

TOOLKIT Cascade Training Programme (Internal Level)

WP 4 - STAFFS & STUDENTS' MOBILITY

Dr. Khin Khin Oo

University of Yangon, Myanmar
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Project's Timeline

3rd
YEAR

2nd
YEAR

1st
YEAR

WP1
Baseline study on International strategies in Asia and its practices

WP 2
Modernization of Asian International relations strategies

WP 3
Effective project writing and management in Asian Universities

WP 4
Effective mobility flows management in Asian Universities

WP 5
Promoting engagement in International Relations

WP 6
TOOLKIT Exploitation

WP 7
Project's results dissemination

WP 8
Quality assurance and monitoring

WP 9
Project management



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8 presentations

Mr. Matt Greig, Head of the Unit for International Mobility, UU

Ms. Karen Tapper, UU Graduation Office

Mr. Gustaf Cars, Head of Unit for global partnerships, UU

Ms. Sara Hurtig, Unit for International Mobility, UU

Ms. Jenny McKeever and Ms. Lina Solander, Unit for Internet Mobility, UU

Mr. Philipp Baur, Unit for global partnerships, UU

Mr. McDermott Darren, member of the EU-SHARE project

Objectives of the presentation

- To disseminate the knowledge and experience acquired through WP4 training
- To have an idea to enhance and modernize UY's ICO internationalization strategies especially on mobility schemes
- To be aware of the check list of inbound and outbound mobility processes
- To make use of TOOLKIT International Relations Office Handbook when and where applicable

Internationalization

- Internationalization
 - the process of developing, implementing and integrating the international, intercultural and global perspective into the purpose, functions and delivery of higher education of an institution.
- Each university should develop a policy framework on internationalization.
- Internationalization plan should detail on mobility plans as it is the most important function of the university.

One popular definition of internationalisation that many universities use

“The *intentional process* of integrating an international, intercultural or global dimension into the purpose, functions and delivery of post-secondary education, in order to enhance the quality of education and research for all students and staff, and *to make a meaningful contribution to society.*”

(De Wit et al, 2015)

Main targets of UY Internationalization strategies

- There are four main targets of our Internationalization strategies.
 - Enhancing staff and student capacity
 - Setting up Internationalization strategy
 - Developing Infrastructure
 - Promoting Good University Governance

Setting up UY Internationalization strategy

No.	Activity	Responsible dept./ office/person	Success indicator	Due date	Resources required (staff, tech, fin. Etc.)
2.1	Students and faculty exchange	Respective department and IRO	5 exchange program in faculty per year	Every Year	University budget and development partners
2.2	Internationally transferrable credit system	Student affair, both home and host institutes			Register's office, credit system
2.3	Internationally accredited study programs	Respective department, QA department			AUN-QA framework & NAQAC framework
2.4	Collaborate with international institutions for teaching, research and development	Respective faculty, center for research and innovation, IRO	2 international project for every year	Every Year	Researcher, research partners and funds, post-graduate students

Role of IRO at the university

- is responsible for fostering the internationalization of the university.
- tasks are
 - formulating a proper internationalization policy;
 - designing and implementing internationalization projects;
 - collaborating and coordinating with international partners; and
 - promoting and facilitating the international mobility of students, teachers, and staff of the university.
- plays an important role in supporting internationalization of the university by evolving and changing standards and trends in the international environment.

Handbook

- TOOLKIT Handbook drafted under the TOOLKIT project
 - a basic framework and draft template for drafting policy document on internationalization and mobility.
 - the legal and administrative instructions for the institution to streamline all of its activities.

Mobility

- to experience academic programmes offered at another university.
- to achieve and expand the educational experience for students/staff
- to enhance their understanding of global issues and perspectives related to their fields of study.

Staff/students' outbound and inbound mobility

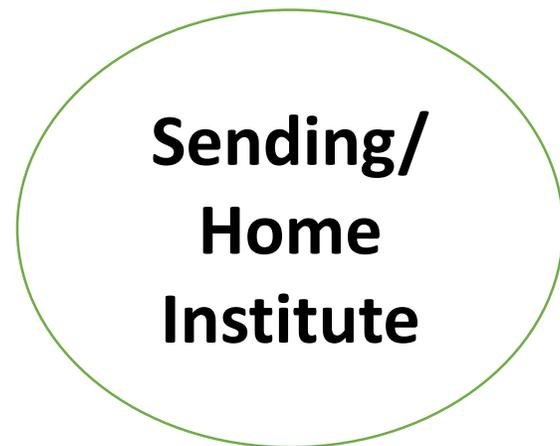
- In order to facilitate internationalization, IRO/ ICO has the duty to look for possible opportunities
 - for its staff/students' outbound mobility as sending institution
 - for staff/students' inbound mobility as receiving institution
- Sharing information between the host and home university or partner universities is essential.
- The IRO and other relevant authorities send information about available courses under the mobility programme to the students/staff members of the universities.

