



**Toolhit** NATIONAL CASCADE TRAINING

INTERNATIONALIZATION FOR HIGHER EDUCATION IN MYANMAR  
MANAGEMENT OF MOBILITY PROGRAMS

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12/17/21

16 December 2021

Co-funded by the  
Erasmus+ Programme  
of the European Union



# Objectives of presentation



- To disseminate knowledge and experience on management of mobility programs acquired through TOOLKIT WP 4
- To enhance understanding of inbound and outbound mobility processes
- To make known about TOOLKIT International Relations Office Handbook to IROs at Myanmar universities

# Contents of presentation



1. Internationalization & role of IROs
2. Mobility programmes
  - Outbound
  - Inbound
3. Database Management
4. Credit Transfer System
5. Risk Management System
6. Check lists of IRO Handbook
7. Perspectives on Virtual Mobility

# 1. Internationalization



## ➤ Internationalization

- 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. (Jane Knight)
- Each university should develop a policy framework on internationalization.
  - detail on mobility plans as it is one of the most important function of the university.

- Deepen international cooperation and exchanges;
- drive quality and enhance skills;
- The University will be an attractive choice for teachers, researchers and students worldwide.

Gustaf Cars, Head of unit for Global Partnerships [Gustaf.cars@uadm.uu.se](mailto:Gustaf.cars@uadm.uu.se)

- is responsible for fostering the internationalization of the university.
- tasks are
  - To formulate a proper internationalization policy;
  - To design and implement internationalization projects;
  - To collaborate and coordinate with international partners; and
  - To promote and facilitate the international mobility of students, teachers, and staff of the university.
- support internationalization of the university by evolving and changing standards and trends in the international environment.

# The UY, ICO



- UY, ICO established since 2017, and officially launched on Friday 10<sup>th</sup> January 2020. It is being run by Head of International Cooperation Office, UY under the guidance of Pro - Rector (Academic).
- Vision
  - To support the University to achieve its internationalization objectives by providing efficient, effective and professional services and to increase its global visibility
- Mission
  - To promote student mobility and faculty exchange through international collaboration
  - To support international collaborative projects and to expand international research networks
  - To develop and exchange cultural activities with internationally diverse students



12/17/21



## 2. Mobility programmes



- Becomes increasingly important for educational policy makers.
- Academic mobility programmes refers to the programmes under which students and teachers in higher education moving to another institution inside or outside their own country to study or teach for a limited time.
- Student mobility implies a coherent system of studies and diplomas.
- Most important functions of the university's internationalization.
  - to experience academic programmes offered at another university.
  - to achieve and expand the educational experience for students/staff
  - to enhance students/staff's understanding of global issues and perspectives related to their fields of study.



### AECTS OFFERS:

- A methodology fully explained in the SHARE Handbook
- Mobility documents templates: Learning Agreement (LA), Transcript of Records (TR), Credit Transfer Sheet (CTS)
- A detailed and comprehensive course catalogue structure
- The use of Learning Outcomes
- A credits converter
- The possibility for the home and host Universities to keep using their own credit points

## Organisation of the IRO

UNIVERSITY DIRECTOR –  
University Director

DIVISION FOR INTERNATIONALISATION  
(IRO) – Director for Division

UNIT FOR INTERNATIONAL  
MOBILITY – Head of UM

- Programs, tools and activities for international **education and exchange of students and staff**
- Bilateral agreements for student exchange
- International student recruitment
- Internationalisation software

UNIT FOR GLOBAL  
PARTNERSHIPS - Head of UUG

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

- 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.

- 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.

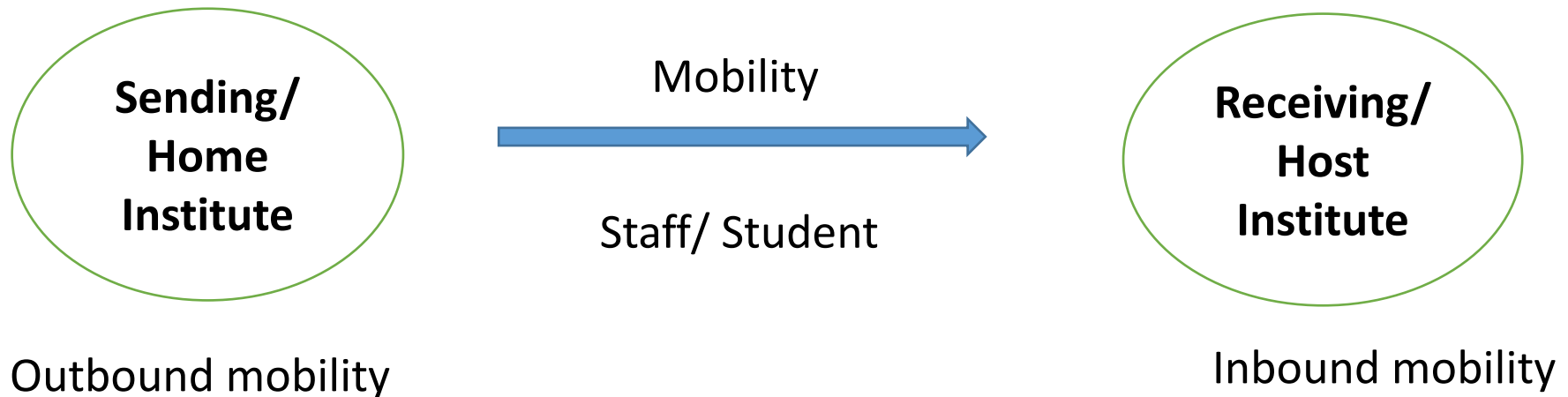
- The host university receives students/ staffs from another university domestically or abroad for a specific period of time.
- The requirements, conditions, and benefits are already agreed upon in MoU or MoA, or through scholarships or exchange programs such as Erasmus.

