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TOOLKIT
ROUND TABLE MEETING
MOBILITY FLOW MANAGEMENT

SOUPHANOUVONG UNIVERSITY
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The Partners Universities:



European Universities:

1. University of Bologna
2. Uppsala University
3. Vilnius University

Sri Lanka Universities:

1. University of Peradeniya
2. University of Kelaniya

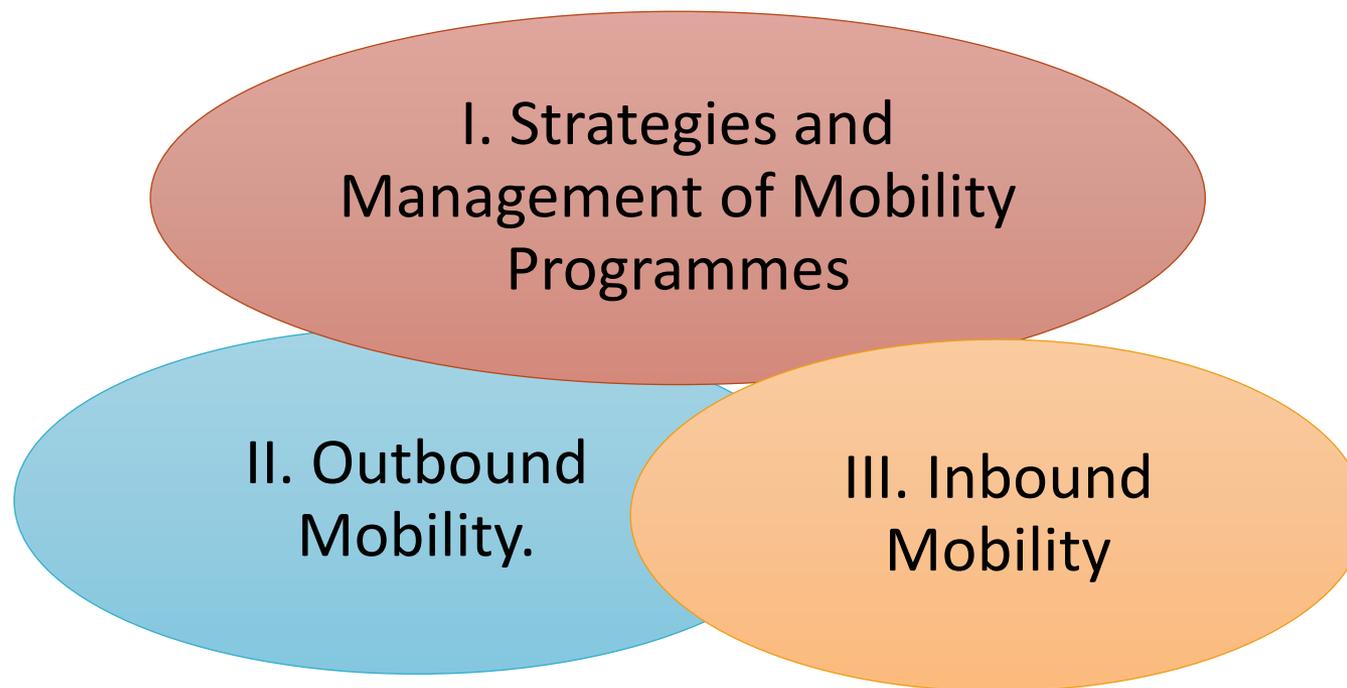
Myanmar Universities:

1. University of Yangon
2. Yangon University of Economics
3. Yezin Agricultural University

Lao Universities:

1. National University of Laos
2. Souphanouvong University





1. Strategies

These strategies consist of 10 main tasks.

