

## IMPI TOOLBOX FULL LIST OF INDICATORS

### Students

#### STUDY ABROAD

- 01-001 *Does the unit advise students on study abroad opportunities?*
- 01-002 *Does the unit provide specific contact information for international internships?*
- 01-003 What proportion of students from the unit participates in outgoing exchange or mobility programmes in a given year?
- 01-004 Out of all students in the unit, what proportion studies abroad in a given year?
- 01-005 In a given year, what proportion of students in the unit is required by their study programme to study abroad for at least three months?
- 01-006 Out of all students in the unit who undertake an internship in a given year, what proportion does so abroad?
- 01-050 *Question to student: How do you evaluate the attractiveness of the exchange programmes at your unit?*
- 01-051 *Question to student: How satisfied are you with the number of exchange places available in your unit?*
- 01-052 *Question to student: How satisfied are you with the support in your unit in preparation for your study abroad stay?*
- 01-053 *Question to student: How satisfied are you with the financial support for your study abroad stay in your unit?*
- 01-054 *Question to student: How satisfied are you with the recognition of your credits gained during the study abroad by your unit?*
- 01-055 *Question to student: How satisfied are you with the integration of study abroad in your regular study programme?*
- 01-056 *Question to student: How satisfied are you with the information about course recognition and requirements received before you signed the learning agreement?*
- 01-061 Out of all students that graduate from the unit in a given year, what proportion has studied abroad?
- 01-062 Out of all students that graduate from the unit in a given year, what proportion has done an internship abroad?
- 01-063 What is the percentage change in the number of students in the unit who study abroad in a given year compared to the previous year?
- 01-064 In a given year, to how many different countries do the unit's students go?
- 01-065 In a given year, out of all students in the unit, what proportion takes part in summer schools abroad?
- 01-066 Out of all students in the unit, what proportion takes part in summer schools abroad in a given year?

- 01-067 What proportion of students in the unit is involved in service learning modules abroad in a given year?
- 01-068 Out of all students in the unit, what proportion takes part in service learning modules abroad?
- 01-069 Out of all students with special needs, what is the proportion studying abroad in a given year?
- 01-070 What is the ration between the proportion of students studying abroad and the proportion of students with special needs studying abroad in the unit in a given year?
- 01-071 What is the proportion of students participating in a service learning (SL) module abroad?
- 01-072 How many service learning (SL) modules are organised in international organisations?
- 01-073 Out of all students in the unit studying abroad with a learning agreement, what proportion receives 100% recognition of credits earned abroad in a given year?
- 01-074 What is the percentage development of the proportion of students in the unit graduating with a study abroad experience in a given year compared to the proportion of such students in the previous year?
- 01-075 What is the proportion of female students who study abroad?
- 01-076 What is the percentage change of the proportion of female students who study abroad in a given year compared to the previous year?
- 01-077 What is the proportion of students with special needs who study abroad?
- 01-078 What is the percentage change of the proportion of students with special needs who study abroad in a given year compared to the previous year?
- 01-079 *Does the unit have a check list of milestones provided to exchange students?*

#### **INTERNATIONAL STUDENTS**

- 01-008 What is the proportion of international students that graduates from the unit in a given year?
- 01-009 Out of all students that graduate from the unit in a given year, what proportion are international students?
- 01-010 Out of all international students in the unit in a given year, what proportion are exchange or mobility programme students?
- 01-011 What is the percentage change in the number of international students in the unit in a given year compared to the previous year?
- 01-012 In a given year, from how many different countries do the unit's international students come?
- 01-013 In a given year, out of all international students in the unit, what proportion is in programmes taught in the national language?
- 01-014 In a given year, what proportion of students is in the unit's Bachelor-level programmes that are delivered abroad?
- 01-015 In a given year, what proportion of students is in the unit's Master's-level programmes that are delivered abroad?

- 01-016 In a given year, what proportion of students is in the unit's Doctoral-level programmes that are delivered abroad?
- 01-017 In a given year, out of all students, who take part in e-learning programmes in the unit, what proportion of them are international students?
- 01-019 Out of all students taking part in summer school in the unit in a given year, what is the proportion of international students?
- 01-020 What proportion of international students in the unit is involved in service learning modules in a given year?
- 01-021 What is the proportion of international students that is involved in service learning modules out of all students involved in such modules in a given year?
- 01-022 How many international students in the unit undertake an internship in the country where the unit is located in a given year?
- 01-023 *Does the unit maintain an international alumni database?*
- 01-080 What proportion of international students is registered in an international alumni database?
- 01-081 Out of all international students graduating in the unit in a given year, what proportion is registered in an international alumni database?
- 01-082 Out of all students in the unit, what proportion is in Bachelor-level programmes delivered abroad In a given year?
- 01-083 Out of all students in the unit, what proportion is in Master's-level programmes delivered abroad in a given year?
- 01-084 Out of all students in the unit, what proportion are in Doctoral-level programmes delivered abroad in a given year?
- 01-085 *Question to international students: How satisfied are you with the number of exchange places available at the host unit?*
- 01-086 *Question to international students: How satisfied are you with the support of the host unit in preparation for your study abroad stay?*
- 01-087 *Question to international students: How satisfied are you with the support by the host unit in registering your credits gained during the study abroad ?*
- 01-088 How many SL modules are organised for international students in the home country of the unit?
- 01-089 What is the percentage development of the graduation rate of international students graduating at the unit in a given year compared to the graduation rate in the previous year?
- 01-090 What is the proportion of female international students?
- 01-091 What is the percentage change of the proportion of female international students in a given year compared to the previous year?
- 01-092 What is the proportion of international students with special needs?

- 01-093 What is the percentage change of the proportion of international students with special needs in a given year compared to the previous year?
- 01-094 What is the total number of the unit's incoming study students receiving top-up grants from private or public bodies?

