

Toolkit Handbook

Progress & future work



SINCE 1477



SEDAN 1477

What we have done so far?

Event	Time period	Activity
Initial meetings with FG chairs	October	Marta met each FG chair & discussed the Handbook work
Drafting of chapters	November	Focus groups drafted one Handbook chapter each
First round of revision	7 th -21 st Dec	FG1 improved FG2's chapter FG2 improved FG3's chapter FG3 improved FG1's chapter
Second round of revision	28 th Dec- 18 th Jan	FG1 improved FG3's chapter FG2 improved FG1's chapter FG3 improved FG2's chapter

Heroes behind the scene

Focus group 1	Focus group 1	Focus group 3
Palitha Doaungchack	Souliya Mounnarath	Khamphout Panyaseng
B. A. Hirindu Kawshala	Vanlee Phengxay	Shameen Jinadasa
Than Zaw Oo	Upul Bandara Dissanayake	Sandesha T. Perera Mukundadura
Wonna Aung	Khin Khin Oo	Htay Naung Oo
Aye Thu Htun	Nang Kyu Kyu Win	Tha Pye Nyo
D.A Nimal Dharmasena	Nu Nu Lwin	Thongkham Hungsavath
Nanludet Moxom	H. Samanthi M. M. Jayawardena	Omar Myint

The outcome

I Strategies and Management of Mobility Programs

1. Strategies

The Structure of IRO

The Role of IRO

Qualifications and Job Descriptions for IRO Staff

Key Performance Indicators (KPIs) of IRO

Quality Assurance System

Internationalization/Mobility in The University Strategic Plan

University Policies on Internationalization and Mobility

Asynchronous/synchronous Online Training

Strategies for Staff Mobility Programs

Enhancing internationalization

Credit Transfer Policy

2. Infrastructure Development Strategy Targeting

Mobility Program

Reasons for Infrastructure Development

Alumni Forum

Handbooks for Inbound and Outbound Staff And Student

International Student Association

Practical Information Brochure

Cultural Dos and Don't

3. Management

Database Management System

Guidelines for Inbound and Outbound Mobility Program

Counseling Service for Mobility Program

Selection Criteria for the University/Program

Progress Monitoring Mechanism for Mobility Programs

Risk Management Strategy

Visa

II Outbound mobility

1. Setting the Criteria

2. Application Procedure

Academic Records

3. Health Certificate

4. Selection Process

Academic Purpose Statement (Motivation Letter)

Decision Process

Revision Process

5. Arrangement for Exchange Program

Information Session

Visa

Air ticket

Travel & Health Insurance

Tuition Fees & Living Expenses

Accommodation Arrangement

6. Recognition of Studies (Credit Transfer)

7. Reporting, Recording, & Publicizing

Reporting

Recording

Publicizing

8. Monitoring & Evaluation

III Inbound Mobility

1. Definition of Inbound mobility

2. Basic Requirements for Inbound Mobility

MoU/MoA

Available Courses for International Students

Approval from the Ministry Concerned

Guideline for Visa Application

3. Application process

Compiling Application Documents

General Selection Criteria

Selection Process

Informing the Selection Results

4. Before Arrival of The Students

Visa

Health Insurance

Guidelines for the Incoming Students

5. After Arrival of the Students

Welcoming of New Students

Registration at The Receiving University

Accommodation: Living in and Out of Campus

Tuition Fees

Orientation Session

Buddy Program

Participating in Cultural Programs

Language Class

6. After Completion of The Course

Feedback and Report

Assessment, transcripts and certificates

Publicizing Details of Student Mobility

Alumni Network

7. Inbound staff mobility

Before Arrival of The Researcher/Staff

After Arrival of the Researcher

Annex 1: Model for the Policy of Internationalization

Annex 2: A Model for Credit Transfer Policy for the University

Work in front of us

Final stage of the Handbook completion

- Feedback from Bologna University & Uppsala University
- Putting 3 chapters together
 - (Some parts might have to be removed/added/edited)
- Important & demanding
- **2 meetings with 2 writing periods** afterwards
 - 5th April
 - 19th April
- Final version deadline: **30th April**

Thank you for your attention!

Marta Cocos

