

Checklist – Mobility

**For the development of the new bachelor and master programmes
Passed by CRUS on 12 November 2004**

Remarks

As part of the development of new study programmes, it is necessary to take mobility into account. Failure to do so will prevent mobility, which would counteract the aims of the Bologna declaration as well as the strategic goals of CRUS (see The Swiss University Landscape: strategy 2005 – 2015).

On the occasion of the plenary meeting of 8 November 2002, CRUS passed the following resolution (Agenda item 4,1, resolution no. 4):

The General Secretariat is designated to compile,

- a) together with the CRUS Delegation Internationalisation and Mobility, a checklist on the basis of which the individual universities can determine whether, in connection with the introduction of the new tiered study programmes, sufficient measures are in place for the promotion of mobility;

Definitions

OUTGOING students: students who change from their home university to another university

INCOMING students: students who come to the host university from another university

Horizontal and vertical mobility

There are various possibilities for promoting mobility within the new study programmes. In the development of the new study programmes, horizontal mobility, especially, must be taken into account. In order to promote vertical mobility, it is particularly important to clarify organizational aspects:

– **Horizontal mobility during a course of study:**

The possibility of horizontal mobility will continue to be of great interest to the students: it would permit them to graduate in their own country, but additionally they would acquire international experience and improve their competence (linguistic, intercultural and personal) by a stay in a foreign country. Thus these students are generally best equipped for work with a Swiss employer — the latter can still understand a Swiss diploma better than a foreign one.

– **Vertical mobility for Swiss OUTGOING students:**

Do the students receive their Bachelor's degree soon enough to allow them to enter a master's programme at the beginning of the academic year at another university?

Are Swiss students studying for their Bachelor's degree sufficiently well informed about any special conditions for Master's degree courses?

– **Vertical mobility for foreign INCOMING students:**

Are appropriate information and marketing as well as appropriate support and administrative assistance provided?

In order not to hinder horizontal mobility in the future, the following points must be considered:

1. In principle, each course of studies should offer a mobility window. Either the second or third academic year of the Bachelor's degree course would be most reasonable; in the master's degree course, the second or third semester should be chosen.

Each course of studies should be able to designate this window temporally (i.e. as "academic year X" or "semester Y").

2. It should be possible to be able to complete one-third of the course of studies at another university i.e. to gain at least 30 ECTS credits.

3. Structure of the study programmes

- 3.1 The **relationship** between **obligatory and elective subjects** and their distribution over the study programme is crucial for successful mobility:

- It is most convenient if more elective subjects can be studied in the period of the mobility window. This offers the necessary flexibility to negotiate a meaningful study plan at the host university for one or two semesters.
- If the partner university offers comparable courses in the obligatory subjects, a problem-free exchange is possible.
- Elective subjects should not be used to plug small gaps of 2–3 ECTS credits.

- 3.2 Taught courses, which are grouped and examined in modules, must not be too large: ideally corresponding to **5 to 20 ECTS credit**; otherwise they hinder the mobility of both the OUTGOING and the INCOMING students.

- 3.3 Assessment of the learning outcomes achieved must take place during the relevant academic year so as not to hinder or to prevent the mobility of the OUTGOING or the INCOMING students:

- The timing of the examinations for mobile students should be at the latest at the beginning of the lecture-free time and especially for the INCOMING students should be specifically communicated.
- Major final examinations prevent mobility especially if obligatory subjects are to be examined and the recognition of the results obtained at another institution is not ensured. This is less of an issue if the subjects of the final examination can be selected.
- In general, continuous assessment is preferable to major final examinations. Otherwise the possibility of alternative arrangements for examinations must be made available for mobile students.
- There should be a guarantee for INCOMING students that they will be registered for examinations and, if necessary, included in the database of their host university.

- 3.4 The transcript of records for mobile students should be made available to the home university at the end of the period of studies abroad, **as an official record of performance in all course units or modules taken.**

4. Arrangements and agreements

- Arrangements and agreements between universities are the basis for the problem-free, administratively simple, mutual recognition of results achieved while studying in another institution.
- The comparability or similarity of the courses of study offered by different universities can be structural, content-related or organizational, i.e. from the harmonization of the beginning of the academic year to common study programmes and joint degrees.
- The courses of study need not be forced into being the same, they can also be complementary. Important aspects include the readiness for co-operation, openness and tolerance in relation to other methods and contents.

5. Organisation, information and communication

- The information about possibilities for mobility and on the support available for the mobile students should be improved.
- The competencies and the tasks should be clearly defined in both pedagogical and administrative terms (in the subject, in the faculty and the university).
- General information about the Master's degree and the Bachelor's degree courses being offered is necessary to enable students to select the appropriate university. For this reason the instruments of the ECTS must be made more use of (course catalogue, course descriptions including learning outcomes, descriptions of the teaching and learning methods and assessment procedures).¹
- An earlier publication date for the course catalogue planned for the year is necessary to allow the mobile students to plan their studies.
- Learning agreements should be completed in accordance with ECTS.
- As previously mentioned, an official transcript of records should be handed over by the host university to the mobile student and the home university on his or her return from studies abroad.

6. Further information

- ECTS - Users' Guide. Available at:
http://www.europa.eu.int/comm/education/programmes/socrates/usersg_en.html
- ECTS Key Features. Available at:
http://europa.eu.int/comm/education/programmes/socrates/ects_en.html
- ECTS-Recommendations of CRUS. Available at:
http://www.crus.ch/docs/lehre/ects/ectsempf_neu.doc
- http://www.crus.ch/docs/lehre/ects/ectsrec_neu.doc

Delegation Internationalisation and Mobility – DIM

¹ See Checklist of the ECTS User's Guide, Directorate-General for Education and Culture, EU, 2004, S. 18–20.