#### GENERAL STUDENT DATA

- 01-024 In a given year, what is the ratio of international students to study abroad students in the unit?
- 01-025 In a given year, what is the number of "active" international student exchange programmes involving the mobility of at least one person in the unit?
- 01-026 What proportion of students in the unit graduates from international joint or double degree programmes in a given year?
- 01-027 Out of all students in the unit, what proportion is in international joint/double/multiple degree programmes in a given year?
- 01-028 Out of all students that graduate from the unit in a given year, what is the proportion of students that graduates from international joint or double degree programmes?
- 01-029 How many students in the unit are involved in international shared supervision / co-tutelles in a given year?
- 01-031 Out of the total number of students in Bachelor's-level programmes in the unit, what is the proportion of students in programmes that the unit organises in co-operation with (a) foreign institution(s) in a given year?
- 01-033 Out of the total number of students in Master's-level programmes in the unit, what is the proportion of students in programmes that the unit organises in co-operation with (a) foreign institution(s) in a given year?
- 01-035 Out of the total number of students in Doctoral-level programmes in the unit, what is the proportion of students in programmes that the unit organises in co-operation with (a) foreign institution(s) in a given year?
- 01-036 Out of all students in the unit, what proportion takes part in programme elements delivered abroad in a given year?
- 01-037 Out of all students in the unit in a given year, what is the proportion taking (a) foreign language class(es) ?
- 01-038 In a given year, what is the proportion of Doctoral-level students within the unit that write their thesis in a foreign language?
- 01-039 Out of all students in the unit, what proportion takes classes in intercultural skills in a given year?
- 01-040 What proportion of the students in the unit is involved in development co-operation projects in a given year?
- 01-041 What proportion of students in the unit participates in "virtual mobility" in a given year?
- 01-060 What is the share of incoming exchange students of all students enrolled in the unit in a given year?

- 01-095 Out of all students in the unit, what proportion is involved in development co-operation projects in a given year?
- 01-096 Out of all students in the unit, what proportion participates in "virtual mobility" in a given year?
- 01-097 In a given year, what is the number of "active" international student exchange programmes involving the mobility of at least one person in the unit?
- 01-098 Out of the total number of students enrolled in the unit in a given year, what is the proportion taking elements/modules containing SL modules with an international component?
- 01-099 Out of all students in the unit who study abroad, what proportion uses a learning agreement in a given year?
- 01-100 What is the proportion of female students?
- 01-101 What is the percentage change of the proportion of female students in a given year compared to the previous year?
- 01-102 What is the proportion of students with special needs?
- 01-103 What is the percentage change of the proportion of students with special needs in a given year compared to the previous year?
- 01-104 What is the total number of mobile students with special needs being taken care in the last 5 years?
- 01-105 Out of all international students, who study at the unit, what proportion of them are full-degree students?
- 01-106 Out of all full-degree students, who study at the unit, what proportion of them participates in outgoing international exchange/mobility programmes?
- 01-107 Out of all full-degree students, who study at the unit, what proportion undertakes an internship abroad?
- 01-108 Out of all full-degree students, who study at the unit, what proportion is in programmes taught fully in foreign language?
- 01-109 Out of all full-degree students, who study at the unit, what proportion is in programmes taught partially in foreign language?
- 01-110 Out of all full-degree students, who study at the unit, what proportion is in international joint/double/multiple degree programmes?
- 01-111 Out of all non-travelling students in the unit, what proportion participates in international summer schools at home?
- 01-112 Out of all students in the unit, what proportion is in international joint/double/multiple degree programmes in a given year? (+ Master's level, doctoral level and Erasmus Mundus breakdown)
- 01-113 Out of all doctoral students in the unit, what proportion is in co-tutelle in a given year?
- 01-114 Out of all students in the unit, what proportion is in international programmes in a given year? (+ Master's level + doctoral level breakdown)

## Staff

### ACADEMIC AND NON-ACADEMIC STAFF MEMBERS - GENERAL DATA

- 02-001 In a given year, what is the ratio of international (incoming); staff members to outgoing staff members in the unit?
- 02-002 In a given year, what proportion of FTEs in the unit do(es) the position(s) of Vice-President or Vice-Rector for international affairs occupy?
- 02-003 In a given year, what proportion of FTEs in the unit is related to internationalisation?
- 02-004 *Does the unit have a defined strategy to develop the participation of staff in internationalisation activities?*
- 02-005 What proportion of staff members in the unit obtains a full degree abroad?
- 02-006 What proportion of staff members in the unit has work experience abroad of at least six months?
- 02-007 Out of all staff members in the unit, what is the proportion with previous professional experience abroad of at least six months?
- 02-008 Out of all positions in the unit, what proportion has previous professional experience abroad as a requirement?
- 02-009 *Is the previous professional experience abroad of staff members taken into consideration for promotion and tenure?*
- 02-010 Out of all staff members in the unit, what is the proportion with a command of at least one foreign language at level C1 or C2 of the Common European Framework of Reference for Languages?
- 02-011 Out of all positions in the unit, what proportion has foreign language skills as a requirement?
- 02-012 *Are the foreign language skills of staff members taken into consideration for promotion and tenure?*
- 02-013 *Does the unit provide training for staff members in preparation for them carrying out missions abroad?*
- 02-014 In a given year, how many international development projects are the unit's staff members involved in?
- 02-015 In a given year, to which proportion are the unit's staff members involved in international development projects?
- 02-016 In a given year, which proportion of international consulting assignments are undertaken by the unit's staff members?
- 02-017 In a given year, what proportion of the unit's staff members undertakes international consulting assignments?
- 02-018 In a given year, what proportion of international conferences is organised by the unit's staff members?
- 02-019 In a given year, what proportion of the unit's staff members is involved in the organisation of international conferences?

