



Co-funded by the
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Toolkit IRO Training days

28 September- 1 October 2020

Time schedule

Day 1: Effective mobility flows management

TIME	PRESENTER	TOPIC OF THE PRESENTATION
08:00	Ms. Marta Cocos, Project coordinator, Unit for global partnerships, Uppsala University	Welcome note
08:05	Mr. Matt Greig, Head of the Unit for International Mobility at Division for Internationalization, Uppsala University	Overview of the day-to-day operations at Unit for international mobility: <ul style="list-style-type: none"> • Strategies and management of mobility programs (eg. partner search, agreements, databases, projects) • MoUs and Student Exchange Agreements (SEAs) • Courses taught in English • MoveON (database)
08:35	Time for questions for Mr. Matt Greig	
08:50	Short brake	
08:55	Mr. Matt Greig	Continuation <ul style="list-style-type: none"> • Exchange students vs Free-movers/Fee-paying students • Incoming and Outgoing exchange students • Promotion activities • Crisis handling, insurance
09:25	Time for questions for Mr. Matt Greig	
10:40	Longer break	
11:10	Ms. Karen Tapper, UU Graduation Office	Recognition of studies/credit transfer
10:30	Time for questions for Ms. Karen Tapper	
11:45	End of Day 1	

Day 2: Effective mobility flows management

TIME	PRESENTER	TOPIC OF THE PRESENTATION
08:00	Mr. Gustaf Cars, Head of Unit for global partnerships at Division for Internationalization, Uppsala University	Strategies and management of international programs
08:30	Time for questions for Mr. Gustaf Cars	
08:45	Ms. Sara Hurtig, Unit for International Mobility at Division for Internationalization, Uppsala University	Service and quality tools for outbound mobility: <ul style="list-style-type: none"> • application • selection • approval • pre-departure meetings
09:15	Time for questions for Ms. Sara Hurtig	
09:30	Short brake	
09:35	Ms. Jenny McKeever and Ms. Lina Solander, Unit for International Mobility at Division for Internationalization, Uppsala University	Services and quality tools for inbound mobility: <ul style="list-style-type: none"> • visa application • course selection • accommodation • buddies • welcome activities
10:05	Time for questions for Ms. Jenny McKeever and Ms. Lina Solander	
10:20	Longer brake	
10:50	Mr. Philipp Baur, Unit for global partnerships at Division for Internationalization, Uppsala University	Perspectives on virtual exchange and mobility: The case of the LISTO international virtual classroom
11:20	Time for questions for Mr. Philipp Baur	
11:35	End of day 2	

Day 3: Brainstorming sessions

TIME	PRESENTER	TOPIC OF THE PRESENTATION
08:00	Mr. McDermott Darren, member of the EU-SHARE project	SHARE project, and how can Asian countries benefit from it
08:20	Time for questions for Mr. McDermott Darren	
08:30	Workshop I (all 3 groups discuss together)	Participants start to discuss Toolkit Handbook <ul style="list-style-type: none"> • What can the Asian universities use from the EU partners presentation? • What should the strategic priorities be, and what should be part of the Handbook? • Division of the participants into 3 working groups which will be working with 3 chapters of the Handbook
09:30	Short brake	

09:35	Workshop II (participants are divided in 3 working groups)	Each focus group starts to produce a specified chapter of the Toolkit Handbook <ul style="list-style-type: none"> • Drafting the structure of the Handbook section • Putting down some thoughts for the content of each section
10:35	Longer break	
11:00	Workshop III (participants are divided in 3 working groups)	Wrapping up the workshops <ul style="list-style-type: none"> • Formulating of a one-page summary of the discussion, that will be presented the next day to all participants • Deciding who will present the next day • The division of tasks for the future work • Setting the deadlines
12:00	End of Day 3	

Day 4: Group presentations and summing up

TIME	PRESENTER	TOPIC OF THE PRESENTATION
08:00	Presentations of 3 groups (each group presents for 20 minutes + 10 minutes discussion)	In this session, each group presents the work group findings. After, other group members will try to help the presenters develop their ideas even further giving constructive comments and ideas. The outcome of this session should be more complete drafts of the chapters.
09:00	Short brake	
09:05	Ms. Marta Cocos	Wrapping up: Future work with Handbook
09:15	Ms. Lucia Ippolito and Ms. Franca Maria Mura	Wrapping up: What comes next in Toolkit
09:35	End of the Toolkit online training	