Inbound and Outbound Mobility

TOOLKIT - DESIGNING AND MANAGING
INTERNATIONAL RELATIONS, EDUCATIONAL PROJECT
AND MOBILITY SCHEMES IN ASIAN UNIVERSITIES

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What is International Mobility?

• **Provide opportunities** for staff/students to experience academic programmes offered at another university.

• **Achieve and expand the knowledge and skills** of staff/students in understanding of global issues and perspectives.

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.

Sending/ Home Institute → Mobility / Staff/ Student → Receiving/ Host Institute

Outbound mobility

Inbound mobility
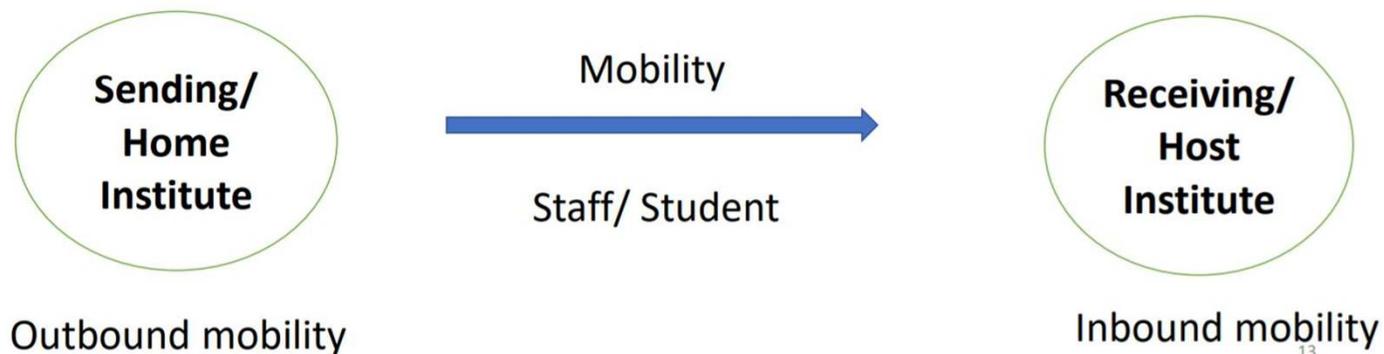
1. Strategies and Management of Mobility Programs

1.1 Strategies

- The International Relations Office (IRO) is responsible for fostering the internationalization of the university.
- The IRO is structured to be well-functioning in the tasks of 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.

Developing & implementing an **internationalization strategy**

Giving support to faculty members in **teaching and research in collaboration with** international organizations.

Promoting student and staff mobility including exchange programmes

Organizing international events such as **workshops, conferences, meetings, cultural exchange programmes, events, and activities**

The Role of the IRO

Providing information on **funding agencies/loan schemes**

Seeking the opportunities to **strengthen research capacity** of faculty members and students through international collaborations

Searching for **partners and drafting MoUs**

Acquiring and disseminating information relating to **scholarship and fellowship programmes**

Able to work effectively in English

ICT skills

Proficiency in intercultural communication

Competency for IRO Staff

Experience in event management

Ability to strengthen connectivity and collaboration with international partners

Skill in preparation, drafting and processing of MoUs/MoAs/MoDs with international partners

Key Performance Indicators (KPIs) for the IRO

1. Time taken to process the documents.
2. Number of cooperative research activities over the past 3 years.
3. Number of MOU/MOA/Exchange Notes , etc.
4. Number of exchange activities/programs.
5. Number of international students registered per year.
6. Number of academics.
7. Number of collaborative projects.
8. Number of collaborative program/projects with Embassies.

Key Performance Indicators (KPIs) for the IRO (Cont.)

