

## **International Programme:**

### ***Management of Higher Education Institutions***

#### **Introduction**

Higher education is crucial to a country's success in every field of individual and national endeavour. An educated and informed leadership and citizenry are keys to sustainable national and regional socio-economic development. Since its establishment in 1987, Galilee College (now "Galilee International Management Institute") has offered management training and capacity building seminars to senior officials and decision makers from around the globe: Africa, Asia, Europe, Latin and North America, the Middle East and the Pacific. Our educational mission is based on a belief that human efficiency is the crucial factor in nations' reaching their full socio-economic potential. The college provides an international venue where participants learn not only from top Israeli academic and professional experts but also from each other.

The **Galilee International Management Institute** (formerly Galilee College) "Management of Higher Education Institutions" programme was initiated in recognition of the need for a programme specifically tailored to meet the challenges facing the leadership of today's Higher Education institutions. This advanced training seminar emphasises structural and administrative reform and renewal as the key to a university's achieving long-term success. We view adaptability and a capacity for innovation and self-renewal as personal and professional attributes required of 21st-century university leaders.

Since January 1999, this programme has been held twice a year, with Harvard Extension School and UNESCO Israel as collaborating partners. Graduates of Galilee International Management Institute MHEI Seminar have returned to their countries and home institutions with applicable advanced managerial techniques and specialised knowledge. They have made professional connections with colleagues near and far.

They have been encouraged to develop their strategic-thinking, problem-solving and decision-making skills and powers of adaptation, innovation and professional self-renewal.

#### **Programme Description**

The ten-day in-depth training programme takes a strategic approach towards developing and managing the resources and capabilities of the university. Organizational, political, financial, social and ethical factors affecting the university's long-term success will be considered. The development of Human Resource strategies, gender roles in the public sector and global trends in Distance Learning are key issues to be addressed.

Participants will benefit from lectures by internationally known Israeli academic experts and university leaders, case-study analyses, group discussions and workshops. On study tours, they will visit Israeli higher education institutions and meet with senior personnel. In addition, participants will enjoy personal and professional interactions with colleagues from around the globe.

### **Programme Participants**

The programme is designed for senior leaders and administrators in Higher Education: University Vice Chancellors and Executive Directors, Financial Managers, Human Resource Managers and Registrars. Workshops are geared towards Higher Education leaders whose responsibilities include management and development of University resources and capabilities, while providing the tools necessary to renew and reform their universities in the light of changing socio-economic realities.

### **Objectives**

The programme aims to equip participants with both advanced managerial techniques and specialised knowledge; to increase their capacity for innovative planning and implementation of policy in response to changing socio-economic realities; and to improve their strategic-thinking, problem-solving and decision-making skills

### **Course Methodology**

Internationally known Israeli academic experts and university leaders will address participants. Lectures will be supplemented by case study analyses, group discussions and workshops. In addition, participants will visit Israeli higher education institutions and meet with senior personnel.

### **Expected Outcomes**

We expect that when graduates return to their home universities, they will be able to put into practice the managerial skills, professional knowledge and innovative capabilities that they have acquired at Galilee International Management Institute.

What is more, we expect graduates to have deepened their appreciation of the interconnectedness of their administrative specialties within the overall structure of university leadership. We also expect them to have deepened their appreciation of higher education institutions' crucial contribution to overall national and regional socioeconomic strength.

### **Certificate**

Participants, who complete the seminar, will be granted a Certificate from Galilee International Management Institute Israel.

### **Curriculum**

- ❖ Distance Learning: Recent Trends and Future Prospects
- ❖ Fund Raising
- ❖ Competitive Strategies & Marketing in the Higher Education Institutes
- ❖ The Importance of Science in National Development
- ❖ University Involvement in the Community
- ❖ Leadership
- ❖ Knowledge Management
- ❖ Communication Skills
- ❖ Resource Development Plan
- ❖ Introduction to Resource Development
- ❖ The Israeli Model for Budgeting Higher Education Institutes
- ❖ Initiating Change at University Contexts - A Human Resources Perspective
- ❖ The Impact of Technology on the Future of the University
- ❖ Developing a University
- ❖ Higher Education in the 21st Century: International Perspectives
- ❖ Marketing Universities Abroad
- ❖ Human Resources Management in Higher Education Institutions
- ❖ "PERACH" Tutorial Project

### **Study Tours**

- ❖ Open University
- ❖ Haifa University
- ❖ Hebrew University - Jerusalem
- ❖ Ben Gurion University – Ber Sheva

**Please Note:** The above curriculum outline is intended as a guide only. The sequence of course offerings is subject to change at the discretion of the administration.