Sending Institute/ Home Institute

- In charge of selecting students/staff and sending them abroad;
- Supporting applications, preparation, monitoring and recognition of mobility programme.

Receiving Institute/ Host Institute

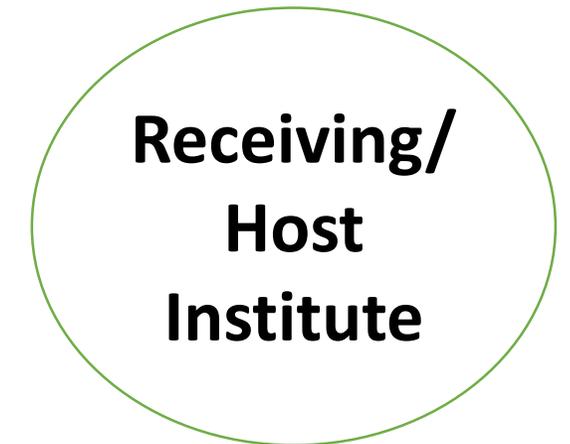
- In charge of receiving students/staff from abroad;
- Offering them a study/traineeship program, or a program of training activities, or a teaching activity



Mobility

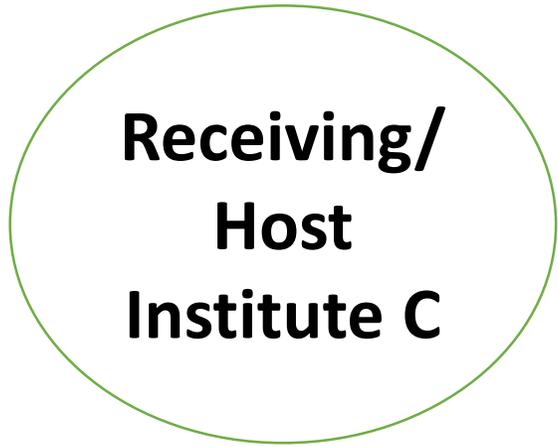


Staff/ Student



Outbound mobility

Inbound mobility



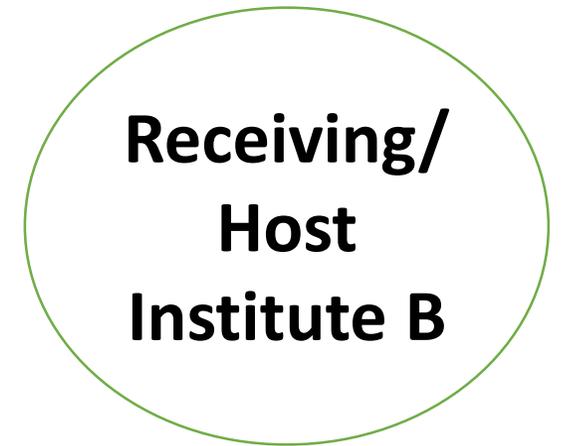
Inbound mobility



Outbound mobility



Outbound mobility



Inbound mobility

Outbound mobility

- Provide opportunities for students/staff to experience academic programmes offered at another university.
- IRO has the duty to look for possible opportunities for its staff/students in order to facilitate internationalization.
- It be in the form of MoUs, scholarships and other bilateral/multilateral partnerships which can foster international cooperation.

Outbound mobility

Setting the Criteria

- Type of programme (Semester exchange/ short-term exchange/non-exchange)
- Aim of the study (Study programme/fieldwork/internships/study tour/contest/seminar/workshop/ conference)
- Designated universities and available seats
- Field of the study
- Starting time and duration of study
- Funding (whether fully-funded or requiring a student contribution)

Application Procedure

- Academic Purpose Statement (Motivation Letter)
- Proposed study plan
- Academic records
- Language test score
- Approval of the Course Coordinator of the sending university (where applicable)
- Recommendation letters
- Application of financial support (scholarship/loan/grant) or Proof of sponsorship for financial responsibilities
- Health certificate
- Certificate of Registration
- Credit transfer approval form
- Passport

Outbound mobility

- Health certificate
- Selection Process
 - Motivation Letter
 - Decision Process
 - Revision Process
- Arrangement for Exchange Program
 - Information session
 - Visa
 - Air ticket
 - Travel and Health Insurance
 - Tuition Fees and Living Expenses
 - Accommodation Arrangement
- Recognition of Studies
- Reporting, Recording, & Publicizing
- Monitoring the Progress of the Mobility

Inbound Mobility

- The host university receives students/ staffs from another university domestically or abroad for a specific period of time.
- The requirements, conditions, and benefits are already agreed upon in MoU or MoA, or through scholarships or exchange programs such as Erasmus.