9. Number of international conferences, workshops, and events.

10. Number of awareness programs for students and faculty members.

11. Number of scholarship and grant opportunities for international research and academic programs.

12. Other indicators related or included in internationalization strategy

Maintain accountability and transparency

Effective, efficient, and comprehensive working procedures

Effective filing, record-keeping and knowledge management

Quality Assurance System

Proper and timely dissemination of accurate information

Effective communication channels

Having proper guidelines
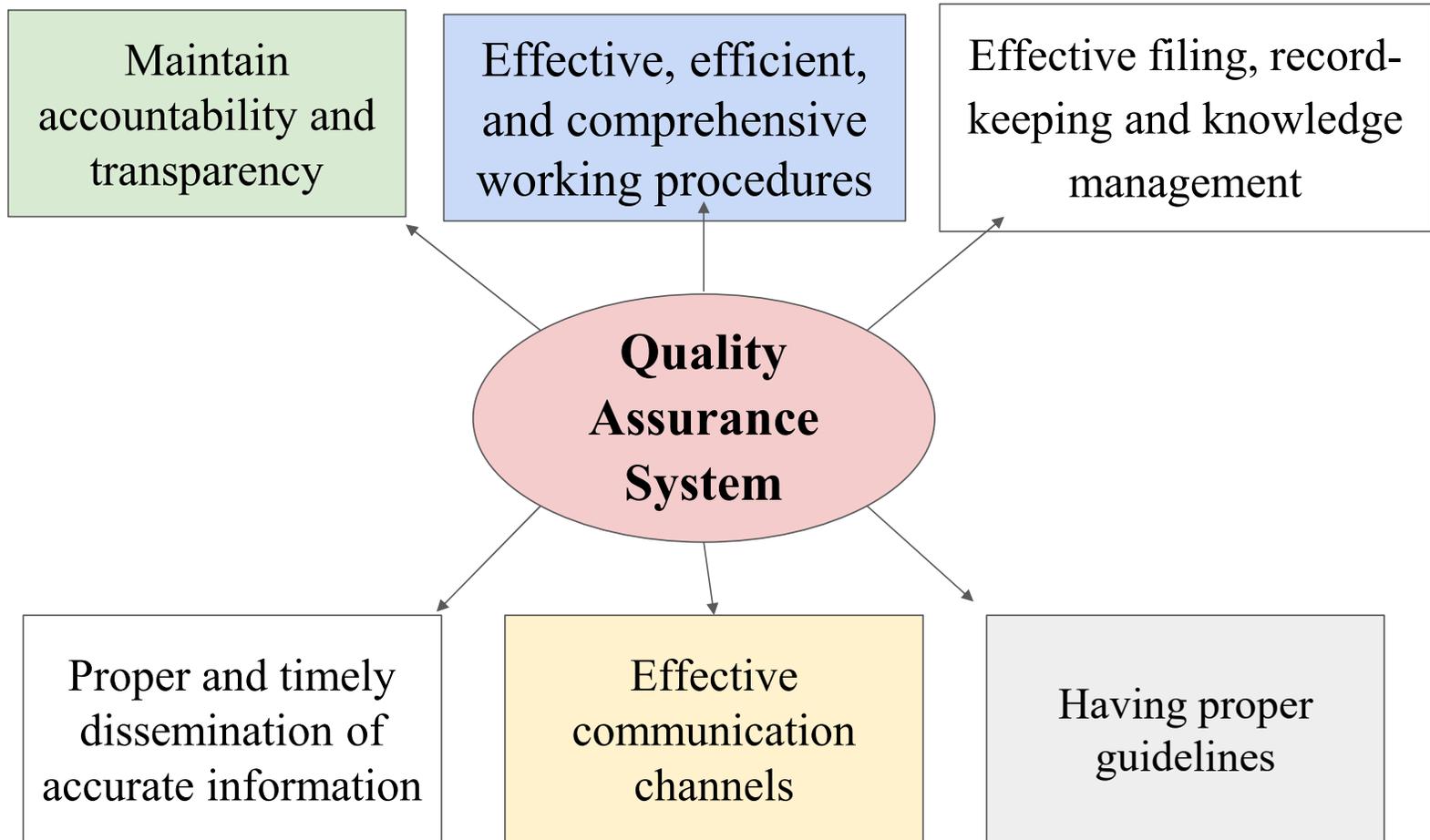
Internationalization/Mobility in The University Strategic Plan

- Internationalization strategies should be included in the university's strategic plan, which is one of the most important documents of the university.