- 02-020 In a given year, to which proportion are the staff members involved in training programmes for staff from partner units abroad?
- 02-021 In a given year, what proportion of the unit's staff members participates in training programmes abroad?
- 02-061 What is the total number of academic, administrative and technical staff (FTE) involved in counselling and in managing the units student mobility?
- 02-062 *Does the unit have offices dedicated to international activities of staff (international programmes, cooperation and research, trips, visiting lecturers, etc.)?*
- 02-063 Number of posts (full time equivalent=FTE) in the international core business (international strategy and basic questions, scientific cooperation, counselling and tutoring of students, alumni, admission) in relation to the total number of administrative p
- 02-064 What is the proportion of female staff members?
- 02-065 What is the percentage change of the proportion of female staff members in a given year compared to the previous year?
- 02-066 What is the proportion of staff members with special needs?
- 02-067 What is the percentage change of the proportion of staff members with special needs in a given year compared to the previous year?
- 02-092 In a given year, out of all staff members in the unit, what proportion takes part in educational or research visits?
- 02-093 Does the unit implement incentives to further internationalisation activities of staff?
- 02-095 In a given year, how many of the unit's staff members have foreign citizenship? (+ share of all staff)
- 02-096 In a given year, what is the number and proportion of non-administrative staff members involved in the internationalisation policy of the unit?

#### **ACADEMIC AND NON-ACADEMIC STAFF MEMBERS - OUTGOING STAFF**

- 02-022 In a given year, what proportion of the unit's staff members takes part in an exchange programme abroad?
- 02-024 In a given year, in how many different countries do the unit's staff members take part in exchange programmes abroad?

#### **ACADEMIC AND NON-ACADEMIC STAFF MEMBERS - STAFF FROM ABROAD**

- 02-025 In a given year, what proportion of the unit's staff members has a foreign citizenship?
- 02-026 In a given year, how many different nationalities do the unit's staff members have in total?
- 02-027 What proportion of the unit's staff members was recruited from abroad?
- 02-028 In a given year, how many different countries do the unit's visiting staff members come from?
- 02-069 Out of all staff members in the unit, what proportion was recruited from abroad in a given year?
- 02-070 Out of all international staff in the unit, what proportion is staff with special needs?

- 02-071 What is the proportion of female staff members from abroad?
- 02-072 What is the percentage change of the proportion of female staff members from abroad in a given year compared to the previous year?
- 02-073 What is the proportion of staff members from abroad with special needs?
- 02-074 What is the percentage change of the proportion of staff members with special needs from abroad in a given year compared to the previous year?

#### ACADEMIC STAFF MEMBERS

- 02-029 In a given year, out of all of the unit's academic staff members, what is the proportion having obtained a full degree abroad?
- 02-030 In a given year, out of all of the unit's academic staff members, what is the proportion that attends at least one international conference or seminar?
- 02-031 In a given year, how many international conferences and seminars do the unit's academic staff members attend?
- 02-032 In a given year, out of all of the unit's academic staff members, which proportion of the academic staff members are members of at least one international academic or professional association?
- 02-033 In a given year, out of all of the unit's academic staff members, which proportion of the academic staff members are a committee or board member of an international academic or professional association?
- 02-034 In a given year, what proportion of the unit's academic staff members follows a training programme in intercultural skills?
- 02-035 In a given year, what proportion of the unit's academic staff members is involved in delivering programmes or modules on community service for international students?
- 02-036 In a given year, what proportion of the unit's academic staff members follows an English language course?
- 02-037 In a given year, what proportion of the unit's academic staff members follows a foreign language course in a language other than English?
- 02-038 In a given year, what proportion of the unit's academic staff members teaches a course delivered in a foreign language?
- 02-039 *Does the unit provide opportunities for academic staff members to learn how to internationalise their teaching and the curriculum?*
- 02-041 In a given year, out of all of the unit's academic staff members, what proportion is involved in international joint doctoral supervision / co-tutelle?
- 02-042 In a given year, what is the ratio of academic staff members with formal responsibilities for student mobility to study abroad students in the unit?
- 02-043 In a given year, what is the ratio of academic staff members with formal responsibilities for student mobility to international students in the unit?
- 02-044 In a given year, out of all academic staff in the unit, what proportion hold a visiting lectureship abroad?

- 02-045 In a given year, out of all academic staff members in the unit, what proportion has a foreign citizenship?
- 02-047 In a given year, out of all academic staff members in the unit, what proportion are visiting staff members from abroad?
- 02-075 In a given year, what is the number and proportion of non-administrative staff members involved in the internationalisation policy of the unit?
- 02-076 What is the number of academics involved in student mobility over number of bilateral agreements?
- 02-077 Out of all academic staff members in the unit, what proportion took part in international exchange/mobility programmes?
- 02-078 Out of all academic staff in the unit, what proportion participates in international projects?
- 02-079 Out of all academic staff in the unit, what proportion has international professional experience?
- 02-080 Out of all academic staff in the unit, what proportion takes care of at least one cooperation with partner universities abroad?
- 02-081 Out of all non-academic staff members in the unit, what proportion has foreign language skills (as a precondition of employment)?
- 02-082 Out of all unit's academic staff members, what proportion is involved in international development projects?
- 02-083 What is the proportion of female academic staff members?
- 02-084 What is the percentage change of the proportion of female academic staff members in a given year compared to the previous year?
- 02-085 What is the proportion of academic staff members with special needs?
- 02-086 What is the percentage change of the proportion of academic staff members with special needs in a given year compared to the previous year?
- 02-094 In a given year, out of all of the unit's academic staff members, what proportion is involved in international joint/double/multiple degree programmes?
- 02-097 In a given year, how many of the academic staff members in the unit are visiting staff members from abroad? (+ share of all academic staff)

#### **NON-ACADEMIC STAFF**

- 02-048 In a given year, out of all non-academic staff members in the unit, what proportion has a foreign citizenship?
- 02-049 In a given year, what proportion of FTEs does the unit employ as policy advisors on internationalisation?
- 02-050 In a given year, what proportion of FTEs does the unit employ for international alumni activities?
- 02-051 In a given year, what proportion of FTEs does the unit employ for international promotion and marketing activities?

