

Document is approved by resolution of Governing Board

Dated: May 4, 2020 (Minute N9)

Changes are made by the resolutions of March 2, 2021 (Minute N4)

and November 28, 2022 (Minute N16)

European University LLC

Internationalization policy and its implementation-evaluation mechanisms

Article 1. General provisions

1. European University LLC conducts its activities using the tools of the Bologna Process, which forms the foundation of its integration into the Common European Education Area that in itself represents a cornerstone of the internationalization policy of European University LLC.
2. The internationalization policy of European University LLC. reflects the vision, mission, and is an integral part of the overall university strategy. Essentially, it means giving an international character to the teaching and learning process, as well as research and extracurricular activities.
3. European University LLC considers internationalization as a continuous and transparent process implying that internationalization activities are ongoing, and in addition to the International Relations office, their planning and management involves many other actors both inside and outside of the university. The composition of the beneficiaries is also diverse, and the results of the internationalization activities are used in all the areas of the university life.
4. Internationalization is an opportunity for European University LLC to connect to the European and American educational-scientific systems, increase the competitiveness of its graduates, academic and scientific staff, as well as promote their professional success, academic and personal development.

Article 2. Main directions of the internationalization policy and their implementation mechanisms.

1. Internationalization policy of European University unites three main directions. These are: internationalization of the teaching and learning process; internationalization of extra-curricular activities; and the internationalization of the scientific-research activities

1.1. The internationalization of the teaching-learning process in European University LLC implies giving it an international character, integrating it into the international education system, sharing knowledge and experience between the university communities of different countries. This enables European University LLC to incorporate into the local educational programs the new knowledge and innovative methods accumulated worldwide, as well as ensure its international visibility and provide education which would be in line with the international standards. The internationalization of the teaching-learning process of European University LLC is implemented through the following mechanisms:

a) Attracting and admitting international students with direct negotiations as well as through the intermediary agencies;

b) Physical international mobility of the academic personnel and students of European University LLC for the purposes of teaching and learning, respectively, at a foreign university, or, conversely, of the students and staff of partner university with the aim of obtaining temporary teaching or learning experience at European University LLC.

European University LLC has two following tools for implementing this mechanism:

b.a) Co-financing provided by European University LLC for the outgoing international mobility of academic staff and students within the framework of inter-institutional agreements with the host universities;

b.b.) Funding provided by Erasmus + and other relevant grant programs for outgoing and incoming international mobility of academic staff and students;

- c) Development and implementation of joint educational programs with foreign universities;
- d) Enrichment of the educational programs of the University with the latest English language literature;
- e) Inclusion of English language courses in educational programs;
- f) Engagement of foreign professors in the educational programs of the University;
- g) Translation of foreign literature used in the courses into Georgian.
- h) Inviting foreign professor(s) to conduct lectures at European University LLC.
- i) Individual of an international character in the direction of teaching and learning About grant contests European University Academic/Invited systematic informing of staff and students;

1.2. Internationalization of extra-curricular activities

Internationalization of extra-curricular activities implies giving international character to the creative, academic and professional activities beyond the regular curriculum or responsibilities of the students and staff of European University LLC. By planning and implementing such international activities, European University LLC. intends to prepare students for the local and international labor market, as well as to raise the qualification of academic and administrative staff and expand the network of their informal and professional international contacts. Internationalization of extra-curricular activities of students and academic or administrative staff of European University LLC is implemented through the following mechanisms:

- a) Virtual international mobility funded/co-financed by European University Ltd., partner universities or international foundations, implying participation in international educational and professional development activities through new information and communication technologies, without physically going abroad. Examples of virtual mobility include online certification courses, training weeks, summer schools, and etc.
- b) Physical extra-curricular international academic mobility, implying working for a certain period of time at a foreign university for the purpose of training or professional development

of academic and administrative staff, or, conversely, gaining temporary experience by foreign university representatives at European University. European University LLC. uses two following tools for implementing this mechanism:

b.a.) Co-financing the outgoing international mobility of the academic staff allocated by European University LLC. within the framework of the inter-institutional agreement with the host universities;

b.b.) Providing funding for outgoing and incoming academic mobility of academic and administrative staff under Erasmus + and other relevant grant programs;

c) Inviting foreign professors and trainers, fully- or co-funded by European University LLC., to conduct extracurricular educational and creative activities for students and local staff, such as workshops, trainings, seminars, public lectures.

d) Engagement of students of European University LLC. in non-credit international educational events, including international summer/winter schools, simulations, etc.;

e) Creating opportunities for students to undertake internships and gain working experience abroad through the targeted memoranda with the think tanks and other non-governmental organizations or transnational companies.

