TOOLKIT Internal Cascade Training

International Relations Office

University of Peradeniya

Managing Staff and Student Mobilities

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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

STAFF/STUDENTS

SENDING INSTITUTE
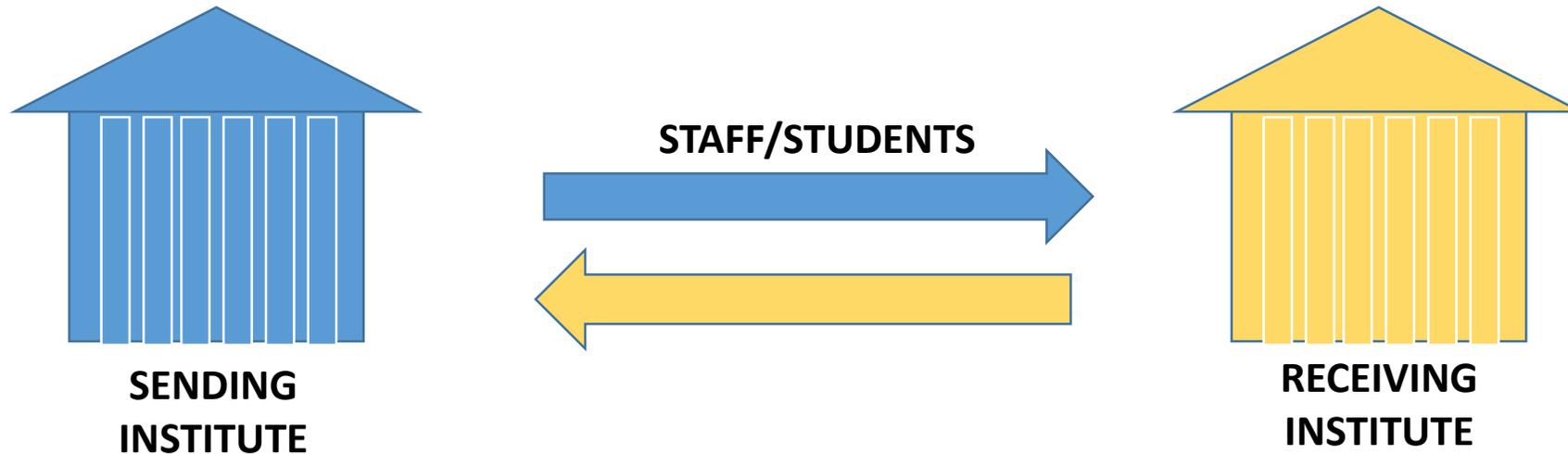
RECEIVING INSTITUTE

Forms of Mobilities

STAFF:

- co-teaching/co-researching

- receiving or giving training

- evaluating theses by academics from different institutions

STUDENTS:

- learning/training

- research

- internships/voluntary activities

How to Manage Mobilities

- Basis for mobility: focus on exchange agreements and confirmation from relevant <u>bodies</u> to accommodate staff/students

- Sharing information between the two universities is essential; IRO and other relevant authorities communicate information.

- Relevant applications/documents to apply are communicated

  - application procedures, course information, accommodation, insurance, certificate of acceptance, application for residence if needed, letter of admissions with course confirmation

- Applications are processed, documents are checked and suitable candidates are selected.

Welcoming and Supporting Services

- Facilities offered to the inbound mobility participants:
  - visa support
  - medical insurance
  - housing/residence permit
  - language support/buddy program/counselling
- On arrival, welcome services are provided by the host university
- more facilities i.e. airport shuttle, student health services, language workshop, digital drop-in for questions and support systems may be offered

Monitoring Mobilities

- Monitoring/evaluation of students and the whole program ensures effectiveness of the mobility

- Participants must report their progress, challenges and their experiences (both positive and negative) during the mobility as well as after returning to their university.

