

# TEMPUS IRIS PROJECT

30 November 2014

Volume 11

## AT THE BEGINNING OF THE 3<sup>RD</sup> YEAR OF IRIS . . .

A review of the IRIS project throughout the first two years leads us to the understanding that unexpected events can and will occur in any initiative. However, creativity should be applied to identify solutions and “out of the box” alternatives can turn a problem into an opportunity.

Last, but not least, **open and honest communication** is a key success factor!



## INTRODUCTION

Dear Tempus IRIS partners,

With the beginning of the new academic year, 2014-2015, the Tempus IRIS project arrives to its third, and last, year. This year will be characterized as a period of starting to implement internationalization in the Colleges. Based on all the knowledge acquired through participation in a variety of workshops, including: defining strategic plans, development of the curriculum and establishment of IROs, we are now getting into the stage of performing pilot activities of internationalization in the Colleges. On a parallel path, we are working on major dissemination activities, including the National Conference on Academic Internationalization that will take place on March 11, 2015 and the International Conference on Internationalization that will take place on June 2015. Preliminary details can be found in this volume. Please save the dates. Those activities will be followed by exploitation and sustainability tasks to ensure that the project's results will continue to be beneficial.

This volume also includes a summary report of the 4<sup>th</sup> IRO workshop that took place in Klagenfurt, Austria, as part of the international meeting in PHK/UCTE.

Wishing you a pleasant and interesting reading.

Dr. Vered Holzmann, [veredhz@braude.ac.il](mailto:veredhz@braude.ac.il)

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*“Talent wins games, but teamwork  
and intelligence wins  
championships”.*

**Michael Jordan**

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## Summary: 4<sup>th</sup> Managing Internationalization: IRO Training Workshop, International Meeting

Pädagogische Hochschule Kärnten / Viktor Frankl Hochschule,  
University College of Teacher Education, Klagenfurt, Austria.

The 4<sup>th</sup> IRO (International Relations Office) Training workshop took place at Pädagogische Hochschule Kärnten / Viktor Frankl Hochschule, University College of Teacher Education, Klagenfurt, Austria, as part of an international meeting, on November 3-7, 2014.

Ms. Mag. Dr. Pia-Maria Rabensteiner, Bed, Head of the Office for International Affairs at the UCTE opened the event, and Ms. Mag. Dr. Marlies Krainz-Dürr, Rector of the UCTE,



welcomed the participants of the international meeting.

The opening session included an interesting speech on sustainability of studying abroad, by Dr. Craig Kissock Director of StudyAbroad, from EducatorsAbroad USA; a presentation of the Tempus IRIS project by

Dr. Vered Holzmann, and a noteworthy speech on internationalization at the UCTE by Dr. Pia-Maria Rabensteiner, Head of the Office for International Affairs at the UCTE.

Students from UCTE welcomed us with exciting performance.



The meeting included a variety of activities, including a lesson in foreign language, a lecture on culture, history and geography of Carinthia, and parallel tracks on internationalization. In the following day we had the opportunity to visit different schools at Carinthia, Austria, and after a guided tour in the city of Klagenfurt, we were honored to participate the book-launch “Internationalization in Teacher Education”.



The third day was dedicated to lectures for local students and staff and international staff and to workshops for international partners. Many of the IRIS partners had the opportunity to present their home institution and the international activities it offers.

We had a special workshop for the IRIS partners, managed by Dr. Fiona Hunter. We reviewed the internationalization activities performed at each College so far and the plan to expand those activities in the next

academic year. A list of things to consider when starting a partnership with another institution was presented and explained (the list is available at the IRIS website: *Assets-WP4-Managing Internationalization* [http://www.braude.ac.il/tempus/iris\\_assets/wp4/](http://www.braude.ac.il/tempus/iris_assets/wp4/)). The communication aspects of internationalization, expressed by the College website, was discussed with the aim to explore alternatives for development and design of professional and effective websites.

