

Staff mobility

- How do you motivate / stimulate your colleagues to go abroad?
- How do you motivate / stimulate your colleagues to work / collaborate with incoming teachers?
- How do you integrate home teachers in the mobility of colleagues from abroad?
- How do you manage to make out of the staff mobility something more than a personal benefit, something more than a one shot? How do you manage to integrate it in the continuity of courses? How do you manage to establish "real" collaboration between in and out?
- How do you arrange in your institution the working load of the staff involved in mobility? What about the lectures / courses they are supposed to give at the home institution when they will be on mobility? What about the yearly workload and the participation in mobility?
- What about the reimbursements of costs for mobility? Do teachers pay in advance and are they reimbursed later on? Is it a lump sum per day? Is it according to real costs?
- How do you deal with specific demands (for teachers who would like to go and for teachers who would like to come with a very specific topic)? Integration of this in the curriculum?
- Is there something foreseen for the communication of the benefits of the mobility in the sending institution?
- How do you deal with demands (in and out) linked with specific dates?
- Insurances?
- Do you have specific language courses to improve teachers' competences to increase the number of mobility?
- What social, cultural programme do you organise for the visiting? Who stays with the guests? Who pays the bills?

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Student mobility

- How do you inform students about the possibilities of mobility?
- How do you prepare students for mobility? How do you prepare students for the integration in the host institution?
- What do you do when students return home? Do you organise something where they can communicate about their experience of mobility? How?
- Do your students select only one institution or several? How do you decide who goes where? Criteria?
- (How) do you know keep contact with the students when they are abroad?
- How do you organise the learning agreements for the incoming students? How do you deal with the demands for changes in the learning agreement during the semester?
- How difficult is it to recognize the different courses offered in the host institution? Should it be exactly the same title and contents as in the home institution?
- What about accommodation? Do you offer something, help, information? What do you expect for your students? What do they expect from the host institution?
- Insurances?
- How do you cope with students who don't want many ECTS credits because they are writing their bachelor / master thesis or for some other reason?
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International weeks

- How do you recognize the participation in an international week? ECTS recognition? Part of the curriculum? ...
- How do you mix local and incoming students?
- How do you integrate incoming staff in a coherent programme?
- How do you integrate the teachers from the home institution?
- How do students choose this or that international week? Dates? Destination? Content?
- How do you integrate Erasmus students in the international week?
- How do you manage with accommodation? Free or not?
- How do you manage with costs? When on an exchange basis, when not on an exchange basis? For material?
- Are there some topics / dates that should be promoted / avoided?
- How do you manage with demands, a lot of applications from the same place? When do you decide who is in and who is not?
- How do you manage with last minute drop-outs?
- ...