The structure of the IRO

The Role of IRO

Competency of IRO

KPIs for IRO

Strategies for Students and Staff Mobility Programmes

University Policies on Internationalization

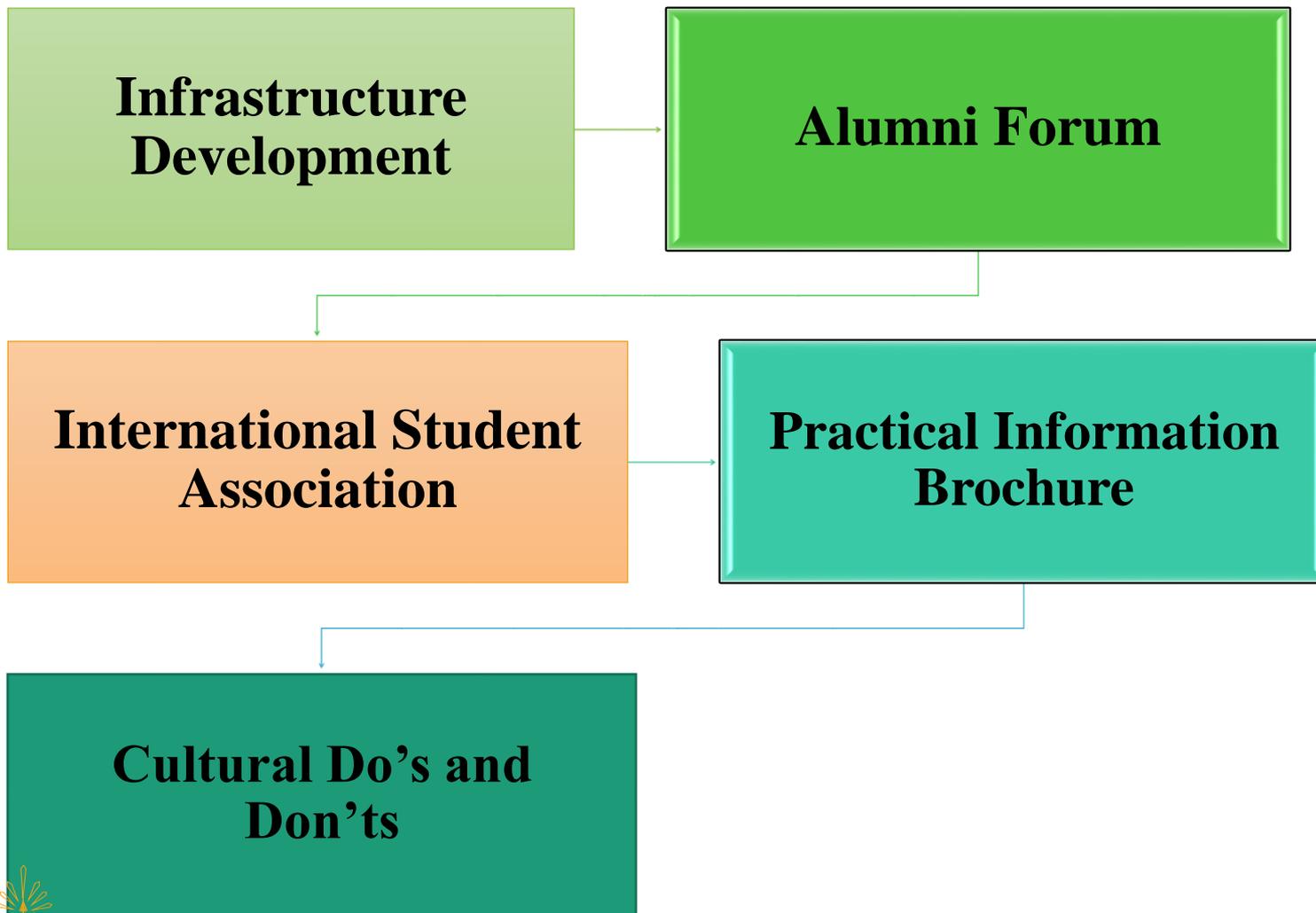
University Strategic Plan for IM

Quality Insurance System

Enhancing Internationalization

Credits Transfer Policy.