Dr. Roman Podraza presented WP5.2 form (Pilot Activity) and discussed the institutional mentoring visits, planned to be performed at the first half of 2015. Those meetings, which will be organized and coordinated by Dr. Marek Polak and Dr. Vered Holzmann, will be based on a one-day visit in each College. During the meeting,

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the mentoring team will meet the IRIS team, the foreign relations (IRO) team, the research authority team, and the President of the College. We discussed the additional visits to Europe by the partner colleges to develop international collaboration. Each one of the colleges will select 2-3 countries, and contact the European partners involved in WP4 and WP5 (PHK/UCTE, WUT, UCSC) for recommendations of institutions to visit and assistance by writing a letter of introduction, to ease the initial contact. However, the Colleges are encouraged to start developing their own template for an introductory email, a letter of introduction presenting briefly their institution, the nature of the collaboration they are looking for and their particular strengths in a lively and engaging manner; look at the partner's website, and mention the programs they have that there could be cooperation in; prepare marketing materials on a portable disk; and have members of faculty pass through the offices to pick up marketing materials before a conference or any other travel to a partner country.

The last Managing Internationalization, IRO Training Workshop, will be held in Emek Yeezrael College (YVC) on February 2-3, 2015. This is planned to be a practical, hands-on workshop, where we could focus on IRO roles and activities like student and faculty exchange, marketing, administration of the office, etc.

On Wednesday the participants had an exceptional opportunity to enjoy an excursion within three countries: Austria, Italy, and Slovenia. The overall workshop was performed as part of an international meeting, which is an annually event, thus giving the partners a chance to meet colleagues from other institutions in Europe and develop partnership. Several entertaining social activities took place during this week to enable the participants to introduce themselves and to initiate cooperation.



On behalf of all the participants, I'd like to **thank Mag. Dr. Pia-Maria Rabensteiner, Bed., Head of the Office for International Affairs and Ms. Andriana Mylchuk, MA., Erasmus+ Coordinator (Incomings) from Pädagogische Hochschule Kärnten / Viktor Frankl Hochschule, University College of Teacher Education** for organizaing a succesful event and for hosting the Tempus IRIS in the international meeting.

## IRIS Conferences

Two significant events will be held to raise awareness for the project and promote greater understanding of and interest in its goals and programs: a national and an international conferences.

**The National Conference on Academic Internationalization** will be held on **March 11, 2015** at the Green House in Tel Aviv University. This event will expose the academic community in Israel to internationalization strategies and best practices and it will offer the participants an opportunity to discuss policies, approaches and practical implementation tools to develop international collaborations.

Israeli Higher Education leaders will take part in this remarkable event to present their understanding and insights with regards to the Israeli Higher Education system in the Global Era and to internationalization challenges of Israel Higher Education in the light of the political-economic situation. In addition, we will have round tables discussions on an array of subjects, including: management of internationalization and internationalization in management, internationalization strategies and work plans, initiation and management of international research, students exchange programs and initiatives, and Israel partnership in the Erasmus Plus and Bologna process.

The detailed program will be available soon.

**The IRIS International Conference on Internationalization** will be held on **June 7-9, 2015** in Brussels. This event will be open to guests from all over the world, including Europe and Israel, and it will take place as part of the EFMD (European Foundation for Management Development) annual conference.

Administratively, we have made a group reservation at hotel IBIS Ste Catherine Brussels (<http://www.ibis.com/gb/hotel-1454-ibis-brussels-centre-st-catherine/index.shtml>) from 07/06/2015 till 11/06/2015. The booking form will be sent to the participants separately.

The completed form per participant needs to be sent back to the hotel before **07/04/15** by email to [H1454-RE2@accor.com](mailto:H1454-RE2@accor.com) or by fax +32 2 541 89 59 (no reservations by post). Please note that reservations without a credit card are not considered valid.

We would also like to ask you to inform us about the reservations made by sending a copy of the reservation form to:

1. Pavlina Blazkova, Project Coordinator at EMD, [pavlina.blazkova@efmd.org](mailto:pavlina.blazkova@efmd.org) or fax +32 2 629 08 11
2. Vered Holzmann, Tempus IRIS Project Manager, [veredhz@braude.ac.il](mailto:veredhz@braude.ac.il)

## IRIS Remaining Budget

Following the latest half year report and the request to submit a budget plan for the remaining budget, the information from the IRIS partners was collected for review and analysis. Specific comments on the reports will be sent to each one of you soon.

