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.