- 02-052 In a given year, what proportion of FTEs does the unit employ for international student visa applications?
- 02-053 In a given year, what proportion of FTEs does the unit employ for student exchange and international student mobility?
- 02-054 In a given year, what proportion of FTEs does the unit employ for support services for international students?
- 02-055 In a given year, what proportion of the unit's non-academic staff members follows a training programme in intercultural skills?
- 02-056 In a given year, what proportion of the unit's non-academic staff members follows an English language course?
- 02-057 In a given year, what proportion of the unit's non-academic staff members follows a foreign language course in a language other than English?
- 02-058 In a given year, out of all non-academic staff members in the unit, what proportion takes part in a training programme with an international focus, other than a foreign language course or a training programme in intercultural skills?
- 02-059 In a given year, out of all non-academic staff members in the unit, what proportion takes part in an exchange programme abroad?
- 02-060 In a given year, what proportion of the unit's non-academic staff members is involved in delivering programmes or modules on community service for international students?
- 02-087 Out of all non-academic staff members in the unit, what proportion has foreign language skills (as a precondition of employment)?
- 02-088 What is the proportion of female non-academic staff members?
- 02-089 What is the percentage change of the proportion of female non-academic staff members in a given year compared to the previous year?
- 02-090 What is the proportion of non-academic staff members with special needs?
- 02-091 What is the percentage change of the proportion of non-academic staff members with special needs in a given year compared to the previous year?

## Administration

### ADMINISTRATION

- 03-001 *Does the unit have a clearly defined strategy for internationalisation?*
- 03-002 *Does the unit have a clearly defined human resources strategy for internationalisation?*
- 03-003 *Is the unit's internationalisation strategy endorsed by the unit's academic staff members?*
- 03-004 *Is internationalisation a holistic endeavor within the unit?*
- 03-005 *Does the unit have a clearly defined international alumni strategy?*
- 03-006 *Is responsibility for internationalisation within the unit clearly assigned?*
- 03-007 *Within the unit, is responsibility for internationalisation at central and sub-unit levels clearly assigned?*

- 03-008 *Are procedures for decision making with regard to internationalisation clearly defined within the unit?*
- 03-009 *Does the unit have a specific organisational structure to support internationalisation?*
- 03-010 *Are meetings held between non-academic staff members and academic staff members in the unit on internationalisation?*
- 03-011 *Do the unit's senior management staff members play a part in receiving international visitors?*
- 03-012 *Does the unit participate in international networks and organisations in the field of internationalisation?*
- 03-013 *Is a quality assurance procedure in place for the international study programmes in the unit?*
- 03-014 *Is a monitoring system in place for the international study programmes in the unit?*
- 03-015 *Does the unit meet quantitative targets set for international students?*
- 03-016 *Does the unit meet quantitative targets set for study abroad?*
- 03-017 *Are translations of degree certificates conferred by the unit available?*
- 03-018 *Does the unit have a clearly defined strategy on measuring outcomes of internationalisation?*
- 03-019 *Does the unit use results of measuring outcomes for quality improvement procedures?*
- 03-020 *Does the unit have a clearly defined strategy on gender balance in international activities?*
- 03-021 *Does the unit have a clearly defined strategy on the integration of students with special needs in international activities?*
- 03-022 *Does the unit have a diversity policy on international students?*
- 03-023 *Does the unit have a diversity policy on international staff recruitment?*
- 03-024 *Does the unit have a diversity policy on study abroad?*
- 03-025 Percentage of international CE programmes delivered in that year
- 03-026 *Does the strategy for internationalisation cover all 6 dimensions (institution, students, staff, curriculum, research, social engagement)?*
- 03-027 *Does the unit have defined regulations, procedures enabling and supporting internationalisation?*
- 03-028 *Does the unit have policies aimed at encouraging and supporting internationalisation?*
- 03-029 *Is responsibility for internationalisation assigned at the highest management level of the unit?*
- 03-030 *Does the unit have an International Office and/or other offices dedicated to international affairs?*
- 03-031 Number of international applications for study programmes (incl. doctoral programmes) in relation to the total number of applications

- 03-032 *Does the unit use student surveys to get information about the quality of international modules/courses?*
- 03-033 *Are international students actively involved in the quality control of the unit's study programmes?*
- 03-034 *Does the unit monitor and evaluate the quality of its international activities (including research and pro-international processes)?*
- 03-035 *Has the unit implemented a strategy to use the cultural or academic background of exchange or full degree students in their classes?*
- 03-036 *Does the unit have a quality management system for the unit?*
- 03-037 In a given year how many active agreements does the institution have with foreign partners?

### **Funding and finance**

#### **FUNDING AND FINANCE**

- 04-001 In a given year, what is the total budget within the unit dedicated to internationalisation?
- 04-003 In a given year, what proportion of students in the unit receives a scholarship from the unit or from external sources for study abroad?
- 04-004 In a given year, what is the ratio of study abroad scholarships to available study abroad places provided by the unit?
- 04-005 In a given year, what proportion of international students in the unit receives a scholarship from the unit or from external sources?
- 04-006 In a given year, out of the unit's total budget for scholarships, what proportion is dedicated to scholarships for international students?
- 04-007 In a given year, what budget within the unit is dedicated to international research cooperation?
- 04-008 In a given year, out of the unit's total budget, what proportion is dedicated to international research cooperation?
- 04-009 In a given year, out of the unit's total budget dedicated to research, what proportion is dedicated to international research grants?
- 04-010 In a given year, what is the total budget within the unit dedicated to developing new international study programmes?
- 04-011 In a given year, out of the unit's total budget dedicated to internationalisation, what proportion is dedicated to the internationalisation of study programmes / the curriculum?
- 04-012 In a given year, out of the unit's total budget, what proportion is dedicated to international promotion and marketing?
- 04-013 In a given year, how much external funding does the unit receive for international cooperation projects?
- 04-014 In a given year, out of the total external funding received by the unit, what proportion is dedicated to international cooperation projects?