f) Systematic informing of the academic staff and students of European University LLC. about individual calls for grants of international character in the direction of extra-curricular activities;

1.3. [Internationalization of scientific-research activities](#)

Internationalization of scientific-research activities implies giving international character to the research activities of the academic staff and in some cases, students of European University Ltd in order to share the research results between the scientific communities of different countries and universities. Ultimately, the internationalization of scientific-research activities serves the purpose of ensuring the international standard of research activities at European

University Ltd., to increase the scientific productivity of the university's academic staff and to raise the University's research reputation at the local and global levels. Internationalization of scientific-research activities at European University Ltd. is achieved using the following mechanisms:

a) Physical international academic mobility, implying working for a certain period of time at a foreign university for the purpose of conducting research by scientific and academic staff, or, conversely, gaining similar experience by the representatives of foreign universities at European University Ltd.

European University Ltd has two tools for implementing this mechanism:

a.a.) Co-financing of outgoing international mobility of scientific and academic staff by European University Ltd. within the framework of inter-institutional agreements with the host universities;

a.b.) Funding outgoing and incoming international mobility of academic and administrative staff under the Erasmus + and other relevant grant programs;

b) Searching for partners for jointly producing international scientific research proposals, concluding a consortium, preparing projects and submitting them to local and foreign scientific foundations for funding;

c) Ensuring the involvement of European University LLC. as partners in international research projects of other local and foreign universities and non-governmental organizations;

d) Organizing and co-organizing international scientific conferences beyond grant projects;

e) Facilitating the participation of the academic staff and students of European University LLC. in international conferences organized by other local or foreign universities and non-governmental organizations;

f) Internationalization of European University-based research institutes, including the creation and development of internationally peer-reviewed scientific journals;

- g) Facilitating the establishment of professional contacts with foreign scientists in order to promote individual international scientific cooperation, including the co-authorship opportunities;
- h) Signing memoranda of understanding with foreign research institutes and universities to promote inter-institutional international scientific cooperation;
- i) Systematic informing of the academic staff and students of European University LLC. about individual grant calls for the purpose of international research;
- j) Facilitating the individual registration of the academic and scientific staff of European University LLC. in large international scientific databases by sharing a specially-designed guide and providing consultations;

[Article 3. Mechanisms for evaluating the effectiveness of internationalization activities](#)

In order to evaluate the effective implementation of the internationalization policy, to measure its results and define the areas for improvement as well as identify the best practices, the University has introduced the following mechanisms:

- a) [Monitoring the implementation of the action plan](#) - The implementation of the University's internationalization policy and mechanisms is ensured by the University's 3-year action plan. The action plan, per se, is subject to quarterly and annual monitoring, during which the implementation of the tasks and activities outlined in the action plan within the reporting period is monitored through their performance indicators and sources of verification. This process is regulated in detail by the "Mechanisms for Monitoring the Strategic Development and Implementation of Action Plans of European University Ltd." The process is coordinated by the Strategic Development Service of European University.

- b) [Assessment of Internationalization activities by students](#) - Every year the Quality Assurance Service of European University Ltd. evaluates the students' satisfaction with the international activities carried out by the University in the direction of internationalization, and determines the level of student awareness about them. These mechanisms are regulated by the document "General Satisfaction Survey Guide";
- c) [Assessment of internationalization activities by academic and invited staff](#) - Every year, the Quality Assurance Service of European University evaluates the satisfaction of the academic and invited staff with the international activities carried out by the University in the direction of internationalization, and determines the level of awareness about them. These mechanisms are regulated by the document "General Satisfaction Survey Guide".
- d) [Assessment of student participation in an international academic mobility program](#) - Students' participation in the International Academic Mobility Program is assessed by students participating in the program upon their return from mobility. The purpose of the survey is to assess students' satisfaction with participating in the International Academic Mobility Program, in particular, satisfaction with organizational issues at the sending and host universities, key interests in participating in the International Academic Mobility Program, knowledge and experience gained through the participation in the program, and other positive outcomes. The survey also serves the purpose of recording any other positive or negative assessments related to the process. These mechanisms are regulated by the document "General Satisfaction Survey Guide".
- e) [Assessment of staff participation in the International Academic Mobility Program](#) - Assessment of staff participation in the International Academic Mobility Program is performed by staff participating in the program upon their return from mobility. The purpose of the survey is to assess staff satisfaction regarding their participation in the International Academic Mobility Program, in particular, assess their satisfaction with the organization issues at the sending and host universities, the main interests of

participating in the international academic mobility program, the qualification and experience gained through the participation in the program, and other types of positive results, such as the knowledge and experience transferred into the learning process. The survey also serves the purpose of recording any other positive or negative assessments related to the process. These mechanisms are regulated by the document "General Satisfaction Survey Guide".