

THÔNG BÁO

Về chương trình đào tạo quản lý và lãnh đạo trường đại học (UNILEAD 2019)

Trường Đại học Hồng Đức thông báo thông tin về học bổng khóa học dành cho Cán bộ Quản lý giáo dục tại các trường Đại học: “University Leadership and Management Training Programme“ (UNILEAD) 2019. Khóa học này do Cơ quan Trao đổi Hàn lâm Đức (DAAD) phối hợp tổ chức cùng Trường Đại học Tổng hợp Oldenburg (CHLB Đức).

Mục tiêu của khóa học là bồi dưỡng, nâng cao trình độ cho các cán bộ quản lý giáo dục trẻ tại các trường đại học. Các chủ đề chính của khóa đào tạo là quản lý dự án, tài chính và đầu tư, quản lý nhân sự cũng như việc xây dựng và triển khai các dự án đổi mới, sáng tạo.

1. Điều kiện tham dự:

Khóa học dành cho những ai hiện đang là cán bộ quản lý giáo dục với ít nhất hai năm kinh nghiệm quản lý tại các trường đại học, tuổi đời từ 30-40, có bằng Thạc sĩ trở lên và thông thạo tiếng Anh.

2. Thời gian khóa học:

Khóa học gồm bốn giai đoạn, trong đó hai giai đoạn diễn ra tại thành phố Oldenburg (Đức) và hai giai đoạn online.

Giai đoạn 1: Từ 01/2019 – 02/2019: học online

Giai đoạn 2: Từ 17/02 – 09/3/2019: Học tại Trường Đại học Tổng hợp Osietzky, Oldenburg, CHLB Đức; tập trung vào các nội dung: Quản lý dự án, Tài chính và đầu tư.

Giai đoạn 3: Từ 3/2019 – 9/2019: học online

Giai đoạn 4: Từ 8-21/9/2019: Học tại Trường Đại học Tổng hợp Osietzky, Oldenburg, CHLB Đức; tập trung vào nội dung: Quản lý nguồn nhân sự.

3. Hồ sơ ứng viên:

- Đơn dự tuyển
- Thư bày tỏ nguyện vọng
- Thư giới thiệu của Ban giám hiệu Nhà trường
- Chứng chỉ Tiếng Anh

4. Cách thức và thời hạn nộp hồ sơ:

Nộp hồ sơ online thông qua http://c31.uni-oldenburg.de/unilead_2019.html

Hạn đăng ký: **ngày 09/10/2018**, lúc 11h59 theo múi giờ Central European Summer Time.

5. Hỗ trợ từ chương trình:

- Học phí các giai đoạn học: 5.500 Euro
- Chi phí đi lại gồm: Vé máy bay, phương tiện đưa đón tại Đức
- Ăn, ở trong thời gian ở Đức
- Sinh hoạt phí tối thiểu trong thời gian ở Đức (phụ thuộc tài trợ của DAAD)
- Bảo hiểm
- Chương trình không bao gồm lệ phí khóa học: 300 Euro và chi phí ăn ở, đi lại tại Việt Nam.

Thông tin chi tiết xin vui lòng tham khảo tại https://www.daad-vietnam.vn/files/2018/09/UNILEAD_2019_Announcement.pdf

Mọi thắc mắc, câu hỏi liên quan đến chương trình xin vui lòng liên hệ trực tiếp với bộ phận quản lý của Trường Đại học Tổng hợp Oldenburg thông qua địa chỉ unilead@uni-oldenburg.de

Hiệu trưởng yêu cầu Trường các đơn vị triển khai nội dung Thông báo này đến cán bộ, giảng viên trong toàn trường có đủ điều kiện đăng ký Chương trình, lập danh sách và gửi hồ sơ cán bộ, giảng viên đủ điều kiện gửi về phòng Hợp tác quốc tế trước ngày **06/10/2018** để tập hợp báo cáo Hiệu trưởng ./.