The overall Tempus IRIS budget is now revised to enable the most effective utilization of the funds. Any partner that did not use all the allocated funds under a specific budget heading and does not present an updated plan for the remaining budget, will have to align with the overall project needs. Therefore, **some modifications in the budget allocation of those partners who didn't submit an updated budget plan might occur in the near future.**

The IRIS budget is aimed to support the achievement of the project goals and objectives. Thus, the modifications will be made to enable the execution of activities that are in line with the project vision. The project manager will review the submitted budget plans and contact each partner to agree upon an updated plan.

## Required Documentation on Staff costs and Equipment/Service costs

The project coordinator received a letter (available at the IRIS website) from the Head of Unit (EACEA Tempus Project Management) in Brussels, about the financial management of Tempus IV projects (Staff costs and Equipment/Service costs). This letter instructs the Tempus partners to submit a set of documents as explained hereinafter.

In addition, an independent auditor, who will conduct the external audit of the Tempus IRIS project, in order to prepare the certificate on financial statements, reviews the financial reports submitted by the partners.

As a result of the above, the beneficiary and all co-beneficiaries, i.e. the coordinator and all the project partners, are asked to provide evidence of the following:

- \* Existence of a formal employment relationship between the staff member and its employer (i.e. beneficiary institution): a copy of employment contract, a certificate of employment, a declaration by the employing institution or any other document which proves the link.
- \* The declared staff costs are "identifiable and verifiable, in particular being recorded in the accounting reports of the beneficiary": extract of the accounting reports/records of the (partner) institution, copy of bank transfer or cash disbursement records, etc.
- \* The remuneration level corresponds to the usual policy of the employer (partner institution): copy of the salary slips or ad hoc decision of the relevant institution's authorities relating to staff costs in Tempus projects.

In specific the following documents are required to fulfill these demands:

1. Employment contracts for the staff
2. The actual payroll information for the period in question (base salary, benefits of all kinds, pension contributions, employers' payroll taxes, social security contributions, etc.)
3. Salary slips
4. Bank statements in which it is possible to see salary payments
5. The numbers of working days and hours used to calculate the daily/hourly rates
6. The detailed calculation of the hourly rate that connect the amounts of the actual payroll information
7. Delivery notes for fixed assets
8. for air travel costs - flight tickets and boarding passes
9. Internal rules for reimbursement of travel expenses
10. Rules applied for depreciation
11. Invoices of any expense relating to the Action

The submitted half year reports didn't include **items 1-7 and 9**. Thus, you are requested to send a copy of those documents to the project manager ASAP. The deadline for submission is: **December 31, 2014**.

**Following ALL the instructions and submission of ALL the required information on time are pre-requisites for receiving the remaining 30% of the budget.**



## Next Event: **Presidents Meeting**

January 6, 2015, Shenkar College of Engineering, Design and Art

The Tempus IRIS Presidents Meeting will take place in Shenkar College of Engineering, Design and Art, Suzan Gal Room, on January 6, 2015.

### **Agenda:**

- Review and update of the Tempus IRIS project progress, content and administrative aspects, including a summary of the 3<sup>rd</sup> consortium meeting in Warsaw.
- Discussion on the submitted document, by EAIE, on outlines for internationalization on national level, and its presentation to CHE.
- Presentation of the work plan for the final year of the project, including the completion of WP4, the plan for WP5, the National Conference on Academic Internationalization (March 11, 2015), the IRIS International Conference on Internationalization (7-9 June, 2015), and the 4<sup>th</sup> consortium meeting.
- Discussion on actions for exploitation and sustainability of the IRIS results and outcomes.

## **SHARE WITH US . . .**

There are several **Conferences On Internationalization** planned for 2015 and are in countries that the group can attend:

### **Leadership Forum in Higher Education 2015 - Studybility**

Warsaw, Poland; January 22 - 23, 2015

<http://leadershipforum.studybility.com/>

### **Going Global**

London, UK; June 1-2, 2015

<http://www.britishcouncil.org/going-global>

### **The 27th Annual EAIE Conference**

Glasgow, UK; September 15-18, 2015

<http://www.eaie.org/home/conference/glasgow.html>

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The new website of the **National Erasmus+ Office Israel** is now on air:

<http://www.erasmusplus.org.il/>  
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Please keep sharing with us,

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