

PRESS RELEASE

26 September 2005

European Association for International Education

First issue of new Professional Development Series published at Kraków conference Managing an international office

The first book in the EAIE's brand-new *Professional Development Series for International Educators* was published at the 17th Annual EAIE Conference in Kraków, Poland (held from 14 to 17 September 2005).

This first volume with the title 'Managing an international office' acts as a form of introduction to the series, touching as it does on a range of aspects involved in running an office for international relations at a higher education institution. It provides the reader with practical guidelines and basic information on how to handle this complex task.

The book is divided into 10 sections:

Section 1 examines the definition of an international office and the various ways in which higher education institutions handle their international relations, while section 2 looks at the particular issues involved in leading an international office.

Section 3 covers internal management, including personnel, financial and information management, and section 4 then examines project management.

Section 5 deals with the various tasks and responsibilities that an international office may need to handle – the largest section in the book.

Section 6 addresses the very important topic of communication, while section 7 focuses on the bigger picture of the internationalisation of higher education in general, including the Bologna process.

Section 8 lists useful organisations and contacts in the field of international education, and section 9 gives three real-life examples of international offices, in the form of case studies.

The book closes with section 10: 'where to go next' for more detailed information on the various topics that have been covered.

Editor

The editor for this first volume in the series was Jeroen Torenbeek. He has been involved in international relations since 1986, the last 15 years as Director of Utrecht University's International Relations Office and now as Director of the University's International Summer School. He is President of the Utrecht Network, and has been a member of the EAIE from the very beginning. He was the EAIE President for 2003–2004.

Series Editor

This series of publications is edited by Michael Cooper, who has been the Director of International Relations at Karlstad University in Sweden since 1991. He was elected President of the Compostela Group in 1999 and has been a member of the Executive Committee of the European Access Network since 1998. Michael became the Editor of *EAIE Forum* magazine in 2002, and is the current Chair of the EAIE Editorial Committee.

EAIE Professional Development Series for International Educators

The *EAIE Professional Development Series for International Educators* consists of a set of easy-to-use manuals to be published by the EAIE over the next few years. The series will cover the basic skills every international educator needs and will be of interest to all international educators, regardless of the size of their institution or their position within it. The books will have a standard format and contain handy tips, tables, checklists and case studies, as well as guidance to further in-depth reading.

Orders

Copies of this first volume in the *EAIE Professional Development Series for International Educators*, 'Managing an international office', can be ordered from the EAIE at <http://www.eaie.org/publications/order.asp> and cost EUR 15 per copy (plus postage and packing).

Further information

More information regarding the EAIE and its publications can be obtained from the EAIE website, <http://www.eaie.org>, or contact the EAIE Secretariat, PO Box 11189, 1001 GD Amsterdam, The Netherlands, tel +31-20-525 49 99, fax +31-20-525 49 98, e-mail eaie@eaie.nl.

.....
Not for publication:

For more information please contact Janny van Wijk at the EAIE Secretariat on tel +31-20-525 49 83, fax +31-20-525 49 98, e-mail wijk@eaie.nl