- Through this plan, partner universities understand one's university's future plans especially for internationalization.

2. Infrastructure Development Strategy Targeting Mobility Programs.

Reasons for Infrastructure Development

A university should at least have sufficient basic infrastructure and facilities such as libraries, laboratories, dormitories, canteens, prayer room, washrooms, and other basic facilities with well-maintained sanitation facilities, and good Internet connection.

Attention should be paid by the institution to develop the following minimum infrastructure requirements to facilitate mobility programs using any source of available funding and the University top management should take the responsibility.

3. Management

Database Management System

- A database management system would facilitate a smooth functioning of the mobility program in a centralized technology driven manner.
- Ideally it should be integrated with the University's student management system covering enrolment, welfare, progress reporting etc.
- Students/staff can fill the information online and upload the documents. Students/staff can work with data, and archive everything related to internationalization.

2. Outbound Mobility

Outbound Mobility provides opportunities for students and academic staff to take part in academic programmes offered at a university in another country

- *IRO has a duty to look for opportunities and partner universities*
- *Opportunities are often offered in the form of MoUs, scholarships, bilateral/multilateral agreements*

Setting the Criteria

University IRO announces the criteria to students:

- Type of programme (exchange, short term etc.)
- Aim of the programme (research, field work, course work, internship etc.)
- Information about the partner university
- Number of opportunities available
- Duration
- Schedule
- Source of funding
- Academic qualifications required (course units completed at the sending university, GPA etc.)

Further qualifications

- Language competency (foreign languages such as English/French - CEFR B2)
- Prerequisites of the receiving university
- Health insurance *(if applicable)*
- Security Clearance/Certificate *(if applicable)*
- Auditions/interviews
- Portfolios of work

*These qualifications vary depending on the programme, the university and the country.

Application Procedure

All applications are verified and validated by IRO of the sending university.

It may include:

- Study plan
- Academic records/transcripts
- Motivation letter
- Recommendation letters
- Language proficiency certification/test scores
- Proof of financial support *(if necessary)*
- Credit transfer approval/Learning Protocol approval
- Passport
- Health certificate *(if necessary)*

Necessary Arrangements

- Information sessions on conditions and registration procedures
- Visa application (valid passport, photos, letter of acceptance, proof of funds, proof of accommodation, health and travel insurance, travel itinerary etc. are needed)
- Purchasing the air ticket (funds provided or air ticket directly given)
- Travel and health insurance (access to general practitioner, hospital aid, surgery and medical tests)
- Tuition fees and living expenses (vary depending on the programme, at times exempted or waived off)
- Accommodation at the receiving university (hostels, affiliated housing, private accommodation)
- *Other (depending on the programme/receiving university/country)*

Recognition of Studies - Credit Transfer

- Credits earned at the receiving university can be transferred to the sending university. E.g.: University of Kelaniya International Credit Transfer Scheme
- Prior approval of the sending university is necessary.
- Course description and marksheets/transcripts duly signed by the receiving university must be provided with the application.
- Submission of documents to relevant authority in the sending university.

  *As the education systems and programmes vary from one country to another, this programme could become very challenging at times.

Reporting, Recording, & Publizising

- IROs of both sending and receiving universities keep records of all documents : advertising, nominations, applications, results, qualifications, email correspondence etc.
- It is advisable to maintain a filing system.
- Feedback is necessary.
- Publicizing student/staff experience on university website, newsletters, facebook or other social media (in the form of photos, video testimonials etc.)

Monitoring the progress...

Each step of a mobility programme is closely monitored by the sending and receiving universities

- Students are advised to remain in touch with the IROs
- Report progress, challenges, experience (both positive and negative)

*Monitoring of individual mobility as well as the mobility programme itself is essential to ensure the success and effectiveness of the programme.

3. Inbound Mobility

- In an inbound mobility the host university receives students and/or members of the academic/administrative staff from another university domestically or abroad for a specific period of time.

- The requirements, conditions and benefits are already agreed in a Memorandum of Understanding, or a Memorandum of Agreement signed between the sending and the receiving universities.

- Inbound mobilities are also facilitated by scholarship or exchange programs such as Erasmus+ KA107 International Credit Mobility (ICM).