- 04-015 In a given year, what is the ratio of funding dedicated to trips abroad by the unit's academic staff members to the total number of academic staff members in the unit?
- 04-016 In a given year, what is the total budget within the unit dedicated budget for the translation or proof-reading of papers?
- 04-017 In a given year, what proportion of international students in the unit receives scholarships, funding or top-up grants from industry?
- 04-018 In a given year, out of all international students in the unit, what proportion receives scholarships, funding or top-up grants from industry?
- 04-019 *Does the unit have a strategy or plan to ensure the financial sustainability of its internationalisation activities?*
- 04-020 Out of all international students in the unit, what proportion receives a scholarship from the unit or from external sources?
- 04-021 What is the ratio between the unit's budget dedicated to the internationalisation of study programmes / the curriculum and the recognised credits from study abroad?
- 04-022 What is the ratio between the unit's budget dedicated to the internationalisation of study programmes/the curriculum and the number of international students graduating from the unit in a given year?
- 04-023 *Does the unit provide special funds to support gender balance in international activities?*
- 04-024 *Does the unit provide special funds to support the integration of students with special needs in international activities?*
- 04-025 What is the percentage change in the funds for supporting gender balance in international activities between the given year and the previous year?
- 04-026 What is the percentage change in the funds for supporting students with special needs in international activities between the given year and the previous year?
- 04-027 What is the per capita funding for supporting gender balance in international activities in a given year?
- 04-028 What is the per capita funding for supporting students with special needs in international activities in a given year?
- 04-029 What is the percentage change in per capita funding for supporting gender balance in international activities between a given year and the previous year?
- 04-030 What is the percentage change in per capita funding for supporting students with special needs in international activities between a given year and the previous year?
- 04-031 In a given year, out of the institution's total budget, what proportion is dedicated to the International Office?
- 04-032 *Does the unit receive additional funding from third parties for mobility?*
- 04-033 Budget for scholarship funds for international exchange (doctoral programs, guest professors)
- 04-034 Financial volume of budget for international collaboration of the unit's staff (travel grants, etc.)

- 04-035 Budget to support systems to increase opportunities for international research
- 04-036 Number of available scholarships from the unit funds per annum
- 04-037 Financial volume of research grants of bi/multilateral projects (in Euro/Dollar) per annum
- 04-038 Percentage of financial volume of long-term collaborative research in relation to the total sum of funding
- 04-039 In a given year, out of all external funding received by the unit for educational co-operation projects, what proportion comes from international sources?
- 04-040 In a given year, out of the institution's total budget, what proportion is dedicated to the International Office?

### Curricula and Academic Services

#### Curricula and Academic Services

- 05-001 *Does the unit provide support to study abroad students with special academic needs?*
- 05-002 *Does the unit provide support to international students with special academic needs?*
- 05-003 *Does the unit incorporate mobility windows into the curriculum?*
- 05-004 *Does the unit provide information to students on study abroad opportunities?*
- 05-005 *Does the unit provide detailed information regarding courses at the unit's partner institutions?*
- 05-006 *Does the unit provide detailed information on courses for international students at the unit?*
- 05-007 *Does the unit provide incoming international students with information about study conditions at the unit (such as the academic year schedule and timetable for examinations);?*
- 05-008 *Does the unit use the International Diploma Supplement?*
- 05-009 In a given year, what is the total number of credits earned abroad by the students of your unit?
- 05-010 *Does the unit articulate a set of intended international/intercultural learning outcomes for students?*
- 05-011 Out of all the programme elements/modules offered by the unit in a given year, what is the proportion of those focused on international/intercultural skills?
- 05-012 Out of all programme elements/modules offered by the unit, what is the proportion of those focused primarily on international issues or subjects?
- 05-013 Out of all programme elements/modules offered by the unit, what is the proportion of those using foreign literature and/or materials?
- 05-014 Out of the total number of students enrolled in the unit in a given year, what is the proportion taking elements/modules focused on the international dimension or comparison of a subject?
- 05-015 Out of the total number of students enrolled in the unit in a given year, what is the proportion taking elements/modules focused on particular countries or world regions?

- 05-016 *Has the unit undertaken a benchmarking process to assess whether any programme(s); is/are considered to be aligned with relevant international standards or developments within the discipline?*
- 05-017 In a given year, how many ECTS credits are earned by students in the unit for foreign language study?
- 05-018 In a given year, what proportion of foreign language courses is offered at the unit?
- 05-020 In a given year, what proportion of international joint/double/multiple degree programmes does the unit offer at the Bachelor's-level?
- 05-021 In a given year, what proportion of international joint/double/multiple degree programmes does the unit offer at the Master's-level?
- 05-022 In a given year, what proportion of international joint/double/multiple degree programmes does the unit offer at the Doctoral-level?
- 05-023 Out of all degree programmes offered by the unit in a given year, what proportion are international joint/double/multiple degree programmes?
- 05-027 *Does the unit provide language training for incoming international students?*
- 05-028 *Does the unit articulate a goal for expansion of study programmes taught in a foreign language?*
- 05-030 Out of all courses offered by the unit in a given year, what is the proportion of courses taught in a foreign language?
- 05-037 Out of all Bachelor's programmes offered by the unit in a given year, what proportion is taught wholly in a foreign language?
- 05-038 Out of all Bachelor's programmes offered by the unit in a given year, what proportion is taught partially in a foreign language?
- 05-039 Out of all Master's programmes offered by the unit in a given year, what proportion is taught wholly in a foreign language?
- 05-040 Out of all Master's programmes offered by the unit in a given year, what proportion is taught partially in a foreign language?
- 05-041 Out of all doctoral programmes offered by the unit in a given year, what proportion is taught wholly in a foreign language?
- 05-042 Out of all doctoral programmes offered by the unit in a given year, what proportion is taught partially in a foreign language?
- 05-043 Out of all students enrolled in a given year in Bachelor's programmes wholly taught in a foreign language by the unit, what proportion are international students?
- 05-044 Out of all students enrolled in a given year in Bachelor's programmes partially taught in a foreign language by the unit, what proportion are international students?
- 05-045 Out of all students enrolled in a given year in Master's programmes wholly taught in a foreign language by the unit, what proportion are international students?
- 05-046 Out of all students enrolled in a given year in Master's programmes partially taught in a foreign language by the unit, what proportion are international students?