2. Infrastructure Development Strategy Targeting Mobility Programmes



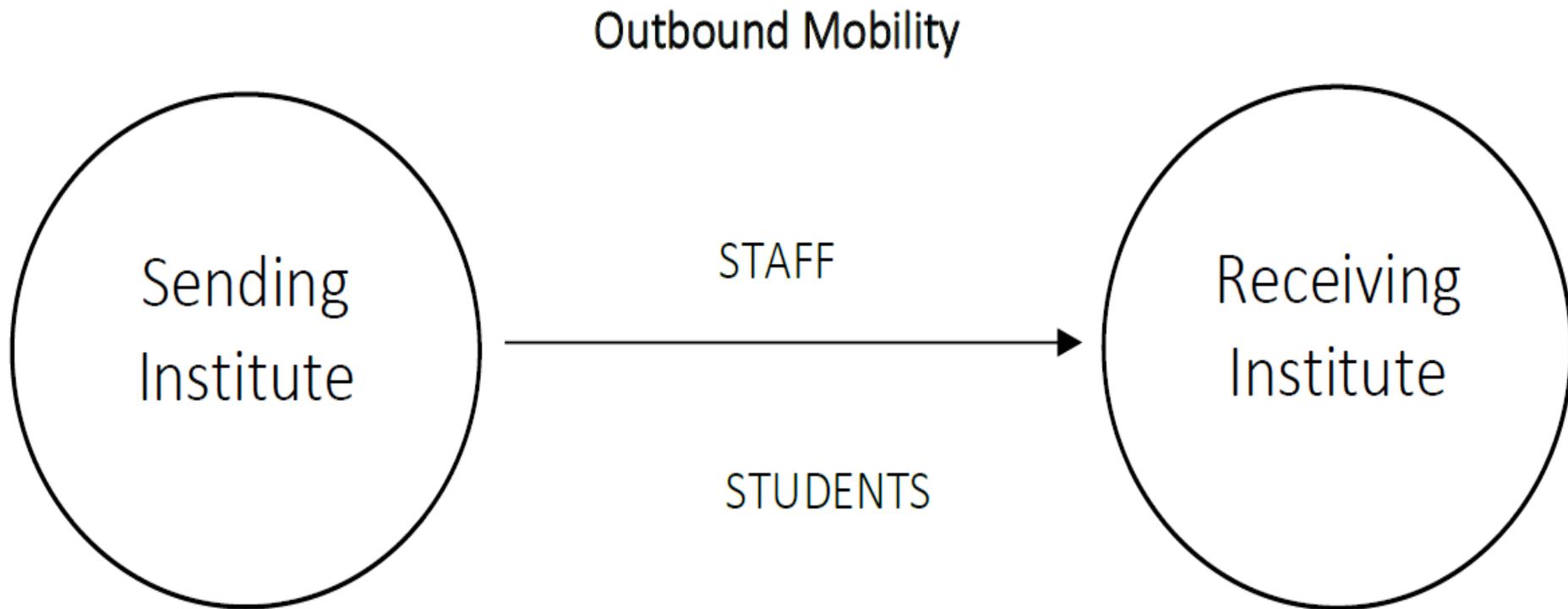
3. Management



1. Database Management System
2. Guidelines for Inbound and Outbound Mobility Programmes
3. Counselling Service for Mobility Programmes
4. Selection Criteria for the University/Programme
5. Progress Monitoring Mechanism for Mobility Programmes
6. Risk Management Strategy
7. Visa



II. Outbound Mobility



Outbound Mobility

❖ What do staff and students get from outbound Mobility?:

- ✓ Get experience academic programmes offered at another university,
- ✓ Achieve and expand the educational experience
- ✓ Enhance their understanding of global issues and perspectives related to their fields of study.

Outbound Mobility (cont)

□ *Sending University:*

- ✓ in charge of selecting students/staff and sending them abroad.
- ✓ supporting applications, preparation, monitoring and recognition related to the mobility period.

□ *Receiving University:*

- ✓ in charge of receiving students/staff from abroad.
- ✓ offering them a study program, training activities, or a teaching activity, etc.

