

TCA BIP in Practice, Bifröst Iceland

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DOs:

- Use your existing partners
- Engage your partners (have one main contact from each)
- Choose your partner wisely
- Set clear roles, tasks and responsibilities
- Set clear goals and visions
- Make all parts useful and meaningful
- Introduce BIPs well at your institution
- Explain funding/grant rules
- Spend time for preparation
- A handbook for your faculties/departments (timetable, content, deadlines, from A to Z)
- Set a common tool for virtual part
- Evaluate what works better online/offline
- Target the right audience
- Promote
- Make course attractive enough for marketing, be in time
- Start with existing courses
- Include a social program
- Make a plan
- Make a plan B
- Make a timeline
- Participant waiting list
- Provide necessary support for participants
- Info pack for incoming students
- Accommodate students in the same place (local students too)
- Celebrate success
- Budget for short mobilities (if you are not coordinator)
- Keep a positive attitude



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DON'Ts:

- Forget to communicate with IRO
- Assume prior knowledge from partners
- Assume uni structures are the same
- Leave things to last minute
- Forget IT background
- Forget other departments (admission, student registration, etc.)
- Do it for money
- Overlook the virtual element
- No rush
- Just tick the box in IIA (do specific IIA for BIP)
- Socialize online
- Repeat same thing twice in different formats
- Treat it as a regular mobility
- Underestimate the added work hours for both teachers and administrative staff
- Stress over perfection



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Important points:

- IRO usually keeps 4 - 10 % of BIPs OS, they give the rest to the faculties
- The participants agreed that no part of OS is given to partners as they receive OS for their outgoing mobilities
- It is under discussion that there would be a 10% tolerance regarding the number of participants
- Some universities conclude contracts with their faculties that organize BIP, which precisely set the conditions and thus ensure their compliance (number of participants, eligible costs, etc.)
- Some universities conclude contracts with their BIP partners to ensure a minimum number of participants
- It is possible to organize a BIP in a company if it is organized by a university in its country