- 05-047 Out of all students enrolled in a given year in doctoral programmes wholly taught in a foreign language by the unit, what proportion are international students?
- 05-048 Out of all students enrolled in a given year in doctoral programmes partially taught in a foreign language by the unit, what proportion are international students?
- 05-049 In a given year, what proportion of Bachelor's programmes is offered wholly abroad by the unit?
- 05-050 In a given year, what proportion of Master's programmes is offered wholly abroad by the unit?
- 05-051 In a given year, what proportion of Doctoral programmes is offered wholly abroad by the unit?
- 05-052 Out of all Bachelor's programmes offered by the unit in a given year, what proportion is wholly offered abroad?
- 05-053 Out of all Master's programmes offered by the unit in a given year, what proportion is wholly offered abroad?
- 05-054 Out of all doctoral programmes offered by the unit in a given year, what proportion is wholly offered abroad?
- 05-055 Out of all non-degree courses offered by the unit in a given year, what proportion is open to international students?
- 05-056 Out of all summer school programmes offered by the unit in a given year, what proportion has international participation?
- 05-057 Out of all courses offered by the unit in a given year, what is the proportion of those tailor-made for international students?
- 05-058 *Does the unit assist international students with work placement issues?*
- 05-059 What is the ratio between the total number of courses taught in a foreign language and the number of students enrolled in these courses at the unit in a given year?
- 05-060 Out of all the programme elements/modules offered by the unit in a given year, what is the proportion of those focused on social engagement and service learning with an international component?
- 05-061 What proportion of knowledge transfer projects with an international component (e.g. international partners, international content) are conducted in the unit in a given year?
- 05-062 What proportion of lectures to the public on international research results are held at the unit in any given year?
- 05-063 What proportion of people participated in lectures to the public on international research results at the unit in any given year?
- 05-064 What is the ratio between the total number of credits earned abroad by the students of the unit and the number of students going abroad in a given year?
- 05-065 What is the proportion of activities taking into account the gender balance ?
- 05-066 What is the proportion of activities taking into account students with special needs?

- 05-067 Out of all ECTS offered by the unit, what is the number and proportion of ECTS focused primarily on international issues or subjects?
- 05-068 *Does the unit offer semester/year-long language course units to outgoing and incoming students?*
- 05-069 *Does the unit require proof of language proficiency for outgoing and incoming students?*
- 05-070 *Does the unit use the Common European Framework of Reference for Languages CEFR?*
- 05-071 *Is a single Body at central institutional level responsible for the approval of BAs, learning agreements and recognition?*
- 05-072 *Are several bodies responsible for the approval of BAs, learning agreements and recognition? Do they follow the same institutional procedures or the their own rules?*
- 05-073 What is the number of achieved credits in relation to agreed credits in LA (as an average)?
- 05-074 What is the number of recognized credits in relation to achieved credits (as an average)?
- 05-075 What is the number of recognized credits in relation to agreed credits (as an average)?
- 05-076 What is the number of recognized credits per months abroad?
- 05-077 *At which stage does the unit provide an up-to date ECTS Guide & Course Catalogue to incoming students?*
- 05-078 *Are e-coaching and virtual support to students an integrated part of the mission of the unit?*
- 05-079 *Does the unit have a strategy to integrate ICT in the support to mobile students?*
- 05-080 *Does the unit provide a structured information platform (e.g. website)?*
- 05-081 *Do the incoming students have access to the same online platforms as the local students?*
- 05-082 *Does the unit offer online administrative support to outgoing/incoming students?*
- 05-083 *Does the unit incorporate international content into its curricula (i.e. international perspective, issues, cases)?*
- 05-084 *Is intercultural training incorporated into the unit's curricula (i.e. courses on communication with international patients)?*
- 05-085 *Does the unit offer courses/lectures conducted by teachers from foreign universities, institutions (i.e. e-learning courses, visiting lectures, etc.)?*
- 05-086 How many foreign languages are taught in the unit?
- 05-087 Number of administered study abroad programs for credit
- 05-088 Number of administered internships for credit
- 05-089 In a given year, what is the total number of international programmes offered by the unit?
- 05-090 In a given year, how many international joint/double/multiple degree programmes does the unit offer at the Master's level? (+ Erasmus Mundus breakdown)
- 05-091 In a given year, how many international programmes does the unit offer at the Master's level?

- 05-092 In a given year, how many international joint/double/multiple degree programmes does the unit offer at the doctoral level? (+ Erasmus Mundus breakdown)
- 05-093 In a given year, how many co-tutelle does the unit supervise?
- 05-094 In a given year, how many international programmes does the unit offer at the doctoral level?
- 05-095 Out of all degree programmes offered by the unit in a given year, what proportion are international joint/double/multiple degree programmes? (+ Master's level, doctoral level and Erasmus Mundus breakdown)
- 05-096 Out of all doctoral degree programmes offered by the unit in a given year, what proportion is co-tutelle?
- 05-097 Out of all programmes offered by the unit in a given year, what proportion is international programmes? (+Master's level, doctoral level and Erasmus Mundus breakdown)
- 05-098 Out of all ECTS offered by the unit, what is the number and proportion of ECTS focused primarily on international issues and subjects?

## Research

### RESEARCHER PROFILES

- 06-001 In a given year, what proportion of researchers in the unit holds a foreign higher education degree?
- 06-003 In a given year, what proportion of researchers in the unit has a foreign nationality?
- 06-006 Out of all the researchers in the unit in a given year, what proportion was originally recruited from abroad?

### VISITING RESEARCHERS

- 06-007 In a given year, what proportion of international visiting researchers does the unit receive?
- 06-008 Out of all the researchers in the unit in a given year, what proportion are considered to be international visiting researchers?
- 06-009 In a given year, how many total days are spent at the unit by all international visiting researchers?
- 06-045 What is the ration between the total days spent at the unit by all international visiting researchers and the number of international visiting researchers in a given year?
- 06-046 What is the proportion of female visiting researchers?
- 06-047 What is the percentage change of the proportion of female visiting researchers in a given year compared to the previous year?
- 06-048 What is the proportion of visiting researchers with special needs?
- 06-049 What is the percentage change of the proportion of visiting researchers with special needs in a given year compared to the previous year?
- 06-067 Does the unit provide infomation for international academics on its website?