Basic Requirements for Inbound Mobility

Available Courses for International Students

- All the available courses for international students, particularly those that are taught in English language should be published on the university webpage.
- Detailed information of the courses (degree program, number of credits, course content, evaluation criteria etc.) should be provided.
- The receiving university accepts international students for short-term/ long term study or exchange program according to the agreement or conditions/provisions of the exchange program.

Basic Requirements for Inbound Mobility

Academic Staff/Administrative Staff

After receiving the notification from the partner university to send the academic/administrative staff member, the university or the selected candidate will apply for leave from the university and any other authorities depending on the country of origin. E.g.: Foreign Ministry, Ministry of Education (or Higher Education)

Application Process

Application process of incoming student can be under the following terms:

1. Compiling application Documents
2. General selection criteria
3. Selection process
4. Informing the selection results

Application Documents must include the following:

1. CV
2. Application form
3. Transcripts
4. Application processing fees (if applicable)
5. Recommendation Letter
6. Motivation letter
7. Study Plan
8. Passport bio page
9. Nomination letter from University

●It must be noted that certified English translations of certificates/any other documents are required if the originals are in any other language.

●It is the responsibility of applicants to review all programs of study, scholarship and other information prior to applying for admission to the University.

●Depending on the type of mobility, applicants may or may not be required to pay an application processing fee.

General Selection Criteria

- Students should complete university work prior to participation in the exchange should possess good academic standing.

- Student should have an adequate knowledge of English for their day-to-day communication.

- Provide evidence of proficiency in English as required by the receiving institute. Alternatively, a short English language program is recommended to give in host country.

- Depending on the study program, other language requirements and/or other prerequisites may be imposed in accordance with the regulations of the host institution.

- Areas of study, Academic calendar, Application deadline are all dependent on the faculty and particular courses followed. These must be discussed and arranged well in advance before arrival.

Selection Process

●All application forms submitted 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, the International Relation Office of the receiving university will submit the applications to the relevant faculty to ascertain entry qualifications.

Informing the Selection Results

●The selected/ shortlisted candidates may be called in for an interview if required.

●The applicant(s) or the International Relation Office of the sending university shall be informed of the selection/rejection decision about the application.

●When applicant(s) are selected for the exchange, The applicant(s) may need to 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. Police/security clearance report of student from his country of residence, if applicable (required for Sri Lanka to issue Entry Visa)
4. Accommodation preferences of the student(s) (in-campus or off-campus)

Before the Arrival of the Students

1. Invitation / admission letter from the host university
2. Passport, travel documents and tickets
3. Visa (if necessary)
4. Medical test or medical insurance certificate (If applicable)
5. Proof of accommodation (if applicable)
6. Other documents for immigration purposes (if applicable)
7. Address, telephone number and travel instruction to reach the participant final destination
8. Any required medication
9. Cash to pay for airport transfer and public transport (if necessary).

After the Arrival of the Students

1. Welcoming of new Students

2. Registration at the receiving University

3. Accommodation: Living on or off Campus

4. Orientation Session

5. Buddy Program e.g.: Student Volunteer Programme at UoK

6. Participating in Cultural Programs

7. Language Classes

After Completion of The Course

1. Feedback and Report
2. Assessment, transcripts and certificates
3. Publicizing Details of Student Mobility
4. Alumni Network

Inbound Staff Mobility

1. Invitation / admission letter from the host university
2. Passport, travel document and tickets
3. Government Approval
4. Visa (If necessary)
5. Research proposal and letter of intent
6. Medical test or medical insurance certificate (If applicable)
7. Proof of accommodation (if applicable)
8. Other documents for immigration purposes (if applicable)
9. Address, telephone number and travel instruction to reach the participant final destination
10. Any required medication
11. Cash to pay for airport transfer and public transport (if necessary).

After the Arrival of the Researcher

1. Orientation
2. Buddy Program e.g. Staff/Student Volunteer Programme at UoK
3. Activities at the receiving university and reporting the progress
4. Travel & Transport
5. Language Training
6. Feedback and Final Report
7. Alumni Network