

DETAILED PROCEDURE



Training workshops for professional development of senior academic and administrative staff

Facilitating individual learning for internationalization for HEIs and individuals working at HEIs

Target audience: Higher Education Institutions (or groups of HEIs) interested in staff development

As institutions, groups of institutions and/or governments place increased emphasis on internationalization, the need for greater expertise in this process is required. IAU will organize opportunities for professional development for groups of up to **30 individuals** in a given institution, country or geographic region **for a 2-3 days peer-to-peer learning workshop**. Focusing on a specific institution, country or region allows for an enhanced sharing of experiences while also building a common approach.

IAU will design and coordinate the workshop and provide **experts** who will moderate and facilitate exchanges among participants and offer their own perspectives and experiences.

Workshops may address internationalization in general or focus on **specific topics** related to internationalization and may bring together a broad spectrum of institutional representatives or **specific**

target groups (e.g. “international student recruitment” for administrative staff, “promoting exchange programs in the classroom for academic staff and administrative staff”, etc.)

Proposals for ISAS Workshops **can be initiated by any interested HEI** which wishes to host a workshop either for its own teaching and administrative staff or for a larger group of participants from neighboring institutions that are willing to share the costs. Alternatively, Workshops **may be proposed by national rectors’ conferences**, national university associations or other networks. **Government departments, state or parastatal agencies may also invite IAU to coordinate a Workshop** for higher education institutions in their countries.

The Workshop content, agenda, the ideal profile and number of participants are developed by IAU in collaboration with the lead institution or organization.

The Workshop duration is typically 2.5 working days. IAU will charge to the host institution an all-inclusive fee for the Workshop, covering program preparation, planning and delivery, all background materials, participation of up to 3 international experts, their travel, accommodation and meals. The host institution will be responsible for the following: Workshop venue, meals during the Workshop, technical infrastructure, local coordination of registration on site, assistance with information about accommodations as required, etc.

To recover these costs, the host institution may charge fees to Workshop participants, this fee must be agreed upon by IAU.

Fees will be negotiated with the host institution on a case-by-case basis.