## RESEARCHER ACTIVITY

- 06-010 In a given year, what proportion of researchers in the unit goes abroad as visiting researchers for some period of time?
- 06-013 Out of all the researchers in the unit in a given year, what proportion engages in at least three months of professional experience abroad?
- 06-015 Out of all the researchers in the unit in a given year, what proportion has spent at least one semester conducting research abroad at any point in time during their period of employment at the unit?
- 06-016 In a given year, what proportion of researchers in the unit is involved in at least one research project with an international partner?
- 06-018 In a given year, what is the ratio of conference presentations delivered abroad (or in the context of international conferences) to the number of researchers in the unit?
- 06-019 In a given year, what proportion of researchers in the unit considers that at least half of their research activity is focused on international issues, subjects, or projects?
- 06-020 Out of all the researchers in the unit, what proportion considers that at least half of their research activity is focused on international issues, subjects, or projects?
- 06-050 Number of internationally funded (i.e. within EU programmes) research projects
- 06-051 Number of project leaders in bi/multilateral projects
- 06-052 Number of long-term collaborative international research projects
- 06-053 Number of international conference contributions per professor/researcher
- 06-054 Number of invited talks/key lectures
- 06-055 Number of international conferences held at the medical school
- 06-056 Number of formalized international cooperation (based on contracts)
- 06-068 In a given year, what is the ratio of conference presentations delivered abroad (or in the context of international conferences) by researchers / teachers /doctoral students in the unit?

## INSTITUTIONAL PROFILE

- 06-021 In a given year, what proportion of research projects with which the unit is formally associated is internationally funded?
- 06-023 In a given year, what proportion of research projects with which the unit is formally associated involves international partners?
- 06-025 In a given year, what proportion of research centres in the unit focuses on an explicitly international research topic?
- 06-057 In a given year, what proportion of active agreements does the unit have with foreign partners?
- 06-058 *Does the unit participate in international networks and organisations?*
- 06-059 Number of active partnerships (in which at least one activity has taken place)
- 06-060 How many international, knowledge transfer projects are conducted in the unit?

06-065 In a given year, out of all external funding received by the unit for research, what proportion comes from international sources?

#### **PUBLICATIONS AND CITATIONS**

06-027 In a given year, what proportion of published pieces (books, journal issues, articles, etc) is produced through international collaborative activity involving the researchers in the unit?

06-028 Out of all published pieces (books, journal issues, articles, etc); produced by the researchers in the unit in a given year, what proportion is produced through international collaborative activity?

06-029 In a given year, what proportion of researchers in the unit author (or co-author) pieces (books, journal issues, articles, etc) is published internationally?

06-030 Out of all the researchers in the unit in a given year, what proportion authors (or co-author); pieces (books, journal issues, articles, etc); published internationally?

06-031 In a given year, what is the ratio of authored (or co-authored); pieces (books, journal issues, articles, etc); published internationally to researchers in the unit?

06-032 In a given year, what proportion of articles authored (or co-authored) by the researchers in the unit is published in internationally refereed journals?

06-033 In a given year, what proportion of pieces is authored (or co-authored) in a foreign language by the researchers in the unit, and published in scientific (peer-reviewed) publications?

06-034 Out of all pieces authored (or co-authored); in a given year by the researchers in the unit, what proportion is written in a foreign language and published in scientific (peer-reviewed); publications?

06-035 In a given year, what proportion of pieces is authored (or co-authored) in a foreign language by the researchers in the unit, and published in professional publications?

06-036 Out of all pieces authored (or co-authored); in a given year by the researchers in unit, what proportion is written in a foreign language and published in professional publications?

06-037 In a given year, what is the total number of international citations per paper for pieces authored (or co-authored); by the researchers in the unit?

06-038 In a given year, what is the total number of international citations, measured by global standard according to CWTS10, of pieces authored (or co-authored); by the researchers in the unit?

06-039 In a given year, what proportion of Highly Cited Authors (HiCi), according to Thomson 11, is in the unit?

06-040 Out of all the researchers in the unit in a given year, what proportion is considered to be Highly Cited Authors (HiCi)?

06-061 Number of publications in international scholarly/peer-reviewed journals per researcher

06-062 Citation performance of international research activities (e.g. SCI) / Citations of paper (CPP)

06-063 Percentage of publications in international peer-reviewed journals in relation to publications in total

- 06-066 In a given year, how many published pieces (books, journal issues, articles, etc.) are published through international co-authorships involving academic / research staff in the unit?

#### **PATENTS**

- 06-041 In a given year, what proportion of patents is filed outside the country by the researchers in the unit?
- 06-044 Out of all patents ever filed by the researchers in the unit, what proportion has been filed outside the country?
- 06-064 Number of international patents per professor/researcher

#### **Promotion and Marketing**

#### **PROMOTION AND MARKETING**

- 07-001 *Does the unit have a defined strategy for international communication, promotion and marketing?*
- 07-002 *Does the unit monitor its international visibility?*
- 07-003 In which proportion of international student fairs and recruitment events does the unit participate in a given year?
- 07-004 What is the ratio between the number of international student fairs and recruitment events in which the unit participates in a given year, and the number of newly enrolled international students in the unit the following year?
- 07-005 *Does the unit provide web pages for international students in at least one foreign language?*
- 07-006 What is the ratio between the number of visits to the unit's website from abroad in a given year, and the number of newly enrolled international students in the unit the following year?
- 07-007 *Does the unit provide information on scholarship programmes for study abroad and international students on its website?*
- 07-008 What is the ratio between the number of brochures or information documents printed in a given year for international student fairs, and recruitment events and the number of newly enrolled international students in the unit the following year?
- 07-009 What is the ratio between the number of advertisements placed by the unit in foreign media in a given year and the number of international students in the unit the following year?
- 07-010 What is the ratio between the number of recruitment visits to schools and HEIs abroad carried out by the unit in a given year, and the number of newly enrolled international students in the unit the following year?
- 07-011 Out of all international alumni of the unit, what proportion participates in the unit's student recruitment activities in a given year?
- 07-012 What is the ratio between the number of agents that the unit uses for recruiting international students in a given year, and the number of newly enrolled international students in the unit the following year?

