



UPPSALA
UNIVERSITET

Toolkit



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

WP4: Effective mobility flows management in Asian universities

The Overall WP aim is **enhancing the capacity of Asian universities in strategizing, promoting and managing students mobility schemes.**

This will be accomplished by designing a **shared mobility management model** that will be described and defined in a **Handbook.**

WP4: Effective mobility flows management in Asian universities

TIMELINE:

Each Asian partner university appoints their **contact persons** to ulrica.ouline@uadm.uu.se. **Deadline January 25, 2020.**

Identification of 3 focus groups (FGs):

1. Strategies and management of mobility programs (1 person per university)
2. Service and quality tools for outbound mobility (1 person per university)
3. Services and quality tools for inbound mobility (1 person per university)

In total **7 persons** in each focus group

Each FG will appoint:

- One Chair
- One rapporteur

Suggestion:

- FG 1 (strategies and management of mobility programs):
Chair from Sri Lanka. Rapporteur from Laos
- FG 2 (outbound mobility):
Chair from Myanmar. Rapporteur from Sri Lanka
- FG 3 (inbound mobility):
Chair from Laos. Rapporteur from Myanmar

Deadline February 3, 2020.

- Toolkit IRO Training week in **Uppsala May 13-19, 2020**
- Training on Project management in **Bologna – when?**
- Cascade training at the Asian partner universities after the Uppsala visit.
- The focus will be on presenting EU partners' organizational model of student mobility management and the services implemented.
- At the end of the cascade training, trainers and trainees will set up **3 working teams** that will support the member of each focus group in formulating recommendations for the Handbook. **(July 2020).**

- Development of the handbook for the management of students mobility. **Deadline for draft handbook to EU partners September 15, 2020**
- Validation of the handbook by the consortium. **Deadline November 1, 2020.**
- Cascade training and presentation of the Handbook at national level in the 3 partner countries involving regional universities and the Ministry of Education. **Deadline January 30, 2021**



Toolkit Training week, Uppsala

May 13-19, 2020

Wednesday May 13

- 09.30 Registration at the [Main University Building](#), Room IX, second floor
- #10.00 Practical information about the IRO training week and International Staff week.
Introduction of the participants
- Each university prepare ONE presentation of max five minutes. To be sent to Jonathan Schalk no later than May 1. **Due to time constraints no presentation exceeding five minutes will be allowed**
- 11.30 Lunch at Café Alma in the University Main Building
- 13.15 Guided tour of Uppsala University by our University Guide, Mr. Mikael Norrby.
- 14.45 Welcome to Uppsala University, Vice-Chancellor Prof. Eva Åkesson
- 15.00 Workshop MENTI - TBD
- 16.30 End of day I
- 18.30 Welcome dinner at Värmlands nation (The do's and don'ts in Sweden)

Thursday May 14

09.30 Presentation of the Division for Internationalisation (former International Office) at Uppsala University by Director Erika Dabhilkar.

10.30 Paus / Fika

10.45 Effective mobility flows management in Asian universities

The Unit for International Mobility at Division for Internationalisation, Uppsala University gives you an overview of the day-to-day operations

- MoUs and Student Exchange Agreements (SEAs)
- Courses taught in English
- MoveON (internationalization software)
- Exchange students vs Free-movers/Fee-paying students
- Incoming and Outgoing exchange students
- Promotion activities

- 11.30 Lunch at Segerstedt
- 13:00 Workshop for the three Toolkit focus groups (7 persons per group) with staff from the Unit of International Mobility at the Division for Internationalisation
1. Strategies and management of mobility programs (eg. partner search, agreements, databases - software, projects) – Mr Matt Greig
 2. Service and quality tools for outbound mobility (eg. application, selection, approval, pre-departure meetings, recognition of studies) – International Officer Ms Sara Hurtig
 3. Services and quality tools for inbound mobility (eg. visa application, course selection, accommodation, buddies, Welcome activities) – International Officer Ms Jenny McKeever
- 17.00 End of day

Friday May 15

- 09.00 Presentation of the Students unions at Uppsala University.
- #09:45 Discussion on student engagement in higher education. Mr Arvid Bertilsson, Uppsala Law Student Association. Please prepare to discuss from the viewpoint of your home institution. [Room IV, Main University Building](#)
- 10.45 Walk to Stockholm Nation
- The Student Nations in Uppsala. What are they and what do they do? Presentation by First Curator at [Stockholm Nation](#)
- 11.30 Lunch at Stockholm's nation
- 13:30 Meet at the main entrance of the [Carolina Rediviva Library](#)
- 13:45 Walking tour of Carolina Rediviva Library. Hosted by Uppsala University Libraries. Short walking distances
- 15:45 End of the day

Monday May 18

09:00 International Mobility: University of Bologna

09:30 International Mobility: Vilnius University - TBC

10.30 Paus / Fika

11.00 The UU Graduation Office gives a presentation on Recognition of studies/credit transfer

11.30 The Study Counsellors and Career Office gives a presentation on UU support to Disabled students

11.00 Presentation of SkillMill by Mr Björn Nyström, Division for Internationalisation

12.00 Lunch at Segerstedt building

13.30 Presentation of the Unit for Global Partnerships by Mr Gustaf Cars, Head of Unit, Division for Internationalisation, UU

14.00 Presentation of Skill Mill by Mr Björn Nyström, Unit for Global Partnerships, Division for Internationalisation, UU

SkillMill is a strategic partnership project that focuses on the soft skills that exchange students acquire during studies abroad but that they can't verbalize.

14.30 Paus / Fika

#15.00 Workshop/Discussions (divided in the 3 focus groups):

What can the Asian universities use from the EU partners presentation? Which drafts (re-draft them so that they suit your university)? How will you and your university organize workshops/training for your colleagues? How will the cascade training on national level be arranged? What will you do next Monday when your back at your office to build the competence/structure of your international office? etc

Tuesday May 19

- 09.00 Continuation of the Workshop/Discussions from Monday
- 11.30 Lunch at the Segerstedt Building
- 13.00 Each focus group start to produce a training report – this report will later serve as basis for the Toolkit Handbook
- 15.00 Presentation of work group findings
1. Strategies and management of mobility programs
 2. Service and quality tools for outgoing mobility
 3. Services and quality tools for incoming mobility
- 16.30 End of the Toolkit IRO training in Uppsala

Practical matters for the Uppsala visit

- **Money**

EUR 120 per day (7 days + 2 travel days) minus 50 EUR for 5 lunches

Travel grant: Sri Lanka / Myanmar EUR 820

Laos EUR 1500

- **Transfer money to your bank account for flight ticket**

I'll send an email with the bank details I need. Very important that you check with your bank that they can receive Euros.

- **Private credit card or UU's Maestro card**

1. We can transfer all funds to your private bank account so that you can use your private credit card in Uppsala OR

2. You will get a Maestro card upon arrival in Uppsala

- **Flight ticket**
Each person buys their flight ticket.
Arrival Tuesday May 12.
Departure May 20.
- **Accommodation**
Each person book their own accommodation.
I will send a list of hostels and hotels in Uppsala.

Questions?





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