TOOLKIT
INFORMATION DAY

FOR 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

IRO Handbook

I. Strategies and Management of Mobility Programmes

II. Outbound Mobility.

III. Inbound Mobility
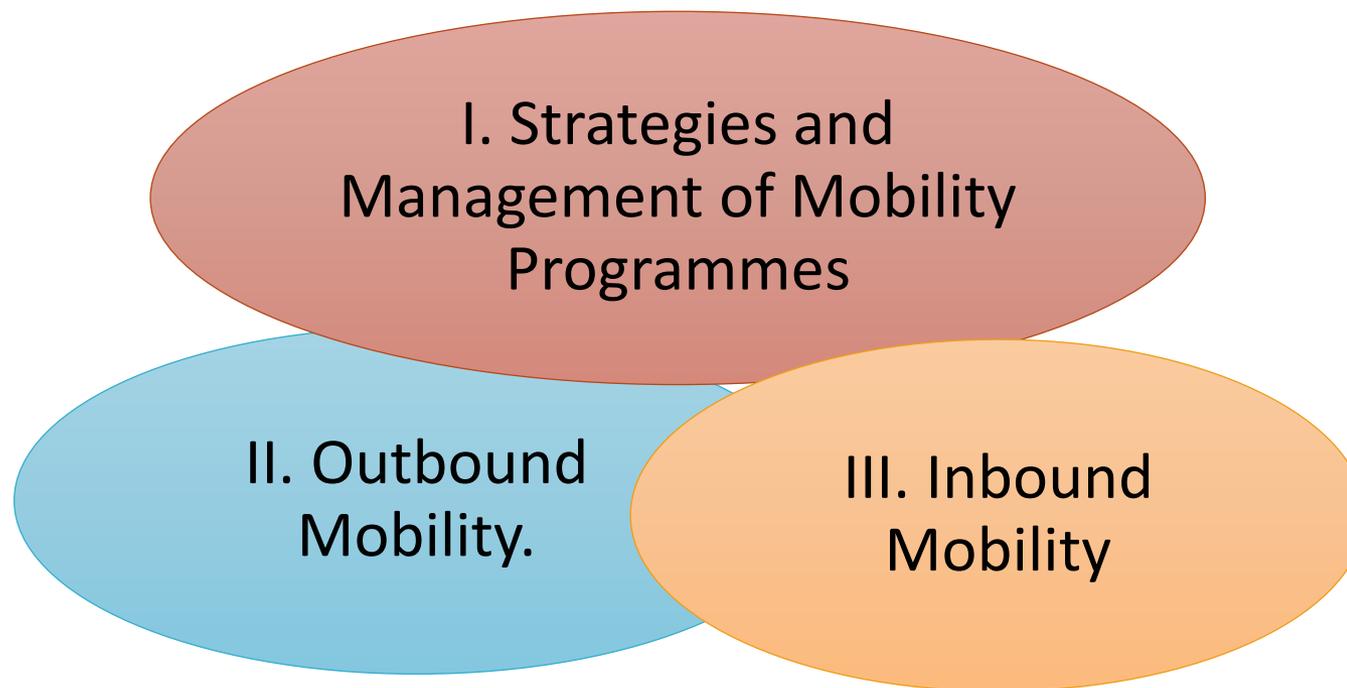
II. Outbound Mobility

Outbound Mobility

Sending Institute → Receiving Institute
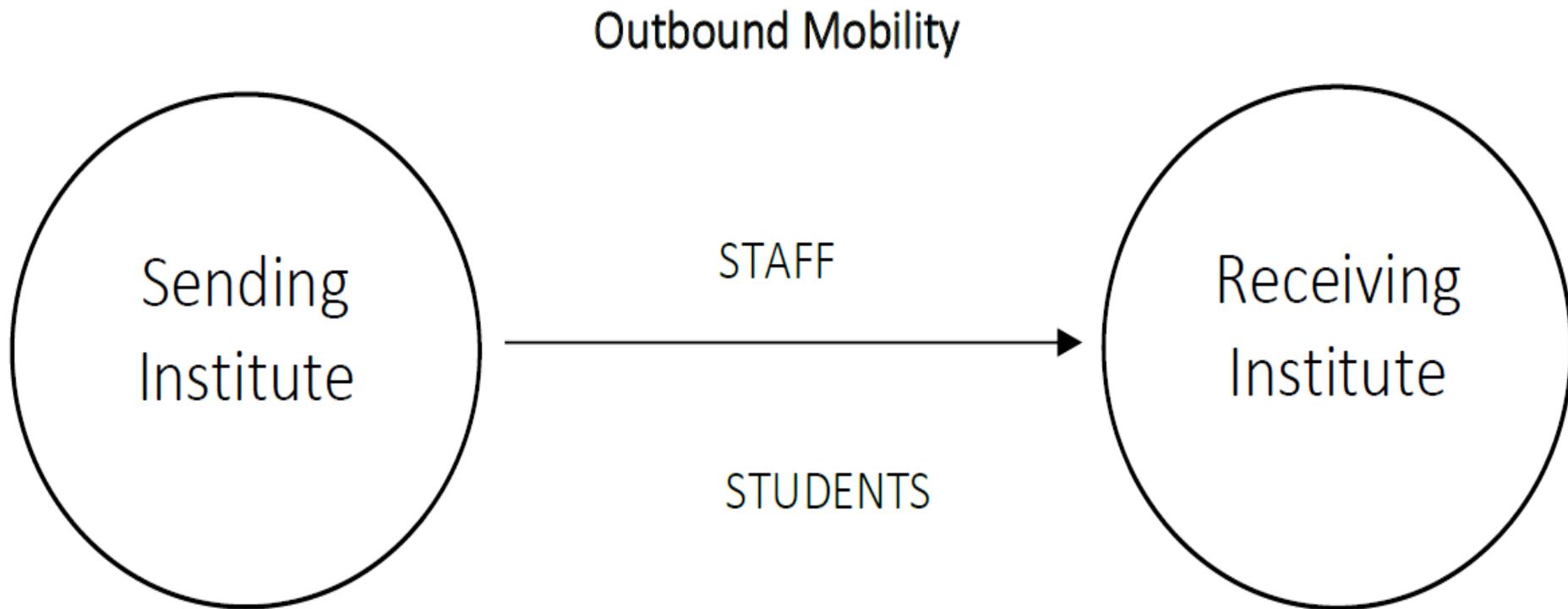
STAFF

STUDENTS

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.

❑ <u>*Sending University:*</u>
- ✓ in charge of selecting students/staff and sending them abroad.
- ✓ supporting applications, preparation, monitoring and recognition related to the mobility period.

❑ <u>*Receiving University:*</u>
- ✓ 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 <u>receiving university</u>.**
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)

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)

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.

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.)
- ❖ <u>All applicants considered will be notified of the final decision by the receiving university</u>.

4. Arrangement for Exchange Program

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

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4.1 Information session

➢ Applicants should <u>understand and follow the guidelines of the scholarship and the exchange program.</u>

➢ Applicants must <u>agree to enrol at the receiving university program plan and</u>

➢ Applicants must <u>agree to abide by the rules and regulations of the receiving institution</u>.

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.

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.

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 <u>advertising, nomination, applications, courses, results, and outcomes)</u>.

3. Publicizing

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

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.

2. Basic requirement for inbound mobility

2.1Available 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

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.

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 as certain entry qualifications.

4). Informing the selection resuits

➢ 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)

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.

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 → *Participanting in Cultural Programs* → *Language Classes*

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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

Souphanouvong University

Thank You for Your Attention

Any Questions?