



Erasmus+ - Key Action 2

Capacity Building within the Field of Higher Education

TIGRIS Project

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***Questionnaire on Kurdish IROs & existing needs in
preparation of trainings in WP3.4***

Work package	Title
WP3	<i>Development</i>
Activity	Title
WP3.4	<i>Development of management practices at IROs</i>

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DOCUMENT CODE:	VERSION : 1.0	SUBMISSION DATE	PAGE 2 of 6	



Table of Contents

Introduction.....	4
1. How many staff members currently work in your IRO? Give a number* .	4
2. How many full-time equivalents* (FTE) does the IRO comprise? Give a FTE rating for every staff member working in the IRO.	4
3. Please give the names of staff members as well as a short description of their duties/responsibilities .	4
4. Please indicate the level of English language proficiency of individual staff members working in the IRO (A1, A2, B1, B2, C1, C2*).....	4
5. Please submit an organisation chart*, which shows the structure of you IRO as well as its relation to and interactions with other central units, e.g. the presidency, unit for curriculum development, research, marketing, etc.....	4
6. Please indicate, where you have installed the equipment purchased in the framework of the TIGRIS Project. Please give detailed information on the location, e.g. address and office.....	5
7. Please describe the current scope of activity and mode of operation of your International Relations Office. What is your core business and how do you implement it? How many FTEs are occupied with each task?.....	5
8. Please support us in our need analysis for the upcoming trainings in WP3.4: What are the IRO-related topics the next training should address? What concrete questions do you have in regard to the operations of an IRO?*	5

ORGANIZATION NAME:		AUTHOR:		
APPROVED:				
DESCRIPTION:				
DOCUMENT CODE:	VERSION : 1.0	SUBMISSION DATE	PAGE 3 of 6	



Introduction

This questionnaire is designed to establish information on the International Relations Offices (IRO) set up by Kurdish partner HEIs in the course of the TIGRIS Project as well as to identify existing needs of Kurdish partners that should be addressed in the upcoming trainings for Kurdish IRO staff in WP3.4.

In addition, the data collected will also serve the European HEI partners to prepare for the peer review visits in WP4.3, scheduled for implementation in 06/2020.

You are kindly requested to fill in this short questionnaire until **11.12.2019**. If any questions should arise during the completion of this questionnaire, please do not hesitate to contact

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1. How many staff members currently work in your IRO? Give a number*.

(*e.g. 5)

2. How many full-time equivalents* (FTE) does the IRO comprise? Give a FTE rating for every staff member working in the IRO.

(*Full-time equivalent: e.g. one person working full-time is 1 FTE; a person working half-time is 0.5 FTE. So, if a staff member is working 40 hours a week and is working 20 hours at the IRO while spending the rest of his working hours e.g. on teaching at a faculty, his FTE for the IRO is 0,5.)

3. Please give the names of staff members as well as a short description of their duties/responsibilities.

4. Please indicate the level of English language proficiency* of individual staff members working in the IRO.

(*For this, please use the rating of the Common European Framework of Reference for Languages: A1, A2, B1, B2, C1, C2; if proficiency levels are not clear, use estimates)

5. Please submit an organisation chart*, which shows the structure of your IRO as well as its relation to and interactions with other central units, e.g. the presidency, unit for curriculum development, research, marketing, etc.

(*Such an organisation chart can be drafted e.g. with MS Word or PowerPoint. Please submit the chart as a separate document to UGOE.)

ORGANIZATION NAME:	AUTHOR:		
APPROVED:			
DESCRIPTION:			
DOCUMENT CODE:	VERSION : 1.0	SUBMISSION DATE	PAGE 4 of 6



6. Please indicate, where you have installed the equipment purchased in the framework of the TIGRIS Project. Please give detailed information on the location, e.g. address and office.

7. Please describe the current **scope of activity** and **mode of operation** of your International Relations Office. What is your core business and how do you implement it? How many FTEs are occupied with each task?

8. Please support us in our need analysis for the upcoming trainings in WP3.4: What are the IRO-related topics the next training should address? What concrete questions do you have in regard to the operations of an IRO?*

(*When providing input, please follow the example of the University of Raparin given below by providing not only a topic but also concretised questions/information on the existing issue.)

Example question by the University of Raparin

Topic: recognition of studies, in-coming and out-going mobility registrations

Explanation: The reason why we think this topic is crucial is that, every time we send students on short term or long term mobilities for a European university, we face difficulty converting their marks and recognising their study. For example, we need training on how to deal with student mobility opportunities, in particular in terms of registry, selection of modules, the number of credits to be taken abroad, but above all, the recognition of the study.

ORGANIZATION NAME:	AUTHOR:		
APPROVED:			
DESCRIPTION:			
DOCUMENT CODE:	VERSION : 1.0	SUBMISSION DATE	PAGE 5 of 6

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Transfer of Good Practices
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ORGANIZATION NAME:	AUTHOR:		
APPROVED:			
DESCRIPTION:			
DOCUMENT CODE:	VERSION : 1.0	SUBMISSION DATE	PAGE 6 of 6