

Subject: Mobility Oversight Practices: Strengthening Strategic Alignment in International Travel
From: Vice-Rector for Administration
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To: All Deans, Faculty Directors, Department Heads
Category: Strategic Communication

Dear Colleagues,

In recent months, our university has seen a **substantial increase** in international travel, particularly in the context of short-term academic collaborations, research dissemination, and grant-funded exchanges.

While this reflects positively on our global engagement, it also raises important considerations regarding **strategic oversight and budgetary alignment**.

Observed Patterns

Recent review sessions within the Academic Mobility Council surfaced the following:

- Several faculties have processed high-cost international trips without director-level visibility.
- Permits associated with external representation (e.g., conference keynotes, MoU signings) were approved solely at the supervisory level.
- There is growing reliance on **faculty-managed project budgets**, often with limited cross-departmental coordination.

These developments highlight the need for more **integrated mobility governance**.

Recommended Practice Going Forward

While the formal policy remains unchanged, I am encouraging all faculties to adopt the following **leadership practices** starting January 2018:

1. **Directors should review** and co-sign all permits exceeding €2,500, regardless of trip duration.
2. Where representation of the university is involved (formal presentations, diplomacy, joint projects), **director input should be documented** even if not formally required.
3. Faculties are encouraged to **log director reviews** in the travel system, even where not enforced by the system. This ensures transparency and accountability.

This initiative does **not override policy**, but reinforces shared responsibility in how we manage our international academic footprint.

Closing Remarks

Strategic travel contributes significantly to our institution's visibility and partnerships. However, as stewards of public and research funds, we must maintain robust oversight practices.

Thank you for supporting this leadership commitment.

Warm regards,

Prof. Dr. Martin Feldner

Vice-Rector for Administration