



UPPSALA
UNIVERSITET

Uppsala University

Toolkit IRO Training days

September? 2020

All times are given in Italian-Swedish time.

09.30 hours in EU means the following time in

- Myanmar: + 4.30 hours
- Laos: + 5.00 hours
- Sri Lanka: + 3.30 hours

Day I **(3.30h)**

08.00 **Effective mobility flows management in Asian universities**

Mr Matt Greig, Head of the Unit for International Mobility at Division for Internationalisation, Uppsala University gives you an overview of the day-to-day operations

- MoUs and Student Exchange Agreements (SEAs)
- Courses taught in English
- MoveON (database)

09.00 *Short break (15 minutes)*

09.15 Continuation

- Exchange students vs Free-movers/Fee-paying students
- Incoming and Outgoing exchange students
- Promotion activities

10.00 Time for questions to the Unit for International mobility

10.15 The UU Graduation Office gives a presentation on Recognition of studies/credit transfer

10.45 Time for questions to the Graduation Office (and Unit for International Mobility)

11.30 End of Day I

Day 2 (4 h)

- 08.00 Start-up of Workshop I for the three Toolkit focus groups (7 persons per FG) with staff from Division for Internationalisation
1. Strategies and management of mobility programs (eg. partner search, agreements, databases, projects) – Mr Matt Greig and Mr Gustaf Cars
 2. Service and quality tools for outbound mobility (eg. application, selection, approval, pre-departure meetings, recognition of studies) – International Officer Ms Sara Hurtig
 3. Services and quality tools for inbound mobility (eg. visa application, course selection, accommodation, buddies, Welcome activities) – International Officer Ms Jenny McKeever and International Officer Lina Solander
- 09:00 *Short break (15 minutes)*
- 09.15 Continuation of Workshop I for the three FGs
- 10.00 Workshop II (divided in the 3 FGs)
What can the Asian universities use from the EU partners presentation? Which drafts (re-draft them so that they suit your university)? How will you and your university organize workshops/training for your colleagues? How will the cascade training on national level be arranged? What will you do when your back at your office to build the competence/structure of your international office? Etc
- 11.00 *Short break (10 minutes)*
- 11.10 Continuation of Workshop II
- 12.00 End of Day 2

Day 3 (6h incl lunch 1.15h)

- 05.00 Continuation of Workshop II
- 06.00 *Short break (15 minutes)*
- 06.15 Continuation of Workshop II
- 09.15 Lunch break
- 10.30 Each focus group start to produce a training report – this report will later serve as basis for the Toolkit Handbook
- 12:00 End of Day 3

Day 4 (2h)

- 08.00 Presentation of work group findings
1. Strategies and management of mobility programs
 2. Service and quality tools for incoming mobility

3. Services and quality tools for outbound mobility

09.30 Questions and short feed-back

10.00 End of the Toolkit online training

The 3 different FGs send their presentations to UU and UNIBO.

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If possible (due to travel restrictions): The FG members participate in parts of the UU International Staff week in May 2021.

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