yes**, please indicate the scholarship provider, area of study, venue and time:

**VI. Have you (or has any member of your university) already participated in the DIES training course "Management of Internationalisation"?**

Yes

No

If **yes**, Please indicate the **year and the topic of the internationalisation project of this participant:**

**VII. Did you already participate in one of the DAAD DIES training courses (e.g. other "Management of Internationalisation" DIES Training Course, IDC, UNILEAD, Courses for Proposal Writing (ProGRANT), UNITRACE, Quality Assurance Coordinators' Course; National Multiplication Trainings (NMT))?**

Yes

No

If **yes**, please specify:

**VIII. References**

Title and Name	Position	Institution	E-mail

**3. UNIVERSITY PROFILE**

**University Name:** \_\_\_\_\_



Number of campuses: \_\_\_\_\_

Undergraduate student population: \_\_\_\_\_

Postgraduate student population: \_\_\_\_\_

Academic staff with a doctorate: \_\_\_\_\_

Academic staff without a doctorate: \_\_\_\_\_

Percentage of international degree-seeking students in 2022: \_\_\_\_\_

Number of outbound exchange students (2022): \_\_\_\_\_

Number of inbound exchange students (2022): \_\_\_\_\_

Academic disciplines:

**3.1 INTERNATIONALISATION AT YOUR UNIVERSITY**

Does an International Office or similar unit exist?

If yes, how many people are working in this office and what tasks do they fulfil?

Important research / academic projects with international partners (please focus on the five most important project):

**Participation in international networks:**

**Is there an internationalisation strategy at your university or are you planning to develop one? If already existing, please attach the internationalisation strategy to your application**

**4. MOTIVATION AND INTERNATIONALISATION PROJECT PLAN:**

The training course pursues a practice-oriented approach. During the course, participants are expected to work on an Internationalisation Project in accordance with their own specific goals, develop a roadmap, set their own milestones, and keep record of the development of this project at their universities and implement it.

**We recommend you to read carefully all following questions first, before beginning to answer!**

I. Why do you want to participate in this course? Please be very precise.

II. With reference to your everyday work: name **2 main goals** of internationalisation of your institution or your unit you are trying to achieve in 11 months.

III. Which are the **2 main challenges** you are facing while trying to achieve these goals?

IV. Referring to the mentioned challenges and goals **try to develop a concrete internationalisation project to be designed and implemented during the course.**

**Project name:**

**Key activities:**

**Estimated costs:**

**Estimated time needed for design and implementation:**

**Expected concrete results/products:**



**V. Does your unit or university provide a guaranteed budget for the development of your project? If possible, specify how much.**

**Data protection declaration:**

In order to select the 20 course participants, the personal data provided in this application form must be disclosed to the members of the selection committee of the DAAD-DIES training course "Management of Internationalisation", nominated by Leibniz University Hannover, DAAD, HRK, Universidad Nacional de Costa Rica (UNA).

Further information on data protection, especially regarding collection and use of data, can be found in the privacy statement.