- Periodical reports, face-to-face meetings, completion of activities
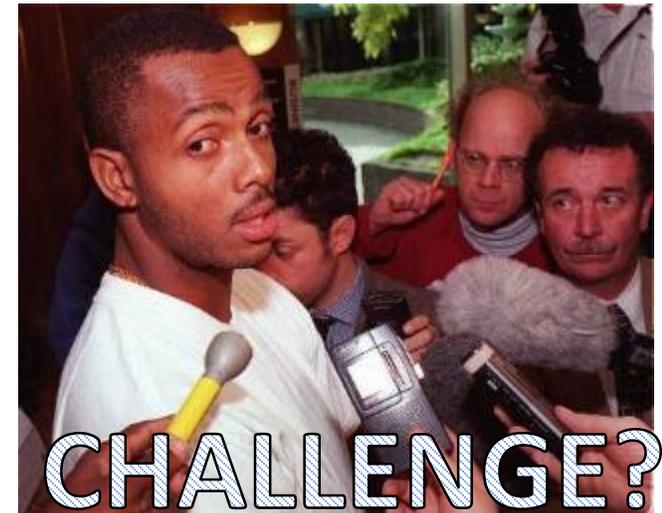
CHALLENGE?

Recording, Reporting and Dissemination

- Reporting progress of participants helps to identify issues and overcome them to complete their mobility successfully

- Helps prevent such issues in future as well

- Feedback should be obtained from participants after mobility

- Such information is helpful for publicizing, quality assurance and improvement of the services provided
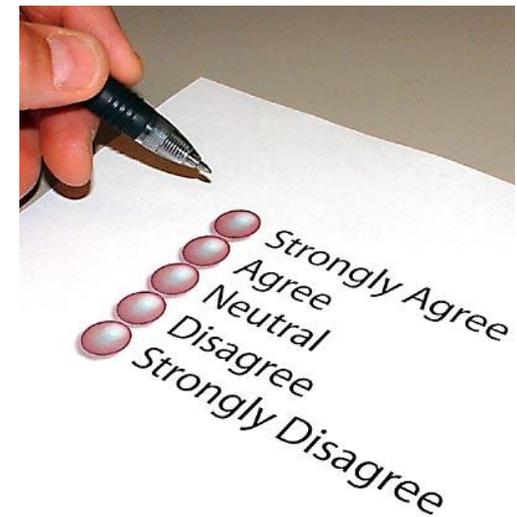
Recording, Reporting and Dissemination

- A filing system must be maintained at IRO of both institutes (Advertising, Nomination, Applications, Results, and Outcomes, Feedback etc.)

- This folder (digital/hard copies) should have a systematic arrangement.

- During mobility, details of accommodation, visa and a copy of transcripts shall be kept at IRO of the receiving institute.

- Other details (Registration, Course Selection, and Academic Progress) can be kept at the Faculty to which the staff/student is affiliated.

- Database management system facilitates smooth functioning due to ease of storage, management and retrieval of data

Recording, Reporting and Dissemination

- Publicizing outcomes of mobility programs could be done in IRO website, official social media pages and in progress reports/newsletters etc.

- Short videos, pictures, testimony or other suitable formats

- Can be done at both institutes for maximum visibility, beneficial in attracting students/researchers etc.

Risks in Managing Mobility Programmes

- Institutions must recognize the importance of an effective risk management strategy to run mobilities smoothly.

- Structured and coherent approach to identifying, assessing and managing associated risks is needed.

- Monitoring
    1. Who is responsible?
    2. How often should it be reviewed?

Handling Mobilities Carefully

- Good communication and maintain good rapport between relevant officials (e.g. IRO officials, Immigration Department, relevant Ministries etc.)

- Handle issues professionally

- Avoid misunderstandings; continuous contact is essential

- Receiving university should give information about host country's culture, customs and norms, do's and don'ts etc.

- Mobility participants should also show empathy, understand differences and abide by rules and regulations

Students as Drivers of Internationalization

- Students are the focal point in higher education

- QA in HE targets overall student experience in learning

- Many internationalization activities involve students in them

- Thus, students have a role to play in internationalization activities

Students as Drivers of Internationalization

- Provide support in welcoming activities, orientation

- Coping up stress, balancing physical/mental health

- Supportive actions

- Sharing of culture

- Volunteering

- Organizing group activities

Thank You!