# KUNO EXPRESS GUIDELINES

**Hosting a KUNO express course**

KUNO members are encouraged to host at least two KUNO express courses annually. The course is typically 1-3 weeks long, it must be taught in English and should have ECTS value.

It is possible to offer a 2-3 days course as KUNO express, in which case the mobility is supported by KUNO own funds (min duration for Nordplus funding is 5 days).

# BEFORE the mobility

## Announcing the course
- Fill out the KUNO template and send to the KUNO Secretary for the course to be announced on the KUNO website.
- Make sure to give a good description of your course and describe learning outcomes.
- It is common to take in 2-4 KUNO students to each course.
- If you take in 6 students or more, you can apply for organisational support of up to 1000 € from KUNO.
- Courses tend to attract many applications. Although it is important to announce the course in a timely manner, it is not recommended to give a very long deadline as this could result in dozens of applications (putting burden on the person who makes the selection of students).
- It is also possible to skip the admission process and announce the course as a „first come, first served" for the available places.

## Selection and Admissions
- Hosting school decides on the criteria used to select students. This can be a portfolio and/or short motivation statement (eg. 250 words).
- You can save a lot of work by creating an online registration of applications via Forms, Survey Monkey or other tools available in your institution. Such tools can generate a list of applicants and you will have easy access to all applications and supporting documents.
- The other option is to have all applications sent by email to the coordinator or directly to the person who makes the selection in your institution. This requires a lot of work on the person receiving the emails as (s)he must create a list of applicants by hand, and keep the application material in one place.
- Make a **waiting list** also, in case selected students withdraw.
- When the selection has been made, make sure to send results to *all applicants*, including those who did not get accepted and those who may be on a waiting list.
- When sending out the acceptance letter, make sure to give students a deadline to confirm their acceptance of the study place. This will speed up the process of making use of the waiting list and enable you to give clear information to those on a waiting list.
- **Acceptance Email** should include the following information:
  -Teaching period and hours of the course (indicating latest possible arrival and earliest departure)
  -Link to the KUNO website with information on how to apply for the mobility grant
  -Information on deadline for confirming the acceptance of the study place

## Information and communication
- Once the student has accepted the study place, you should furthermore send information on:
  -Teaching location (some universities have more than one campus)
  -How to prepare for the course (if relevant)

-What material/equipment to bring for the course (if relevant)
-Information about hostels/accommodation close to your campus
-Information on easiest way to get from the airport
-Information about what to bring (in terms of weather conditions, if relevant)
-Other practical information as relevant

- Make sure to give **information** to your local staff about the incoming express students. This includes the teachers on the course, administrative staff and local students who will be taking that same course.
- Make sure that the incoming students are listed in your system/on the course-list and that you prepare what is needed for them, eg. keycards giving *access* to facilities.

## DURING the mobility

- Ones the students arrive, there should be someone there to meet them and show them around. This could be either a staff member or a student.
- Make sure that the students receive necessary information upon arrival, including whom to contact for questions and what will be the way of assessment (if not described in the announcement of the course).
- Make sure that the student is introduced to classmates in the course, that they are aware of there being a guest student from KUNO.
- Offering a buddy to the incoming student(s) is also a great way of making them feel welcome.
- If there are events happening at your school during the period of the express course, make sure to inform the KUNO students about this fact as they are probably not included in your regular post-lists.
- Inform the KUNO students about *when* they might expect results from the course and how you aim to deliver the certificate/transcript confirming their completion of the course and ects value.

## AFTER the mobility

- Send a Transcript of Records or other form of confirmation, to the student's email as soon as the results of the course come through.
- Remind the students that they themselves must take this record to his/her home coordinator for recognition as recognition of credtis does not happen automatically!