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How to run an efficient International Relations Office – Uppsala University's approach

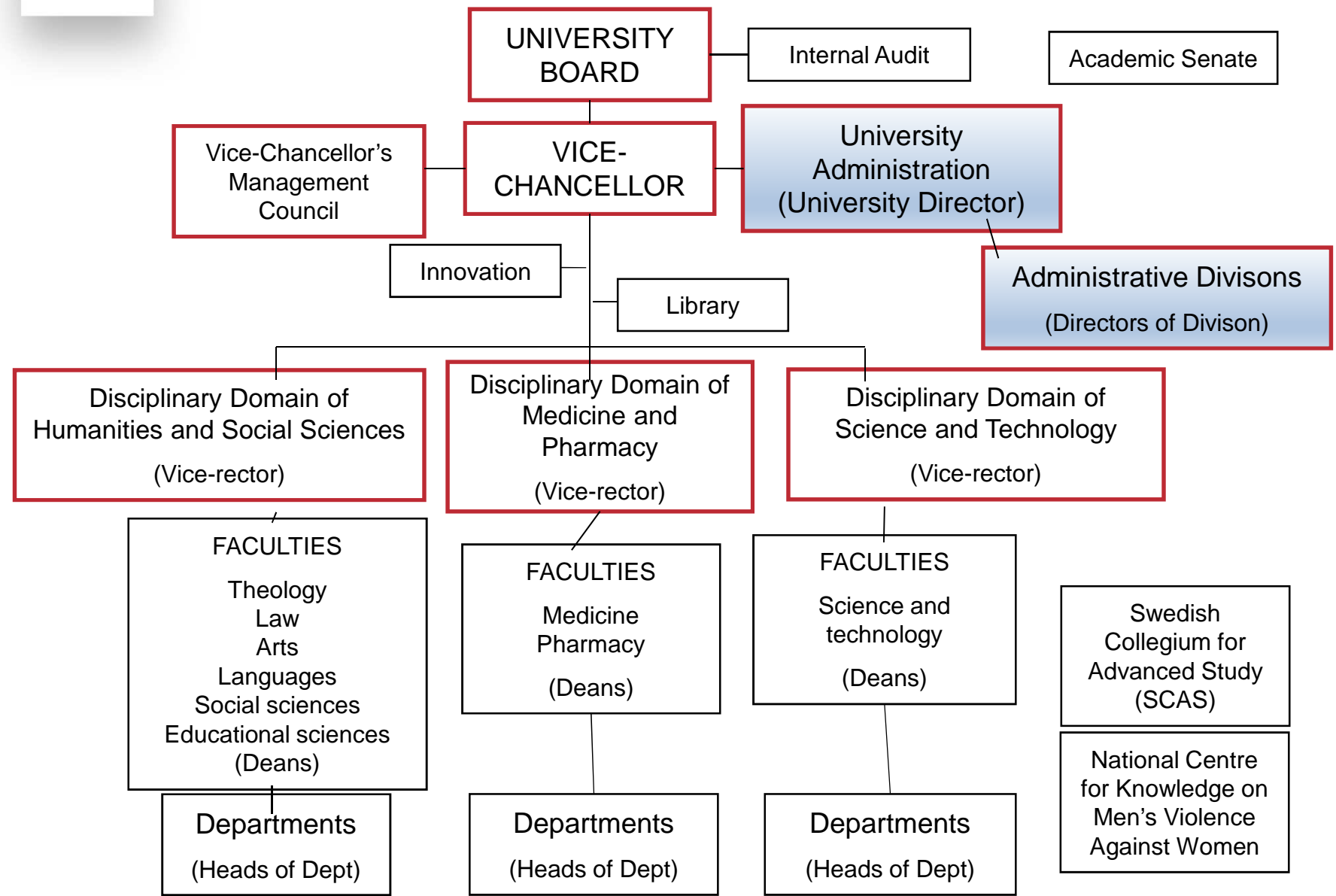
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Organisation of Uppsala University





UPPSALA
UNIVERSITET

The University Administration contributes to the entire **university's success** through **expertise, advice** and **administrative support**





**UNIVERSITY
DIRECTOR
DIVISION FOR
INTERNATIONALISATION**

**UNIT FOR INTERNATIONAL
MOBILITY**

MAIN FOCUS

Supports internationalisation through:

- Programs, tools and activities for international collaboration and exchange of students and staff
- Bilateral agreements for student exchange
- International student recruitment
- Education information in English
- Internationalisation software

**UNIT FOR GLOBAL
PARTNERSHIPS**

MAIN FOCUS

Supports internationalisation through:

- Programs, tools and activities for international collaboration and exchange of ideas linked to research, education and innovation
- Strategic projects/networks
- Regional representation (Vietnam)

Development of the International Office

2008: International Office

9 employees

1 unit

- 1 International officer for Africa, Asia & Latin America
- 1 for Oceania
- 1 for North America
- 2 for Europe
- 1 Erasmus coordinator
- 2 Secretaries
- 1 Director

2019: Division for internationalisation

25 employees + student assistants

2 Units

- 8 International officers
- 1 Erasmus+ coordinator
- 2 Erasmus+ administrators
- 1 Secretary
- 2 Admin assistant
- 1 Educational information officer
- 5 Project coordinators
- 2 Project managers
- 2 Heads of unit
- 1 Director

The IRO Administration contributes to the entire university's **success in internationalisation** through **expertise, advice and administrative support**



Examples of tasks for the Unit for International Mobility

Responsible for **incoming and outgoing exchange students on university-wide agreements** as well as **international master students**

- Promotion
- Questions
- Application/ Nomination
- Selection - Approval
- Course selection
- Assistance on Housing
- Assistance with residence permits
- Pre-departure meetings
- Pick-up and Welcome activities



Example of tasks for the Unit for Global Partnerships

Writes and coordinates **large-scale** as well as **focused projects on university-wide level** linked to research, education and innovation

- South Africa- Sweden Academic Forum (SASUF)
- MIRAI: Japan and Sweden
- ACCESS: Chile and Sweden
- SkillMill: *"Helping students understand, identify and convey soft skills gained during studies abroad"*

Responsible for different **capacity building projects** in low and middle income countries

- Writes and coordinates/partners in Erasmus+ CBHE projects (4 + 9)
- Writes and coordinates Erasmus+ ICM (most successful in Sweden)

Lessons learnt?