Outbound Mobility (cont)



1. Setting Criteria

- 1) **Type of programme:** (Semester exchange/ short-term exchange).
- 2) **Aim of study:** (Study programme /internships / study tour / contest / workshop / conference)
- 3) **Field of the study.**
- 4) **Starting time and duration of study.**
- 5) **Funding:** (fully-funded or requiring a student contribution)
- 6) **Designated universities and available seats.**



Outbound Mobility (cont)

❖ Requirements imposed by receiving university.

1. grades;
2. language ability;
3. unit of study pre-requisites;
4. course progression;
5. field of study;
6. health insurance (if any)
7. Security clearance (if any)
8. Passport (if applicable)

Outbound Mobility (cont)



2. Application Procedure.

- Academic Purpose Statement (Motivation Letter)
- Proposed study plan
- Academic records: Transcript (GPA)
- Language test
- Approval of the Course Coordinator of the sending university.
- Recommendation applicable letters
- Financial support (scholarship/loan/grant)
- Health certificate
- Certificate of Registration (Proof of enrolment)
- Passport (if applicable)



Outbound Mobility (cont)



3. Selection Process

3.1 Academic Purpose Statement (*Motivation Letter*)

- a. The purpose of joining the scholarship program.
- b. What can you contribute to this program and what will your home country get from your experience?
- c. Why are you interested in attending your receiving university?
- d. Any certificate or skills that can strengthen your application.



Outbound Mobility (cont)



4. Arrangement for Exchange Program

- ❖ Information session
- ❖ Visa
- ❖ Air Ticket
- ❖ Travel and Health Insurance
- ❖ Tuition fees and Living Expenses
- ❖ Accommodation Arrangement



Outbound Mobility (cont)

3.2 *Decision Process*

- ❖ Student's verified educational record, GPA, and interview results.
- ❖ Availability of funds, number of applicants and range of GPA.
- ❖ Non-discriminatory on any grounds (gender, ethnicity, religion etc.)
- ❖ All applicants considered will be notified of the final decision by the receiving university.

Outbound Mobility (cont)



4.1 Information session

- Applicants should understand and follow the guidelines of the scholarship and the exchange program.
- Applicants must agree to enrol at the receiving university program plan and
- Applicants must agree to abide by the rules and regulations of the receiving institution.



Outbound Mobility (cont)

4.2 Visa

- ❑ These documents are needed for Visa Application:
 - ✓ Visa application form;
 - ✓ Photo (Passport size);
 - ✓ A valid Passport (at least six months validity)
 - ✓ Accepted letter from the host university;
 - ✓ Health Insurance & Travel Insurance (if applicable).
 - ✓ Proof of economic independence for your stay in the host university;
 - ✓ Proof of accommodation from host university.

Outbound Mobility (cont)

5. Recognition of Studies (Credit Transfer)

- The credits earned at the receiving university can be accepted at the sending university,
- Students are not required to repeat these courses upon their return to the sending university,
- The relevant authority of sending university will evaluate all the documents and decide the credits completed could be transferred to the sending university.

Outbound Mobility (cont)



6. Reporting, Recording, & Publicizing

1 *Reporting.*

(case by case, depending on the subject).

2. Recording and evaluation.

(The IRO of RU & SU should have a filing system in order to record and evaluate the whole process such as advertising, nomination, applications, courses, results, and outcomes).

3. Publicizing

(outcomes of exchange programmes could be done in the IRO website and university webpage).



III. 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 (cont)



2. Basic requirement for inbound mobility

2.1 Available Courses for International Students.

- ✓ Available courses for international students.
- ✓ Courses are taught in English
- ✓ Courses (degree program, number of credits, course content, evaluation criteria etc.)



3. Application Process

1). Compiling
Application
Documnent

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



Inbound Mobility



2). General Selection Criteria.

1. Completed at the minimum satisfactory study according to the university prior.
2. Good academic standing, as reflected by previous academic study, (GPA of 3.0).
3. Good knowledge of English communication.
4. Provide evidence of proficiency in English (e.g. TOEFL or IELTS).
5. Areas of study, academic calendar, and the application deadline.