### **Contact**

Senior Programme Director  
E-mail: [cbaum@galilcol.ac.il](mailto:cbaum@galilcol.ac.il)  
Phone: 972 4 642 8888 / 8840 - Direct  
Fax: 972 4 651 4811

# Registration Form

## Management of Higher Education Institutions Seminar

Dates: \_\_\_\_\_

### General Information

Title \_\_\_\_\_ Name \_\_\_\_\_ Middle-Name \_\_\_\_\_ Surname \_\_\_\_\_

Job Title: \_\_\_\_\_

Company / Organisation: \_\_\_\_\_

Main Job Responsibilities: \_\_\_\_\_

Mailing Address (Business): \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone (Institution): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax (Institution): \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail (s): \_\_\_\_\_ Skype: \_\_\_\_\_

### Skills and Education

Last Degree Attained: \_\_\_\_\_

Institution: \_\_\_\_\_

Fluent in English  Yes  No

Computer Literate  Yes  No

### How did you learn About the Programme?

● Direct contact from Galilee Institute:  Phone call  Post  E-mail  Fax

● Through:  GIMI Graduate  Employer  Other Name: \_\_\_\_\_

### Financial Support

Galilee Institute offers a limited number of scholarships covering tuition fee only, for qualified candidates. Would you like to apply for a tuition scholarship?  Yes  No

Person or organisation responsible for payment of local expenses fees:

\_\_\_\_\_  
(Please complete and stamp enclosed Sponsorship Guarantee of Payment form)

# Sponsors' Guarantee of Payment

## Candidate Information

Title \_\_\_\_\_ Name \_\_\_\_\_ Middle-Name \_\_\_\_\_ Surname \_\_\_\_\_

Job Title: \_\_\_\_\_

Company / Organisation: \_\_\_\_\_

## Sponsor Information

Name of sponsoring officer *(Name of the person responsible for the payment)*:

Title \_\_\_\_\_ Name \_\_\_\_\_ Middle-Name \_\_\_\_\_ Surname \_\_\_\_\_

Job Title: \_\_\_\_\_

Company / Organisation: \_\_\_\_\_

Mailing Address (Business): \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Local Expenses Fee:

21,500 NIS *Single Occupancy: One person in one room* Early Bird Discount:  715 NIS\*

❖ *(\*Special discount to any applicant, who completes the registration process, is admitted and submits the local expenses at least two months prior to the programme)*

❖ *Please check in which currency the local expense fee will be transferred*

€ EUR

\$ USD

£ GBP

CURRENCY CONVERTER LINK: <http://www.oanda.com/currency/converter/>

Exact fee will be calculated in the currency of your choice according to the exchange rate on the day the invoice is issued by the registrar. The invoice for the local expenses fee will be sent to the above stated person according to the requested accommodation arrangement. Please note that the admissions committee will not take action until this form is fully completed and submitted.

\_\_\_\_\_

Date

\_\_\_\_\_

Stamp of Organisation

\_\_\_\_\_

Signature of Sponsoring Officer

# Visa Application Form

## Candidate Information

Title	Name	Middle-Name	Surname
Father's Name: _____	Mother's Name: _____		
Previous Surname: _____	Religion: _____		
Country of Birth: _____	Nationality: _____		

Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

Family Status:  Single  Married  Divorced  Widowed

Do you have any medical condition that may require special facilities: Yes / No

Health Insurance provided by the Galilee Institute DOES NOT cover any pre-existing condition, health problems which began prior to arrival in Israel including any side effects of HIV/AIDS and HIV/AIDS medication, pregnancy treatment and birth.

## Previous Visa Information

Visited Israel Before: YES / NO      Dates: \_\_\_\_\_

Purpose of previous visit: \_\_\_\_\_

Country Visited: \_\_\_\_\_      Date of Visa Issue: \_\_\_\_\_

Country Visited: \_\_\_\_\_      Date of Visa Issue: \_\_\_\_\_

Country Visited: \_\_\_\_\_      Date of Visa Issue: \_\_\_\_\_

## Passport Details

Number: \_\_\_\_\_ Issued at: \_\_\_\_\_ (City, Country)

Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

*As per requirements of the Israeli Ministry of Interior, in order to process the entry visa, the passport **MUST** be valid for a minimum of **7 months** after the intended date of the participant's entry to Israel.*

## Registration Checklist

*In order to complete your registration and present it to the admissions committee for evaluation please submit the following documents:*

1. Registration form: Completely filled in
2. Sponsors' guarantee of Payment form, signed and stamped by the sponsor
3. Visa application form, completely filled in
4. Passport photocopies: Pertinent information, Visa stamps, Extension date (if any)
5. Detailed Curriculum Vitae

*All forms and documents should be sent to: the Senior Programme Director, Mrs. Carina Baum by e-mail as an attachment to: [cbaum@galilcol.ac.il](mailto:cbaum@galilcol.ac.il) or by fax: (+972) 4 6514811*