

# AT WHAT POINT HAS YOUR ORGANISATION COME AT EMBEDDING INTERNATIONALISATION?

## INTRODUCTION




This checklist gives an image of how internationalisation embedded at your organisation. It visualizes at what point your organisation has come and what the points of improvement are. Therefore, it is important to fill out this checklist in team, to discuss it and to make choices to further embed internationalisation at organisation.





## TICK THE APPROPRIATE BOX




Tick the appropriate box according to how your organisation scores in the field of sustainable internationalization policy.

- **Score 1:** not realised / not applicable / not an issue
- **Score 2:** first steps towards realisation
- **Score 3:** advanced in the realisation
- **Score 4:** fully realised
- **Importance:** rate the importance of this item with a figure from 1 to 10: 1 = absolute priority – 10 = no priority

## ORGANISATION SELF TEST 'EMBEDDING INTERNATIONALISATION AT ORGANISATION'

TOWARDS A SUSTAINABLE INTERNATIONALISATION POLICY		SCORE 1	SCORE 2	SCORE 3	SCORE 4	IMPORTANCE
	<p><b>1. Vision</b>            Our organisation has an elaborated, written <b>vision on internationalisation</b>, embedded in organisation policy and organisation.  <i>E.g. our policy mentions a clear choice for international partnerships, pushes learners and staff to gain intercultural competences etc.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><b>2. Strategy</b>            Our organisation has a <b>development plan</b> for internationalisation, including an overview of the current activities and a long-range action plan to further develop them.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><b>3. Staff</b>            Our organisation has an <b>internationalisation working group</b> with a clear division of tasks, supported by the organisation management. The working group regularly meets and welcomes new members.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><b>4. Knowledge of internationalisation</b>            Our organisation has a strategy to <b>map, share, update</b> and <b>develop knowledge</b> within the internationalisation working group.  <i>E.g. internationalisation is not a one-person job or interest, but many people are involved in the growth of knowledge and interests.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><b>5. An organisation culture of internationalisation</b>            Our organisation has an organisation culture, in which all (staff) members are <b>totally convinced</b> of the importance of internationalisation and are fully aware of its added value.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>TOWARDS A SUSTAINABLE INTERNATIONALISATION PROCESS</b></p>		<p><b>SCORE 1</b></p>	<p><b>SCORE 2</b></p>	<p><b>SCORE 3</b></p>	<p><b>SCORE 4</b></p>	<p><b>IMPORTANCE</b></p>
	<p><b>6. High-quality project management</b>            Our organisation has a <b>high-quality project management</b> when preparing and executing international projects.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><b>7. Recognition and embedding of the learning outcomes of the staff</b>            Our organisation <b>recognizes and embeds</b> the results of international projects on an organisation level.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><i>E.g. staff members going on mobilities get the chance to disseminate what they learnt, the organisation management actually implements mobility outcomes to improve existing structures consequently.</i></p>					
	<p><b>8. Recognition of learning outcomes of the learners</b>          Our organisation <b>recognizes</b> the results of the international projects in the learning goals of the learners, in a portfolio, etc.  <i>E.g. when learners go abroad on a mobility, their participation and learning outcomes are acknowledged by means of marks, comments, feedback etc., proving its importance.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><b>9. Quality development</b>          Our organisation has a strategy <b>to evaluate and adjust</b> the international activities and to measure the achievement of the set goals.  <i>E.g. opportunities for next mobilities are seen, adjustments to current activities are carried out.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><b>10. External focus</b>          Our organisation has a strategy to <b>communicate</b> about international projects and to <b>disseminate</b> the results.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>