Inbound Mobility



3). Selection Process

- All application forms submitted will be received and reviewed by the IRO.
- IRO of RU will submit the applications to the relevant faculty to ascertain entry qualifications.



Inbound Mobility



4). Informing the selection results

- The selected students 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
 4. Accommodation preferences of the student(s) (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

5. After arrival of the students

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 progress and final and 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



IV. Inbound Staff Mobility

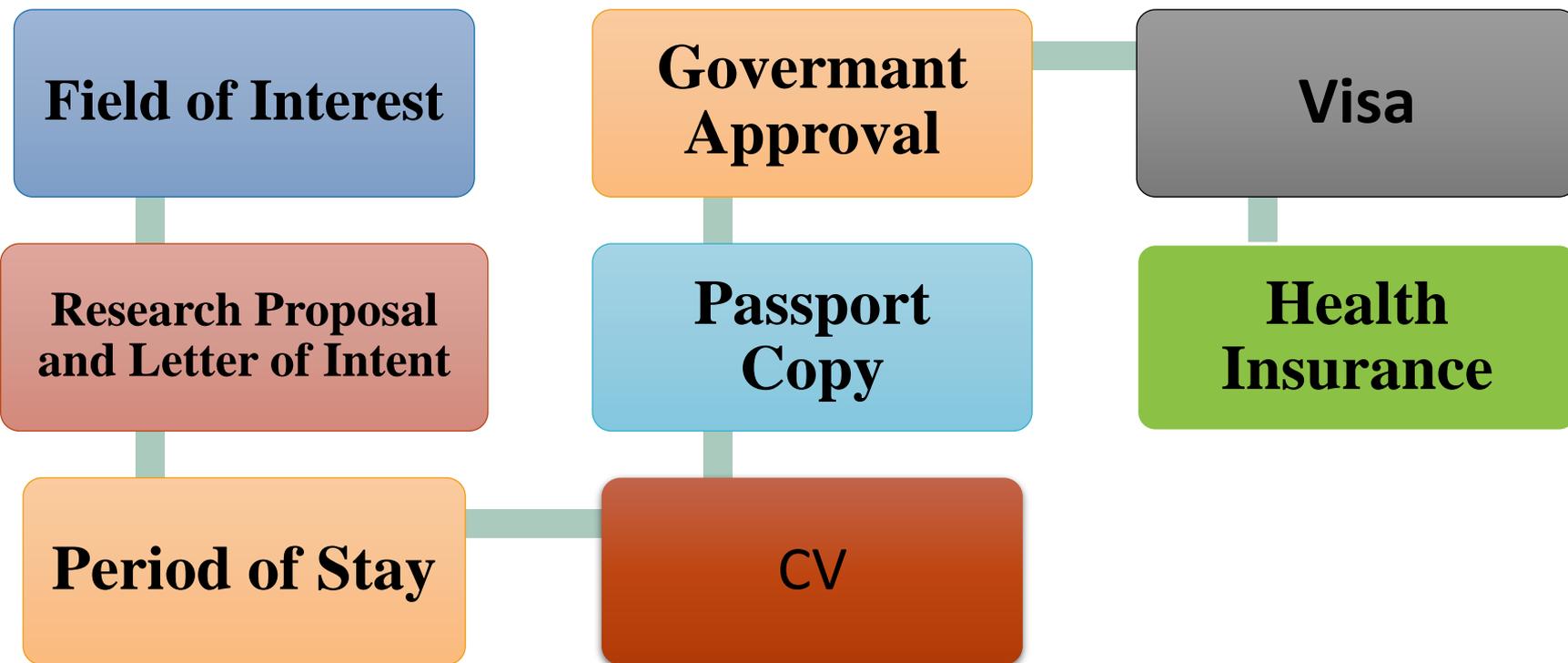


- The IRO of RU is the main source of contact for every visiting staff member(s).
- The IRO provides the rules and regulations of the receiving university and country.
- All information about accommodation, banking and finance system, facility, library, assessment, leisure and etc are also provided.



Before Arrival of the Researcher/Staff

IRO of RU guides and checks.



