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TOOLKIT
NATIONAL CASCADE TRAINING
INBOUND MOBILITY MANAGEMENT
NATIONAL UNIVERSITY OF LAOS
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Inbound Mobility



1. Definition of Inbound Mobility

- ❖ The host university receives students from another university domestically or abroad for a specific period of time,
- ❖ Inbound Mobility provides **opportunity for the students to engage in academic at the host university.**



Inbound Mobility



2. Basic requirement for inbound mobility

2.1 Available Courses for International Students.

- ✓ All the available courses for international students are taught in English should be published on the university webpage.
- ✓ Detailed information about the courses (degree program, number of credits, course content, evaluation criteria etc.) should be provided



Inbound Mobility

2.2 Approval from the Ministry concerned.

❖ **Academic / Administrative Staff**

- ✓ After receiving the notification from the partner university to send the academic/administrative staff member.
- ✓ RU will apply for approval from the Ministry of Foreign Affairs, Ministry of Education (or Higher Education) or any other relevant authority when necessary,
- ✓ This could take up to one month or more (this could vary depending on the country and the requirements of the exchange program.)

Inbound Mobility

2.2 Approval from the Ministry concerned.

❖ **Students (Short Term / Long Term Study or Exchange)**

- ✓ The RU accepts international students for a short-term/long-term study or an exchange program according to the agreement.
- ✓ The RU can accept students for up to a period of one semester or one academic year subject to the agreement between universities.
- ✓ The RU shall decide on a particular number of incoming students for the year/semester which depends on each university MoUs.

Inbound Mobility

3. Application Process

1). Compiling
Application
Document

3). Selection Process

2). General selection
Criteria

4). Informing the
selection results

Inbound Mobility

1). Compiling Application Document

1. CV
 2. Application form
 3. Transcripts
 4. Recommendation Letter
 5. Motivation letter
 6. Study plan
 7. Passport bio page
 8. Nomination letter from the university
- It is the responsibility of the applicants to review all programs of study, scholarships, and other information prior to applying for admission to the university.

Inbound Mobility



2). General Selection Criteria.

1. Students will have completed at the minimum satisfactory work according to the university prior to participation in the exchange.
2. Good academic standing, as reflected by previous academic study, (GPA of 3.0).
3. Good knowledge of English communication or
Provide evidence of TOEFL or IELTS
4. Areas of study, academic calendar, and the application deadline.
5. Depending on the study program, language requirements or prerequisites may be imposed in accordance with the regulations of the host university.



Inbound Mobility



3). Selection Process

- All application forms submitted will be received and reviewed by the IRO of RU for accuracy.
- RU will check and back to back communication with Sending University, if any required.
- Once the above checks are completed and if the applicant has met the requirement for admission, the IRO of RU will submit the applications to the relevant faculty to as certain entry qualifications.



Inbound Mobility



4). Informing the selection results

- The selection will take place after submitting the application documents to the relevant faculty.
- The selected candidates may be called in for an interview if required.
- IRO of SU shall inform of the selection/rejection decision about the application.
- The applicant(s) may need to submit the following documents according to the Faculty/University guidelines.
 1. Source of funding for the student(s)
 2. Proof of health condition for the student(s)
 3. Security clearance report of student from his country of residence, if applicable
- Accommodation preferences (in-campus or off-campus)



Inbound Mobility



4. Before the students arrive

- 1) Invitation / admission letter from the host university
- 2) Passport, travel documents and tickets
- 3) Visa (if necessary)
- 4) Medical certificate.
- 5) Proof of accommodation (if applicable)
- 6) Other documents for immigration purposes.
- 7) Address, telephone number and travel instructions for the participant's final destination
- 8) Cash to pay for airport transfer and public transport.



Inbound Mobility



Health Insurance

- The incoming student(s) are advised to purchase a health insurance with the coverage for the entire study period including accidents, medication, hospitalization, civil uprising, terrorism, disasters and evacuation (if applicable).
- The student(s) also have to get a physical and mental health check-up.



Inbound Mobility



Guidelines for the Incoming Students

- Incoming student(s) must analyse the lifestyle of the host country, their society, religion, people etc.
- Incoming student(s) should prepare for the upcoming risks that could occur and must keep records of the important contact information in case of an emergency.
- The students will have to join the pre-departure sessions conducted by the relevant organization (IRO of SU, Embassy or Consulate).



Inbound Mobility

5. After arrival of the students (There are 7 tasks)

Welcoming of New Students

Registration at the Receiving University

Accommodation: Living on or off Campus

Orientation Session

Buddy Program

Participating in Cultural Programs

Language Classes



Inbound Mobility

6. After Completion of the Course

❖ *Feedback and Report*

Students submit interim process and final report and also feedback on learning experience to the IRO of SU.

❖ *Assessment, transcripts, and certificates*

RU is required to evaluate their achievement based on the offered courses.

The transcripts and certificates should be issued by RU

Inbound Staff Mobility



- The IRO of RU is the main source of contact for every visiting staff member(s).
- The IRO provides the rules and regulations of the receiving university and country.
- All information about accommodation, banking and finance system, facility, library, assessment, leisure and etc are also provided.



Before Arrival of the Researcher/Staff

IRO of RU guides and checks.

Field of Interest

Research Proposal
and Letter of Intent

Period of Stay

Government
Approval

Passport
Copy

CV

Visa

Health
Insurance

Before Arrival of the Researcher/Staff



Field of Interest.

