

Music Study, Mobility, and Accountability Project

Ten Steps on How to Implement Your International Exchange Programme **SUMMARY CHECKLIST FOR QUICK REFERENCE**

PREPARATORY PHASE

1. Develop a Clear International Policy

- A discussion at senior management level should take place about WHY international relationships are advantageous.
- Decide what kind of activities you would like to be engaged in and with whom.
- Make an inventory of all international informal personal contacts already existing in your institution.
- Explore possibilities for financial support.

2. Develop Your International Contacts

- A first formal contact should be made by exchanging letters and information on the senior management level.
- Institutions are strongly encouraged to make personal visits to establish closer personal contacts.
- Develop a bilateral agreement.

3. Build Up Internal Support

- Make sure you have the full backing of the senior management.
- Engage as many faculty members as possible, supporting exchange at departmental level.
- Convince students and teachers of the benefits.
- Do not be afraid of opposition or scepticism.

4. Develop Internal Procedures

- Internal selection procedures for your students who want to go on an exchange.
- Internal selection and placement procedures for incoming exchange students.
- An internal admission status for incoming exchange students.
- Internal selection of the teachers wanting to go on exchange.

5. Develop External Procedures

- Develop joint application forms and joint learning agreement forms.
- Set clear deadlines for both institutions.
- Exchange information on selection requirements and procedures.
- Develop procedures for important practical issues such as housing, insurances, etc.
- Agree on how to handle recognition issues.

IMPLEMENTATION PHASE

6. Public Relations

- Find effective ways to make information on international activities available within your institution.

7. Assist Internal Applicants

- Help students and teachers in your institution with the application procedure.
- Take time to talk to students and teachers about their questions and wishes.
- Be clear about the time-scale of the various internal and external selection and application procedures.

8. Assist External Applicants

- Help your colleague in the partner institution with questions from students/teachers interested in coming for an exchange.
- Keep track of all the various steps that the application for an incoming exchange student has to go through after it arrives.
- Be clear and forthcoming about the result of the selection and placement process for an application.
- When a proposal for a teacher's visit arrives, make sure it fits the need of the institution in terms of subject and timing.
- Make sure a teacher's visit is well prepared in terms of practical arrangements.

9. The Exchanges Are Taking Place

- Be welcoming.
- Be open minded and flexible.
- Be reasonable about limits.
- Be connected.

EXIT AND EVALUATION PHASE

10. Assessment and Evaluation

- Assess and evaluate the individual incoming students.
- Assess and evaluate the individual outgoing students at the end of the study abroad period.
- Evaluate the individual teacher exchanges.
- Do an overall evaluation of the international exchange programme.