A clear mandate

- Support and trust from University Management
 - Clear University mission and Internationalisation strategy
- Know what we should do and what we are allowed to do

Resources

- Money
- Time
- Staff

Routines

- Repeated activities
- Bulk operations

Learning by doing

- Best way of learning something is by doing something
- Try new things
- Take ALL opportunities to learn from more experienced partners

Build expertise

- In the beginning...



Today: EACEA Expert Panel



Questions?

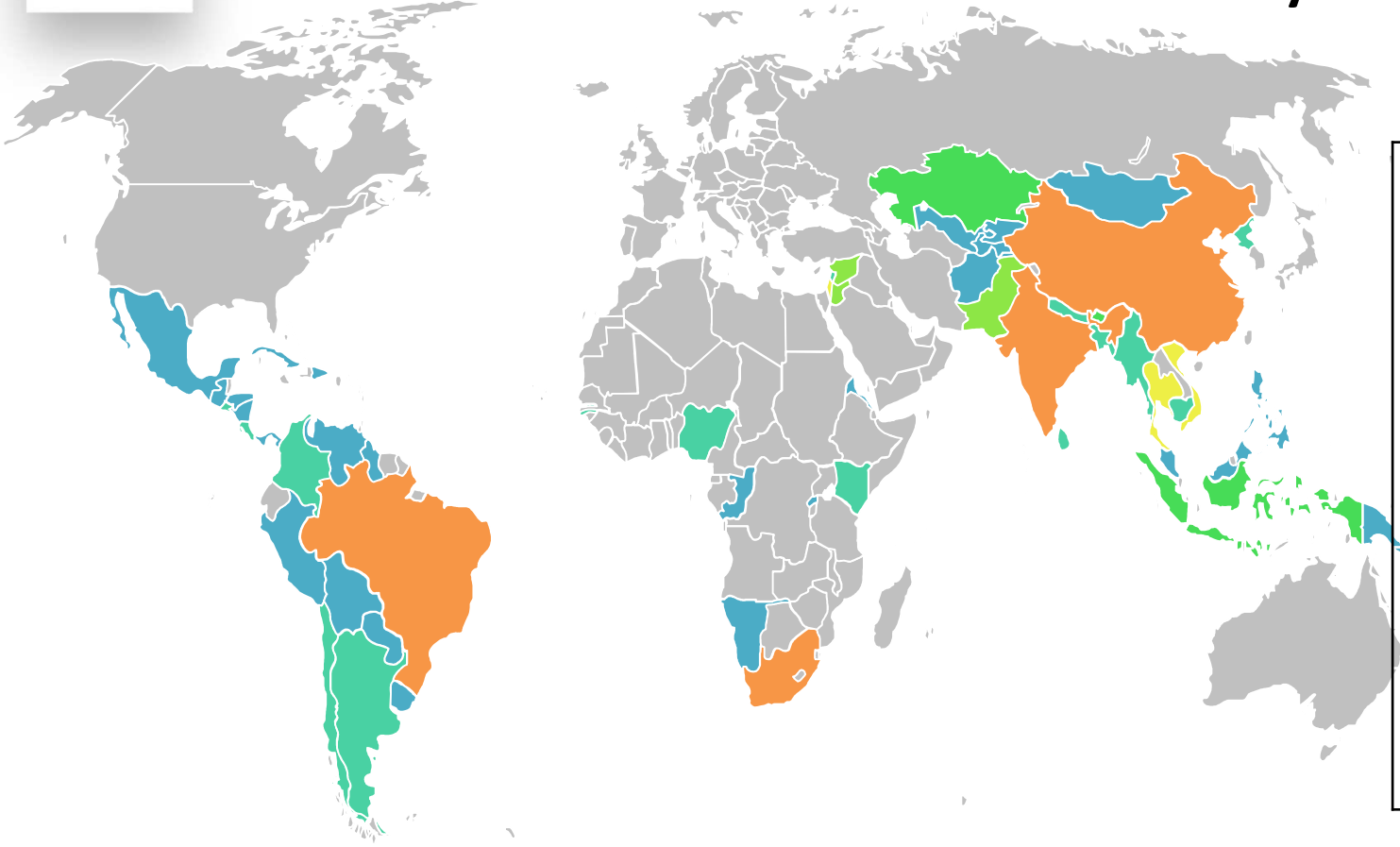
Thanks for your attention!



- Current programme for internationalisation (adopted in 2016):
http://regler.uu.se/digitalAssets/23/c_23992-l_1-k_programme-for-internationalisation.pdf
- Current action plan focusing on actions supporting the programme was developed by the International council but adopted by the Vice-Chancellor (in 2016):
http://regler.uu.se/digitalAssets/576/c_576214-l_3-k_ufv-2015-281-handlingsplan-for-internationalisering-2016-2018.pdf



Erasmus Mundus Action 2 Grantees at Uppsala University 2009 - 2018



Top 10

China	85
India	63
South Africa	46
Brazil	36
Thailand	29
Vietnam	27
Palestine	22
Syria	16
Pakistan	16
Jordan	16

Number of grantees



Total 530 grantees from 56 countries