Nơi nhận:

- PHT phụ trách, các PHT;
- Các đơn vị trong trường (để thực hiện)
- Lưu: VT, HTQT



Hoàng Thị Mai

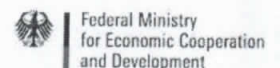
UNILEAD 2019

DIES University Leadership and Management Training Programme



Call for Applications 2019

With financial support from the



UNILEAD 2019

The German Academic Exchange Service (DAAD) and the Department of Continuing Education and Education Management (we.b) at the Carl von Ossietzky University of Oldenburg in Germany are jointly organising the DIES University Leadership and Management Training Programme UNILEAD in Oldenburg, enabling young managers at higher education institutions in developing countries to tackle successfully every-day challenges. In order to do so, the programme brings together the topics Project Management, Finance and Investment and Human Resource Management with individual and practice-oriented change projects of each participant.

Developed in 2008, UNILEAD is part of the DIES programme (Dialogue on Innovative Higher Education Strategies), which has been jointly coordinated by the DAAD and HRK (German Rectors' Conference) since 2001.

Further information on the DAAD DIES Programme and the DIES Training Courses can be found at www.daad.de/dies/en.

Programme Contents and Methodology

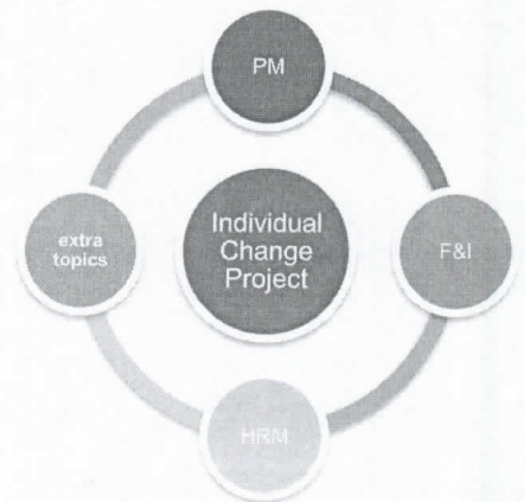
UNILEAD focuses on three key areas:

1. **Project Management (PM)**. This includes courses on Strategic Management in Projects, Methodology of Project Management and Risk Management.
2. **Finance and Investment (F&I)**. This includes general financing strategies, operating with financial plans, control of solvency as well as the knowledge and use of investment tools and concepts.
3. **Human Resource Management (HRM)**. This includes courses on Instruments of Human Resource Development, Leadership, Conflict Management and Communication.

In order to complement these three modules, additional topics, such as Team Competences, Quality Management, and Leadership, are touched upon.

At the heart of the entire programme is an individual and practice-oriented change project that participants are required to propose already in their application. The project should be explicitly linked to the strategic objectives of their universities. The course content will always reflect on and relate to these change projects.

The methodology will be strictly project oriented and is based on case studies or questions derived from the particular job situation of the participants. Thus, it is expected to bring in personal experience and to share this knowledge with the group of around 25 participants from different regions of the world. High personal motivation, the willingness to get actively involved during the online and contact phases and excellent English language skills are essential for the successful completion of this course.



Learning Approach / Schedule

Using a blended learning approach, UNILEAD is structured in two on-site contact phases at the University of Oldenburg, Germany, and two trainer guided online phases.

Online Phase 1 (01/2019 – 02/2019)

- Prior to the first contact phase, an online phase of around 8 weeks is scheduled in which the participants are asked to read the **study material** and to work on short papers, including the individual work of **drafting the individual change project**. These papers are meant to describe the individual work experience at their home institution and to identify problems as well as obstacles referring to the topics of the course.

Presence Phase 1 (17th February - 9th March 2019)

- The initial contact phase will take place at the University of Oldenburg in Germany. During these three weeks, content will focus on **Project Management** and **Finance and Investment**. Furthermore, the personal action plans will be adjusted and fine-tuned.

Online Phase 2 & Implementation (03/2019 – 09/2019)

- Between March 2019 and September 2019, participants **apply the skills acquired at UNILEAD** within their individual projects at their home universities. In this, they are being accompanied and monitored by UNILEAD distance-coaches.

Presence Phase 2 (8th – 21st September 2019)

- Finally, during a two-week contact phase of the last module in Oldenburg, there will be the opportunity to reflect on the implementation of the individual projects and to discuss next steps. Content of inputs will focus on **Human Resource Management**.