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 the these documents to the HU 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.



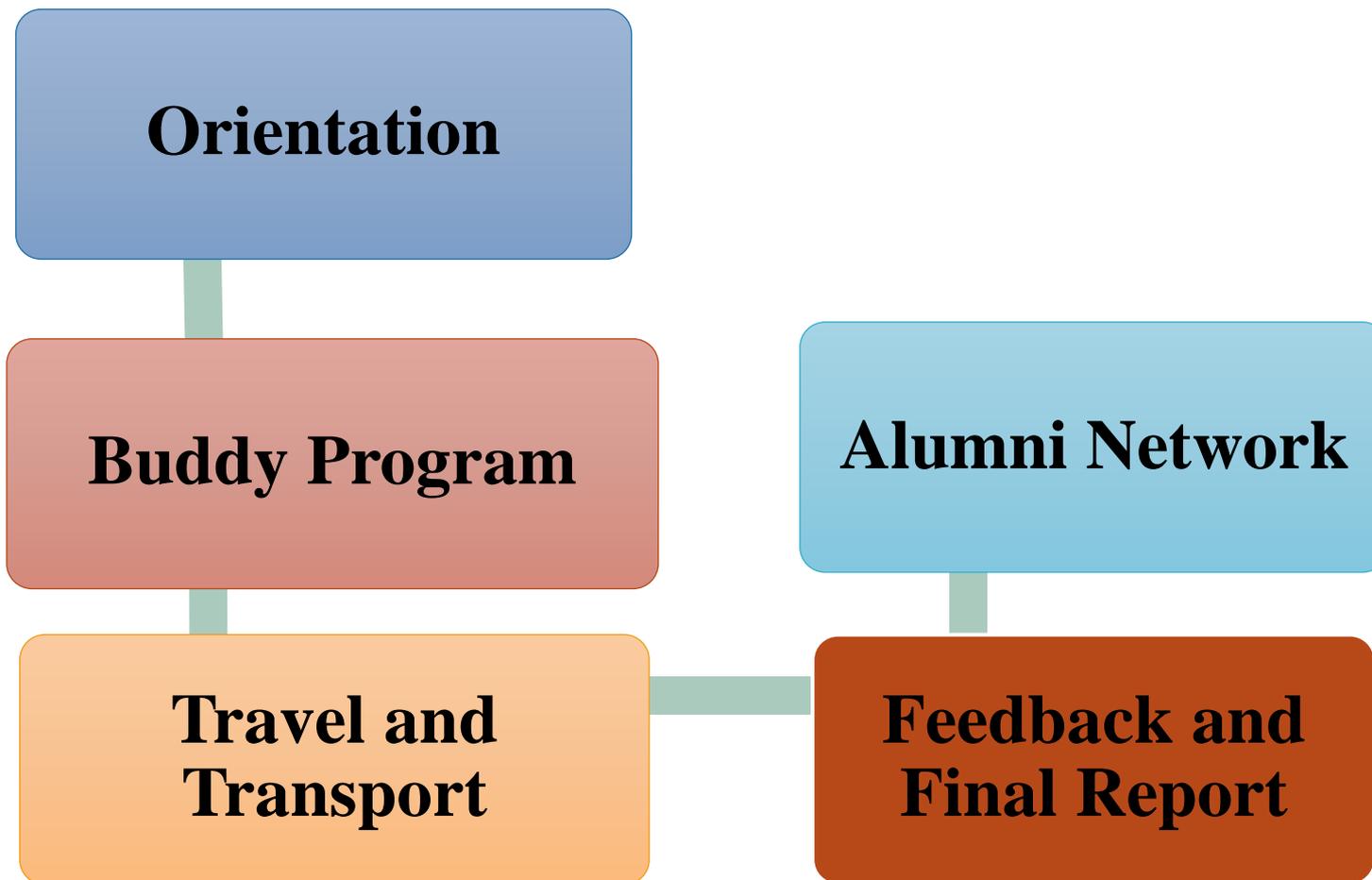
Before Arrival of the Researcher/Staff

❖ 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?