

Regulation for Library

Reviewed by Academic Board, Minutes #2, 05/03/19  
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## Chapter 1. Main Characteristics of Internalization Policy

### 1. General Provisions

Higher education is becoming increasingly important in the international arena. Thus, implementation of internationalization policy is one of the priorities of the HEI. International Teaching University of Management and Communication LLC "ALTERBRIDGE" (hereinafter – Teaching University) is focused on offering the students and academic staff the mobility, participation in researches, receiving education abroad and other matters associated with internationalization. The present document describes the general directions of the internationalization policy of the University, based on the requirements of the Georgian legislation.

### 2. The Essence of the Policy

2.1. High level of internationalization in modern higher education institutions is considered to be one of the most competitive advantages as the university involved in international programs and activities has more chance of attracting more local and foreign students, involving more academic and administrative staff in exchange programs, being involved in international research projects and, therefore, to get more benefits for enhancing its viability and improvement of quality.<sup>1</sup>

2.2. The internationalization is a tool for the University to consider and determine internationally recognized standards in all directions in accordance with the legislation of Georgia. The main objective of the University is to provide academic personnel and students with the opportunity to access international experience as well as create conditions in order to make the product created by them accessible for the international community.

2.3. The following are the components of internationalization policy:

- A. Raising an international recognition of the University;
- B. Strengthening foreign language components in educational programs of the University;
- C. Introduction of programs in foreign languages;
- D. Facilitate participation of students/academic personnel in international mobility and international scientific-educational projects;
- E. Elaboration/development of mechanisms for attracting foreign students;
- F. Creation of new perspectives for learning/teaching, research and institutional development;
- G. Introduction of exchange, joint and dual degree education programs;
- H. Concluding memorandums of international cooperation with foreign higher educational institutions;
- I. Inviting foreign professors to be involved in the educational process of the Teaching University;
- J. Organizing international conferences, trainings and workshops with the involvement of foreign trainers and professors;

<sup>1</sup> <http://www.nplg.gov.ge/dlibrary/collect/0002/000799/Alfenidze%200-Avt.pdf>; p. 4.

### 3. Organizational structure and internationalization process management

3.1. The International Relations Office is established in the university to ensure the internationalization process management.

3.2. The International Relations Office is headed by the Head of International Relations Office, who is appointed by the Rector on the basis of the Vice Rector's nomination and is accountable to the Vice Rector.

## Chapter 2. Basic Aspects of Internationalization

### 4. Implementation of educational and scientific research programs

4.1 Developing and implementing joint educational programs together with partner universities.

4.2. Recognition of credits collected by the student

4.3. Inviting professors of partner universities at the University and conducting academic activities.

4.4. Issues of compatibility of educational disciplines, awarding joint degree.

4.5. Facilitate the introduction and implementation of an educational program of the foreign partner university, awarding the qualification and diploma of a partner institution by its own academic resource.

4.6. Facilitate the development and implementation of English language educational programs.

4.7. Making joint research projects, publications, and scientific forums.

4.8. Facilitating the study and generalization of the experience of partner educational institutions in the university, in the direction of elaborating modern educational programs and modernization of existing ones.

4.9. Organizing and implementing summer and winter school programs.

### 5. Implementation of International Mobility

5.1. Student academic mobility for accumulation of credits in partner universities

5.2. Implementation of student academic exchange programs between partner universities

5.3. Organizing international summer and winter schools and promoting student participation.

5.4. Development of student mobility support services to create a more flexible and easily accessible system.

5.5. Sending the academic personnel for delivering lectures in partner educational institutions for the implementation of scientific projects and participation in scientific forums.

5.6. Encourage participation of students and employees in international exchange programs.

5.7. Inviting international staff by the University in cooperation with partner universities.

5.8. Mobility of administrative personnel and organizing visits by the university to participate in short and long-term programs in partner universities for professional development and getting the best international experience and practice:

1) Solving the issues related to student invitation to partner universities;

2) Offering comprehensive service to foreign students;

3) Solving organizational issues related to the arrival of foreign students, including through mutual cooperation with state institutions.

## **6. Increase of University Recognition on the International Market**

- 6.1. Promoting advertising of educational products of the University to the International Market with support of partner universities.
- 6.2. Systematic reflection/renewal of the activities carried out by the university on the University website.
- 6.3. Advertising university and ensuring access to details connected with programs in cooperation with mass media.
- 6.4. Implementation of activities planned for contribution to community development.
- 6.5. Facilitating participation of University's academic personnel and students in international scientific forums.
- 6.6. Promotion of integration of the University in international professional associations.
- 6.7. Online reputation, digital marketing.
- 6.8. Promotion of internationalization process and contributing to increase of educational attractiveness of Georgia on international market, and creation of new perspectives of getting international education in the country for which the university will widen the international relations, strengthen the foreign language components in the educational programs, implement joint programs together with international partners, promote the international mobility of students, academic and administrative staff and researchers according to one of the strategic goals of the Teaching University.

## **7. Mechanisms for Attracting Foreign Personnel and Students. Evaluation of promoting international cooperation and internationalization and their effectiveness.**

- 7.1. An important component of internationalization policy is to attract foreign students and academic / invited personnel. Within the framework of the internationalization policy the Teaching University has developed the following mechanisms for attracting foreign personnel and students:
- 1) Introduction of foreign language programs the results and qualifications awarded of which will be in compliance with the international market conditions and requirements;
  - 2) Existence of internationalization vision and policy in foreign programs which will be adequately reflected in learning outcomes and will be shared by every involved and interested parties;
  - 3) Increasing the recognition and popularity of the Teaching University that can be achieved by participating in international projects and publishing publications in authoritative international scientific journals by personnel.
  - 4) Establishing the best conditions for teaching / learning and living in order to attract foreign students and staff, for which it is needed the material-technical base to be improved, appropriate conditions to be created, having a campus complying with the modern standards in the future, attracting and mobilization of additional financial funds/sources;
  - 5) Providing education of a good quality;
  - 6) Introduction of annual monitoring system of efficiency of the Teaching University;
  - 7) Set up an English version of the Teaching University's website, providing full and comprehensive information (on tuition fees, living conditions, information about various programs);
  - 8) Participation in international educational exhibitions;

- 9) Cooperation with relevant services and agencies for recruiting foreign students and periodically providing them with materials;
- 10) Advertising on specialized sites and social networks;
- 11) Ensuring mutual participation in international exchange programs;
- 12) Organizing international forums, conferences and projects for close cooperation and establishing contacts with the participants;
- 13) Conducting permanent surveys to study the satisfaction of foreign students and staff;
- 14) Memorandum of mutual cooperation with foreign higher education institutions;
- 15) Providing comprehensive consultations to foreign entrants/potential students and staff as well;
- 16) Acquisition of foreign language/English language scientific literature/textbooks, providing translations, etc.

7.2. The Quality Management Service of the Teaching University has developed special assessment form/questionnaires (see Quality Assurance Mechanisms) for the purpose of evaluation of international cooperation and promoting internationalization and their effectiveness.

## 8. Final Provisions

The internationalization policy is effective upon approval and publication in accordance with the existing rule, and amendments to it can be made according to applicable rules.