Application process

- Application process of incoming student can be under the following terms:
 - Compiling application documents
 - General selection criteria
 - Selection process
 - Informing the selection results

- Application Documents must include the following:
 - CV
 - Application form
 - Transcripts
 - Application processing fees (if applicable)
 - Recommendation Letter
 - Motivation letter
 - Study plan (or)
 - Passport bio page
 - Nomination letter from the university

General selection criteria

- Having minimum satisfactory work prior to participation in the exchange;
- Having good academic record;
- Having an adequate knowledge of English for daily communication, and submitting certificate for English proficiency in some cases;
- Having other language requirements and/or other prerequisites imposed by host institution;
- Areas of study, academic calendar, and the application deadline

Selection Process

- Will be received and reviewed by the International Relation Office for accuracy.
- If required, the applicant may be requested to provide additional information within a specified number of days.
- If the applicant has met the requirement for admission, IRO of the receiving university will submit the applications to the relevant faculty to ascertain entry qualifications.

Informing the Selection Results

- The selected candidates may be called in for an interview if required.
- The applicant(s) or IRO of the sending university shall be informed of the selection/rejection decision.
- When applicant(s) are selected for the exchange, the applicant(s) may need to submit the following documents according to the Faculty/University guidelines.
 - Source of funding for the student(s)
 - Proof of health condition for the student(s)
 - Police/security clearance report of student from his country of residence, if applicable
 - Accommodation preferences of the student(s) (in-campus or off-campus)

Before the Students departure

- The incoming students shall have all the relevant documents about going abroad, including the following:
 - Invitation / admission letter from the host university
 - Passport, travel documents and tickets
 - Visa (if necessary)
 - Medical test or medical insurance certificate (If applicable)
 - Proof of accommodation (if applicable)
 - Other documents for immigration purposes (if applicable)
 - Address, telephone number and travel instructions for the participant's final destination
 - Any required medication
 - Cash to pay for airport transfer and public transport (if necessary)
 - Other guidelines for incoming students

- **After Arrival of the Students**

- Welcoming of New Students
- Registration at the Receiving University
- Accommodation: Living on or off Campus
- Orientation Session
- Buddy programme
- Participating in Cultural Programs
- Language Classes

- **After Completion of The Course**

- Feedback and Report
- Assessment, transcripts, and certificates
- Publicizing Details of Student Mobility
- Alumni Network

Staff Mobility

- There are different forms of staff mobility programme, such as co-teaching, co-researching, analysing research papers by academics from different institutions, receiving or giving training, etc.
- There may also be administrative staff, and also IRO staff, mobility programmes for their capacity development in internationalization and also for the administrative functions at respective universities.

Inbound staff mobility

- IRO of the receiving university
 - the main source of contact for every visiting staff member(s) whether outbound or inbound.
 - directs the staff member(s) to the right channel for preparing pre and post arrival to the receiving university.
 - provides the rules and regulations of the receiving university and receiving country.

- **Before arrival of the Researcher/Staff**

- Field of Interest
- Research Proposal and Letter of Intent
- Period of Stay
- CV
- Passport copy
- Government approval
- Visa
- Health insurance

- **After arrival of the Researcher/Staff**

- Orientation
- Buddy program
- Activities at the receiving university
- Interim report
- Cultural trip
- Language training
- Final report
- Alumni network

Asynchronous/synchronous Online Training

- Although face-to-face training is recommended, during the COVID 19 pandemic, virtual asynchronous/synchronous training programmes with selected partner universities are preferable for disseminating information and stimulating the interest of international students to participate in their preferred university's mobility programmes.

Perspectives on Virtual Exchange and Mobility: the Case of the LISTO International Virtual Classroom

- LISTO , Latin American and European Cooperation on Innovation and Entrepreneurship
- Erasmus+ KA 2: Capacity Building
- 10 universities, Oct. 2017 – Oct. 2020
- 3 focus areas: University-industry relations, entrepreneurship education/IVC, Entrepreneurial University

COIL – Collaborative Online International Learning

- An approach to fostering cross-cultural student competence through development of multicultural learning environments that link university or college classes in different countries.
- In the COIL model, students from different cultures enroll in shared courses with faculty members from each country co-teaching and managing coursework.
- The classes may be fully online, or offered in blended formats with traditional face-to-face sessions taking place at both schools, while collaborative student work takes place online.
- Source: <http://coil.suny.edu/index.php/page/course-models>

VE – Virtual Exchange

- It is a practice, supported by research, that consists of sustained, technology-enabled, people-to-people education programmes or activities in which constructive communication and interaction takes place between individuals or groups who are geographically separated and/or from different cultural backgrounds, with the support of educators or facilitators.
- Virtual Exchange combines the deep impact of intercultural dialogue and exchange with the broad reach of digital technology.
- Source: <https://evolve-erasmus.eu/about-evolve/what-is-virtual-exchange/>

VM – Virtual Mobility

- It means you are working in an international environment through digital media without having to travel physically, such as group work with synchronous and asynchronous meetings, a project, an online course from a foreign university or be part of a professional network.
- Virtual mobility complements physical mobility. Via the web, participants get to know each other beforehand, making networks and learn more about the physical mobility. After the visit, cooperation can continue online.
- Source: <https://lnu.se/en/meet-linnaeus-university/collaborate-with-us/projects-and-networks/global-classroom/>

Thank you for your attention!