- 07-013 *Does the unit participate in national, regional or local networks supporting internationalisation?*
- 07-014 *What is the ratio between the budget spend for international marketing in a given year and the number of newly enrolled international students in the following year in the unit?*
- 07-015 *What is the percentage development of the ratio between the budget spend for international marketing in a given year and the number of newly enrolled international students in the following year in the unit in a given year compared to the previous year?*
- 07-016 *What is the ratio between the membership fees spent for international networks and the number of students graduating with a study abroad experience?*
- 07-017 *What is the percentage development of the ratio between the membership fees spent for international networks and the number of students graduating with a study abroad experience in a given year compared to the previous year?*
- 07-018 *Is gender balance of particular relevance in the unit's marketing strategy?*
- 07-019 *Are students with special needs of particular relevance in the unit's marketing strategy?*
- 07-020 *Does the unit use the results of the monitoring process for strategic decisions?*
- 07-021 *Does the unit undertake internationally oriented promotion and marketing activities?*

## **Non-Academic Services, and Campus and Community life**

### **SERVICES TO INTERNATIONAL STUDENTS**

- 08-001 *Does the unit provide facilities adapted to the needs of a culturally diverse student population?*
- 08-002 *Does the unit have an international student centre?*
- 08-003 *Does the unit have a central office or information point for international student services/guidance?*
- 08-004 *Does the unit have a designated contact person(s); to serve as the primary point of contact for international students?*
- 08-005 *Are all facilities provided by the unit to domestic students also available to international students?*
- 08-008 *Does the unit provide international students with comprehensive pre-arrival information (covering such topics as visa procedures, cost of living, tuition fees, accommodation options, university services, sports and cultural activities);?*
- 08-009 *Does the unit provide pick-up services/support for international students upon arrival?*
- 08-010 *Does the unit provide international students with comprehensive arrival information (covering such topics as where to check in at the unit, whom to contact upon arrival, first steps for settling in);?*
- 08-011 *Does the unit provide a welcome meeting or orientation session for international students upon arrival?*
- 08-012 *Does the unit provide services/support for international students who may wish to participate in campus or community cultural activities?*
- 08-013 *Does the unit provide a mentoring or "buddy"-system for international student support?*

- 08-014 *Does the unit provide support for international students to encourage/enable interaction with domestic students?*
- 08-015 *Does the unit provide support for social activities for international students?*
- 08-016 *Does the unit provide support to international students with special non-academic needs?*
- 08-017 *Does the unit have a team or procedure in place to assist international students in crisis?*
- 08-018 *Does the unit offer student services in different languages?*
- 08-019 *Does the unit provide housing services/support for international students?*
- 08-020 In a given year, what proportion of international students uses the unit's housing services/support?
- 08-021 Out of all international students at the unit in a given year, what proportion uses the housing services/support?
- 08-022 *Does the unit provide visa and/or residence and work permit services/support for international students?*
- 08-023 In a given year, what proportion of international students uses the unit's visa and/or residence and work permit services/support?
- 08-024 Out of all international students at the unit in a given year, what proportion uses the unit's visa and/or residence and work permit services/support?
- 08-025 *Does the unit provide travel services for international students?*
- 08-026 In a given year, what proportion of international students uses the unit's travel services?
- 08-027 Out of all international students at the unit in a given year, what proportion uses the unit's travel services?
- 08-028 *Does the unit provide financial guidance services for international students?*
- 08-029 In a given year, what proportion of international students uses the unit's financial guidance services?
- 08-030 Out of all international students at the unit in a given year, what proportion uses the unit's financial guidance services?
- 08-037 *Does the unit provide special services for under-represented gender groups (either male or female)?*
- 08-038 *Does the unit provide special services for students with special needs?*
- 08-039 *Does the unit cooperate with local student organisations & student representatives?*
- 08-040 *Does the unit provide general information about mobility programmes (e.g. calls for selection, deadlines, etc.)?*
- 08-041 *Does the unit offer online language training units for incoming students?*
- 08-042 *Does the unit offer online cultural training units for incoming students?*
- 08-043 *Does the unit support students involvement in international, student networks, organisations?*
- 08-056 In a given year, has your unit organised international alumni activities?

- 08-057 Does your unit publish a newsletter for international alumni?  
08-058 In how many countries is the newsletter received?  
08-059 In a given year, how many meetings / events does your unit organise for international alumni?

#### SERVICES TO STUDY ABROAD STUDENTS

- 08-031 *Does the unit provide pre-departure orientation/training for students going abroad?*  
08-032 *Does the unit provide support to study abroad students with special non-academic needs?*  
08-044 *Does the unit provide special services for under-represented gender groups (either male or female)?*  
08-045 *Does the unit provide special services for students with special needs?*  
08-046 Out of all students studying abroad in the unit, what proportion uses the pre-departure orientation/training?  
08-047 Out of all students studying abroad in the unit, what proportion uses the support to study abroad students with special non-academic needs?  
08-048 *Does the unit offer online language training units for outgoing students?*  
08-049 *Does the unit offer online cultural training units for outgoing students?*

#### SERVICES TO STAFF

- 08-033 *Does the unit provide facilities adapted to the needs of a culturally diverse staff population?*  
08-034 *Does the unit provide support to international staff with special needs?*  
08-035 *Does the unit provide visa and/or residence and work permit services for staff members travelling abroad for professional purposes?*  
08-036 *Does the unit provide travel services for staff members going abroad for professional purposes?*  
08-050 *Does the unit provide special services for under-represented gender groups (either male or female)?*  
08-051 *Does the unit provide special services for students with special needs?*  
08-052 Out of all staff in the unit, what proportion uses facilities adapted to the needs of a culturally diverse staff population?  
08-053 Out of all international staff with special needs in the unit, what proportion uses the support to international staff with special needs?  
08-054 Out of all the staff travelling abroad in the unit, what proportion uses visa and/or residence and work permit services for staff members travelling abroad for professional purposes?  
08-055 Out of all the staff travelling abroad, what proportion uses the travel services for staff members going abroad for professional purposes?

**Other**

**OTHER**

09-001 *Does the unit organise/support medical missions, projects, actions for communities outside it's home country?*