- **certain work activities, knowledge and skills to achieve career.**
- **The following documents need to be checked.**
 1. Invitation / admission letter from the host university
 2. Passport, travel document and tickets
 3. Visa (If necessary)
 4. Research proposal and letter of intent
 5. medical insurance certificate (If applicable)
 6. Proof of accommodation (if applicable).
 7. Other documents for immigration purposes



Before Arrival of the Researcher/Staff



Government Approval.

- The researcher or staff needs to provide these documents to the HU/RU at least 2 months before arrival:
 - a. Formal acceptance / invitation letter from the host university.
 - b. Work plan (If necessary).
 - c. Dispatch letter from the home university.
 - d. Financial proof (scholarship).
 - e. Copy of passport.
 - f. Passport (**valid for at least six months**)
 - g. Relevant fees.



Before Arrival of the Researcher/Staff



VISA

- The incoming researcher/staff can obtain an online short-term visa or a residents' visa at the relevant country's Immigration and Emigration Department.
- IRO of RU will guide the incoming staff /researcher on the visa procedure.



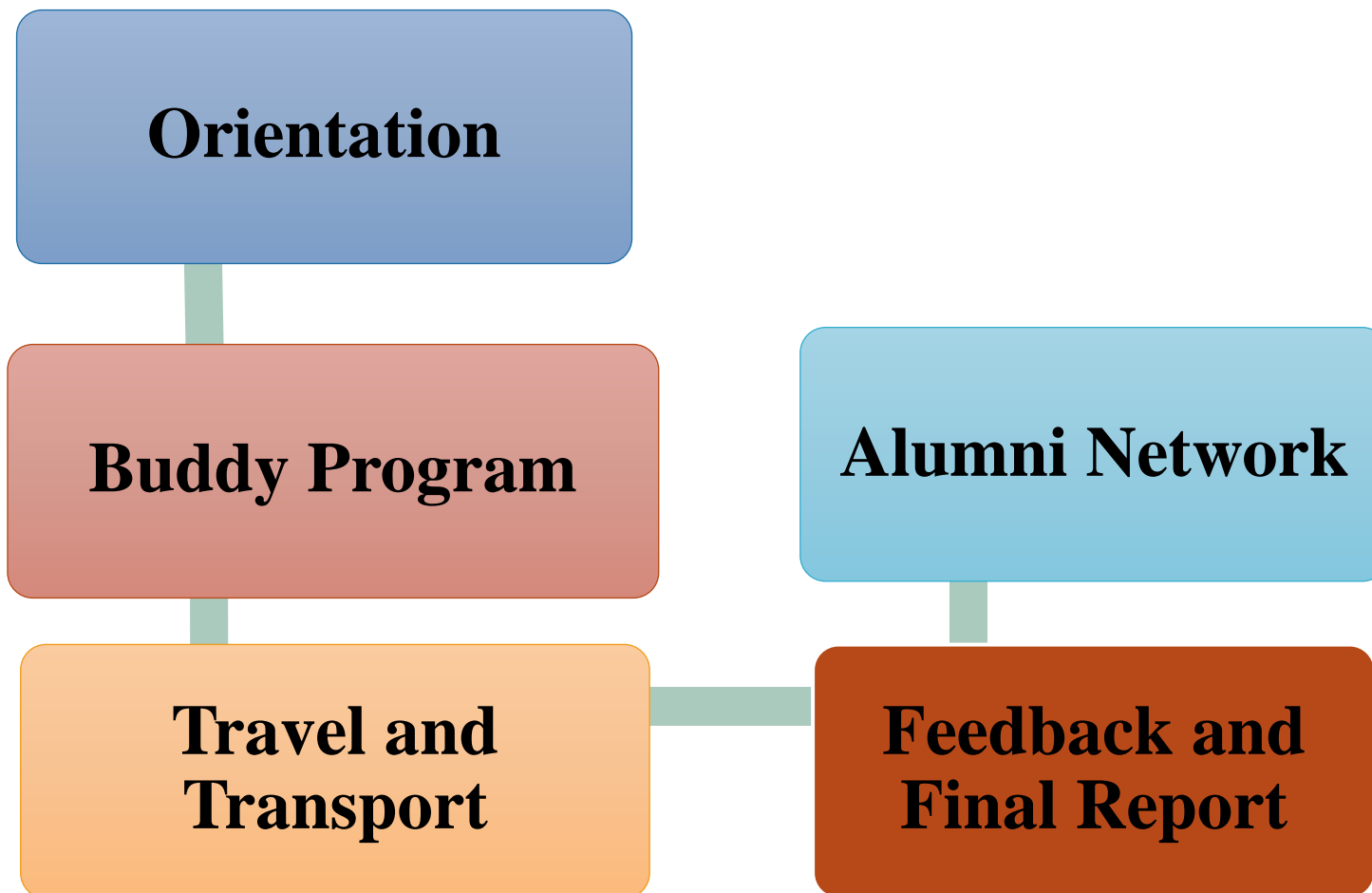
Before Arrival of the Researcher/Staff

❖ The documents are required to obtain an entry visa:

1. Formal acceptance / invitation letter from the host university;
2. Work plan (If necessary);
3. Financial proof (scholarship or other);
4. Clear scanned copy of passport;
5. Passport should be valid for at least six months longer than the intended period.
6. Visa processing fees.

After Arrival of the Researcher / Staff

These main tasks are related to IRO of Receiving University.





Souphanouvong University

Thank You for Your Attention

Any Questions?