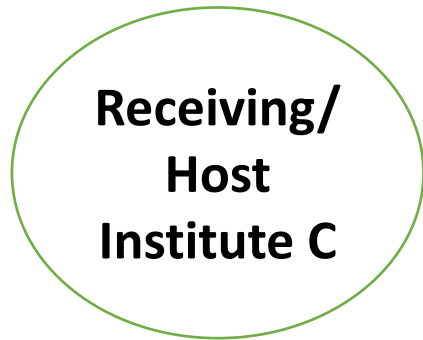
### **Sending Institute/ Home Institute**

- 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

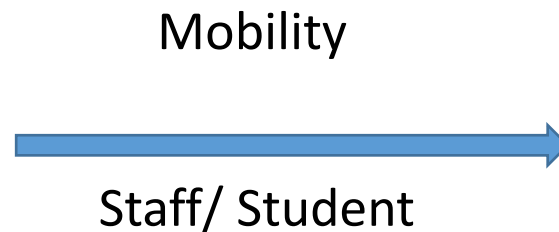
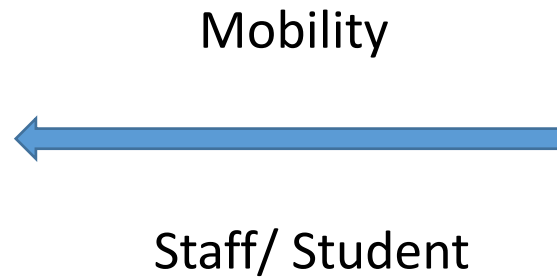




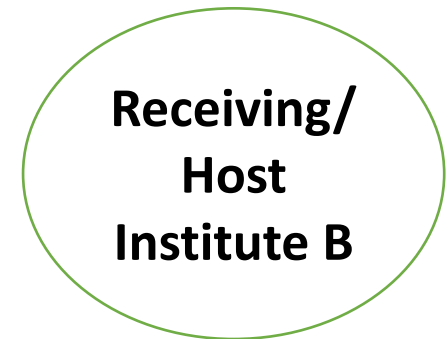
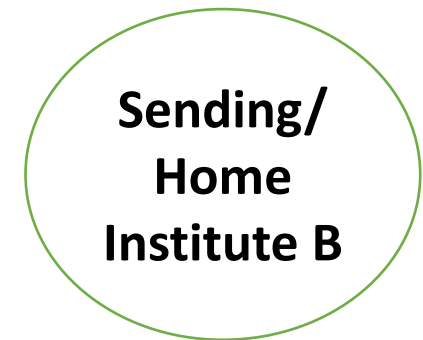
Inbound mobility



Outbound mobility



Outbound mobility



Inbound mobility



### 3. Database Management System



- Facilitates a smooth functioning of the mobility programme.
- Be integrated into University's student management system ( covering enrolment, welfare, progress reporting etc.)
- Helps the development and use of open educational resources, open textbooks, and free and open-source educational software.
- Be used as an information collection system, web publication tool , database, an archive.

# 4. Credit transfer system



- A recognition of sending university of course units which students have gained during their participation in mobility programs at receiving university.
- Base on the system and criteria set up by the partner universities based on MoU/MoA.
- Consideration for recognition
  - contents of courses;
  - amount of time for in-class teaching and learning;
  - practical work and assignments of the courses;
  - credits earned.



The objectives of the international student's credit transfer policy are focused on following activities;

- University needs to set up the international credit transfer criteria and guidelines for the international student exchange programme;
- University's curriculum or courses needs to be updated to meet global education standards;
- University's staff/students will gain more knowledge and experiences via sharing with foreign universities.
- Stakeholders
  - President's board, University Academic Council, Office of Academic Affairs, IRO, Academic Affairs Divisions at Faculties/Schools, teaching staffs and inbound and outbound students

- Credits transfer system is based on the workload which students need in order to achieve expected learning outcomes.
- Workload (i.e. quantitative) indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes (i.e. qualitative).

# 5. Risk Management



- It provides a structured and coherent approach to identify, assess, and manage risks associated with mobility programs.
- Potential risks are usually involved in many areas of mobility processes.
  - Such as health, participants' slow adaptability, work environment, security, logistics (in accommodation, transportation) etc.

# 6. Check list of IRO 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.

## 1. 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)

## 2. 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



## 3. Health certificate

## 4. Selection Process

- Motivation Letter
- Decision Process
- Revision Process

## 5. Arrangement for Exchange Program

- Information session
- Visa
- Air ticket
- Travel and Health Insurance
- Tuition Fees and Living Expenses
- Accommodation Arrangement

## 6. Recognition of Studies (Credit Transfer)

## 7. Reporting, Recording, & Publicizing

## 8. Monitoring the Progress of the Mobility

## ➤ **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

# Things to do for inbound mobility



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



## ➤ **Selection processes**

- 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.

# Things to do for inbound mobility



## ➤ 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)

# Things to do for inbound mobility



## ➤ **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



## ➤ 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

## 7. Perspective on virtual mobility



- Nowadays, many institutions of higher education leverage virtual approaches to international educational engagement as a way to reach a larger population of students in more equitable ways.
- Especially, during the COVID 19 pandemic, virtual synchronous/asynchronous 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.

- seems 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.
- 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.

- Nowadays, the traditional Erasmus exchange has been complemented with virtual mobility in which students from different countries may study together without leaving their home.
- Successful implementations of VE/ VM projects require careful planning and solid training of the educators who facilitate the projects.

**“Coming together is a beginning;  
Keeping together is progress;  
Working together is success.”**

**Henry Ford**





**Thank you for your attention!**