Checklist
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Checklist for International Credit Mobility

Selecting Partner Institutions

Choose to cooperate with an institution where there is a long-term view on cooperation and an established partnership.

Before the application

The following should have been discussed with the partner institution:

- **What Mobility types are to be included in the agreement?**
  Incoming students, outgoing students, incoming teachers, outgoing teachers, incoming staff outgoing staff.

- **Number of mobilities per mobility type**

- **Study Level**
  Undergraduate, graduate, postgraduate

- **Staff mobility (at least 5 days + 2 travel days, maximum 60 days)**
  Teaching staff, staff for training

- **Length of mobility and the number –must be anchored with educational administration (at least 2 months max 12 months)**
  You and your partner need to discuss how each mobility should be planned. The period for each ICM project is for 36 months. All mobility must be completed by July 31, 2025. Apply for funding for study periods that are as precise as possible and that are adapted to the study plan at Umeå University and/or the partner. Only apply for the number of students there is a demand for. Only apply for realistic durations and number of staff who would not only be interested, but also have the time in their position to participate. It is preferable already at this stage to propose specifics – such as what staff would teach at each partner/what programmes or courses they'd be involved in; the purpose of staff trainings; and the concrete goals for student mobilities.

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The following points are crucial to whether your project will move on to a final application. Please describe as detailed as possible and preferably with examples.

- **Background**
  Describe the results from previous contact and cooperation with the partner institution.

- **Purpose of the cooperation and anchor at the department**
  Describe the connection to the institution's internationalisation strategy (or priorities in the area), integration in curricula and learning outcomes, and what added value you expect the project to provide the participants. Describe how the project and its mobilities have been discussed with the decision-maker(s) in your department, as well as with responsible personnel for education. How will the experiences of the participating students and staff be recognized after completed mobility?

- **Attach a strategy and commitment documents from the partner institution**
  Ask the partner institution about its strategy for internationalisation (or similar). Attach the documents to the pre-application, if possible. Include any supporting information that they, too, are committed and have discussed that the proposed mobilities are anchored on their end as well.

- **Impact and dissemination**
  What impact to you expect your project to have, not just on the participants, but on the broader institutions. This can, and should, include how the experiences of students and staff will be shared and incorporated into education programmes, university events, etc. If activities include contact or dissemination outside of the home and/or partner university, include those as well.

Before the final application

Selected pre-application projects will be invited to submit a final application. The following information will be needed to complete the final application. Again, for a better chance of funding, it is strongly recommended that you and the partner have this information worked out clearly and concisely.

Regardless of the information below, the key is to follow the eventual Do's and Don'ts from the EU/UHR.

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Inter-Institutional Agreement - Verify the agreement

If the subsequent final application to UHR is granted funding, you and your partner institution will set up an agreement (so-call Inter-institutional Agreement, or IIA). At this stage of the process, though, the terms and conditions of the agreement should be reviewed and discussed already before submitting the final application. We recommend that both parts agree upon the terms in the agreement at an early stage.

This is to ensure:

A. That both parties are aware of and on board with the IIA, and,
B. That there are no delays getting the IIA signed. Please note that inter-institutional agreements will be digital from the spring semester 2022. More information will follow about this process but discussions about the agreement should still be made with the partner university

Relevance – link the following to the activities at both institutions

- Why were the chosen types of mobility selected? How do they fit into longer-term cooperation plans? If you only include staff mobility, why?

- Why did you choose this partner/country/region?

- Explain why the planned mobility project is relevant to the internationalisation strategy of both your and the partner institutions.

- Attach the partner institution´s strategy for internationalisation or similar to this application if you didn´t do it together with the pre-application. Build it clearly into the application text.

- Try to provide quantifiable information on the profile selected partner such as size and influence in a particular area. Do you each provide complementarity of faculties/departments involved, or is it the similarities of your study programmes? What makes this project and partnership benefit both sides?

Quality – description of previous collaboration

Previous experience of similar projects with HEIs in the partner country; how will roles be defined in the IIA (responsibilities, roles, tasks).

- Describe the results from previous contact and cooperation with the *partner institution*,roles and responsibilities, existing/previous agreements/projects (eg. research, previous staff or student mobility, existing MoU, bilateral agreements, etc.)
- Previous work or cooperation in the *partner country*? How is this project an extension of that?
- Explain the division of competences; who offers which

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courses and when? Who provides support for visa/insurance/accommodation? Who is in charge of selection of participants?

- Explain how communication channels will work between you and your partner. Who is responsible for what? Who sends transcripts of records and when etc.?
- If relevant, explain how this application builds on and enhances existing partnership arrangements. What does it mean for the future?

Project design and implementation - Quality assurance of future cooperation

Different phases of the mobility, summary of selection plans, support provided, recognition of results.

- Try to divide this section into three phases of the mobility period: before, during and after. What is offered to the participants and by whom? How will the participants be selected? How will the select courses at Umeå University/ at the partner? Which type of support can they expect in terms of accommodation/insurance etc.?
- What kinds of facilities are available to the participants?
- Which of the parties does what and at what stage?
- How will you work with promoting the mobility?
- Which courses are given and when?
- Which kind of support is available for disadvantaged people? Describe any special effort to recruit students from disadvantaged backgrounds.
- Give an indicative timeline for each activity. When will the participants be selected? When will they receive language training? When will their mobility periods be recognised?
- Be sure to include information for both your department and the partner.
- Do not simply rework the previous section.

Impact and dissemination of results – long-term objectives and targets

- Describe impact of the project not just on participants, but on beneficiaries, partner organisations, at local, regional and national levels.
- Describe how results will be disseminated at the faculty and insitution levels, and if applicable, beyond – again, both your and the partner institutions.
- For example, integration in curricula and learning outcomes, and expectations of what added value the project will provide the participants.

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- What is the expected impact on the participants, institution, partner institution?
- How will the outcomes be measured and evaluated? How will you know whether you have achieved the desired and expected impacts?
- Planned dissemination activities such as evaluations and exchange of experience, publications, surveys etc.
- Who will benefit from the dissemination of project results? Your department? Faculty? Students?
- The stated impact should be relative to the number and type of activities planned.