As the modules of the programme are interconnected, **participants are expected to take part in all three modules. A written statement which confirms the commitment to attend all parts of the programme is an entry requirement for being admitted.**

Partners' Profile

The **Carl von Ossietzky University of Oldenburg** is the academic coordinator of this training course and works closely together with the DAAD. The University of Oldenburg has been offering an innovative MBA programme in Education and Science Management for professionals of (Higher) Education Institutions for several years. Thus, it has a wide network of experts who act as lecturers in this MBA programme and provides in-depth experience in the field of Continuing Education and Education Management as well as training of professionals at an academic level. National and international lecturers will bring in expertise in Higher Education Management and will help reflecting the specific questions from an international and intercultural perspective.

Participants' Profile

UNILEAD is targeting higher education managers from developing countries. The two key criteria are:

- Applicants have been holding a university management position with **managerial and personnel responsibilities no longer than 2-4 years** in one of the following fields:
 - Managers of central university departments (Planning, Quality Management, Human Resources, Continuing Education, etc.).
 - Task force managers for university reform projects.
 - Managers of staff development units or programmes.
- Active and **excellent English language skills** (speaking and writing) are indispensable. Phone interviews will be organised with short listed candidates to guarantee the requested proficiency.

Further criteria are:

- Applicants are young university leaders aged between 30 and 40 years.
- Applicants hold at least a Master's degree.
- The provision of international experience will be an asset.

Participants from higher education institutions of **the following countries** are eligible to apply:

- **South East Asia:** Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, and Vietnam.
- **Sub-Saharan Africa:** Botswana, Burundi, Cameroon, Ethiopia, Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Mauritius, Nigeria, Rwanda, Sierra Leone, South Africa, Sudan, Swaziland, Tanzania, Uganda, Zambia, and Zimbabwe.
- **Latin America:** Argentina, Belize, Bolivia, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, and Peru.
- **Middle East and Northern Africa:** Algeria, Egypt, Iran, Jordan, Lebanon, Morocco, Palestinian Territories, and Tunisia.

Application Requirements and Process

Applications can be submitted via the online application form on the UNILEAD-website at

http://c31.uni-oldenburg.de/unilead_2019.html

Strict closing date of the application is October, 9th, 2018, 11:59 Central European Summer Time.

Following information and documents are requirements for an application:

1. **Application Form** including a clear practice-oriented **Project Proposal** – using the online-form provided on the website.
2. **Letter of Motivation** including **date and signature** – uploaded to online-application form as pdf-file.
3. **Letter of Recommendation** from **university top management** (President/Rector or Vice-Chancellor/Vice-Rector of the university) including **date and signature** where the managerial qualifications and leadership competencies and the future potential of the candidate are briefly described – uploaded to online-application form as pdf-file.

4. Proof of excellent English proficiency (e.g. TOEFL, Cambridge Certificate) will be an asset (pdf-file).

The Selection Committee composed of high profile Higher Education Management experts and staff of DAAD meets at the beginning of November 2018.

The selected candidates will be informed about the results of the selection meeting by beginning of December 2018.

Funding

During the contact phases the participants will be guests of the University of Oldenburg.

Following expenses will be covered:

- Course costs UNILEAD approx. 5.500 €.
- Travel costs: Flights to and from Germany and ground travel to and from Oldenburg according to maximum reimbursement rates depending on the country of origin. We kindly ask the participants to make their own travel arrangements – they will then be reimbursed in cash upon arrival in Oldenburg.
- Accommodation and joint meals at the two contact phases in Germany.
- Partial allowance for subsistence costs during the contact phases in Germany (according to DAAD regulations).
- Emergency health insurance during the contact phases.

Expected co-funding: Participants' home institutions are expected to contribute to the course costs by paying a one-time fee of 300,00 €.

In addition, local transportation in the participants' home countries, visa costs and possible additional per diems for the stay in Germany as well as possible balance to be paid for flight costs have to be covered by the participants and/or their home institution.

Further details on terms and conditions will be given to the admitted applicants together with the invitation letter.

Contact details of Programme Management

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