



Internationalization Policy of Alte University

(Approved by the minutes of the meeting of the Board of Directors, dated September 30, 2022)

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Article 1. General provisions

This present document has been developed for the purpose of attracting foreign students and academic/scientific personnel to the academic educational programs operating at "Alte University" LLC (hereinafter "University") and internationalization of educational process and scientific research.

Internationalization policy and procedures apply to the University's study/teaching, scholarly activities, and student services, as well as all kinds of exchange programs with other countries' universities.

Article 2. Internationalization process of higher education

The process of internationalization involves the implementation of certain actions in several directions:

1. In the direction of working with students—developing of exchange programs, developing of joint programs, accepting of foreign students, sending Georgian students to abroad for studying (management of individual mobility of students).
2. In the direction of academic personnel – developing of exchange programs, developing of joint programs, exchange program for professors and investigators, involvement of foreign professors in the program, carrying out of joint research work, internships in foreign universities and intensive courses, etc.

The university invites both as local as foreign highly qualified lecturers to work. On the basis of memorandums, it cooperates with the various universities in America, Europe and Asia, which provides for the mobility of students and academic personnel, exchange programs and joint scientific research, where both professors-teachers and also, students are involved.

3. In the direction of educational process, planning of educational process of students, recognition of education received abroad, issuing of joint diplomas (joint program), international recognition of education documents, issues of education quality assessment.

During developing process of educational programs of the university, international standards and recommendations of foreign experts are considered. Studying process takes into account the European model: The European Credit System (ECTS) is in effect, the model of percentage

distribution of positive estimations (so-called Gaussian distribution) is used.

Considering to tested scheme in Europe and the USA, the university has an internal electronic portal, through which students and professors are provided with information about exchange programs, scholarships, and training courses. Data collection and statistical analysis are done systematically, and students and teachers are surveyed about their needs.

4. Development of exchange programs in terms of international cooperation, involvement of foreign professors in the program, production of international studies. International scientific conferences are held at Alte University, where delegates invited from different countries of the world participate together with Alte students and professors.

Within the Erasmus+ program, Alte University cooperates with partner universities in terms of student and professor mobility. Alte University has a Department of International Relations and Research, one of the activities of which is attracting foreign partners and communicating with them.

5. In terms of attracting foreign students and personnel

- 5.1. Responsible for attracting foreign students:

- ✓ Department of Student Recruitment, Marketing and Public Relations
- ✓ Department of Human Capital Management and Student Success;
- ✓ Department of International Relations and Research;
- ✓ The relevant school.

- 5.1.2. The responsible structural units ensure the development of marketing material, which is intended for foreign students and reflects complete information about Alte University, its mission, values, goals, as well as a list and description of educational programs, information about human and material resources for their implementation.

- 5.1.3. In case of mobility of a foreign student, the school ensures the processing of the student's transcript sheet in accordance with the established rules.

- 5.1.4. The responsible structural units ensure that marketing materials are translated into English and placed on the university's website so that it is easily accessible to prospective students,



and anyone interested. Marketing material may be additionally translated into other foreign language(s), taking into account the educational institutions of which countries Alte University plans educational cooperation based on its strategic goals.

- 5.2. The university works both with agencies of the relevant profile and with individual agents whose activity is attracting foreign students.
- 5.3. The students' recruitment, marketing and public relations department has a "Committee of Ambassadors of Alte University", which is represented by as students as graduated students. Ambassadorial of Alte University is voluntary. This status can be obtained by participating in the selection process announced by the department of students' recruitment, marketing and public relations and successfully passing each stage, which involves the student writing a motivation letter, presenting 2 (two) academic staff recommendations and an interview with the department director and/or other members of the team. Student- ambassadors share their experience with future students, answer their questions, actively participate in events planned for future students, etc.
- 5.4. The Department of Human Capital Management and Student Success organizes extra-curricular activities that align with the culture of international students, e.g. Events are held to celebrate Chinese New Year, Ramadan, Navreh (Indian New Year).
- 5.5. The department of students' recruitment, marketing and public relations regularly publishes press releases on the university's website in both Georgian and English languages, uses social media (Facebook/Twitter/LinkedIn/Instagram) to disseminate information about the processes and news implemented at the university, periodically publishes data on students' /about career progress of graduates, etc.
- 5.6 The university takes into account the peculiarities of the use of the web by different countries (e.g. in the case of China, Alte University publishes information about it on Baidu and Baike, which are alternatives to Google and Wikipedia in China).
- 5.7. The department of students' recruitment, marketing and public relations provides assistance and advice to students and their agents regarding the visa regime and other regulations, providing them with information on changes made in the relevant legal acts.

- 5.8. Administration of Alte University plans regular visits to different countries in order to personally meet future students and their parents.
- 5.9. Alte University cooperates with foreign universities, participates in international educational and research events, which raises the awareness of the university in the international educational space and has a positive effect on the interest of foreign students in Alte University.
- 5.10. The university promotes the participation of Alte students in various youth events both in Georgia and abroad, where students, along with the various planned activities, is promoted by the university.
- 5.11. Alte University helps foreign students to find temporary residing place.
- 5.12. In terms of the internationalization of the educational process and scientific research, it is strategically important for Alte University to ensure the implementation of educational programs through highly qualified not only local, but also foreign personnel. For this purpose, the university supports academic mobility and conducts exchange of academic personnel with partner universities, which is an important part of the university's activities for the realization of long-term research projects, as well as providing regular rotation of lecturers.
- 5.13. Alte University organizes international seminars and conferences, it promotes international research.
- 5.14. In order to attract foreign personnel, the university has created such an academic environment where foreign specialists, in cooperation with local colleagues, are given the opportunity of professional development.
- 5.15. The university supports and finances scientific -research activities as for internal resources as by attracting of external donors.
- 5.16. Alte University, with its extensive international institutional cooperation and strategic partners both as locally as internationally, is able to attract foreign students and specialists and offer foreign experiences to its own students and scientists.

Article 3. Mechanisms of international cooperation and internationalization and assessment of their effectiveness

1. Policy of internationalization contains:

Admission of foreign students, mobility of students and academic personnel; joint educational programs; international cooperation within research projects; International conferences, academic aspects.

2. As a result of the implementation of the internationalization policy, we get:

- ✓ Improving of the quality of studying/teaching and science and expanding of academic horizon;
- ✓ Institutional growth and development, improvement of institutional profile and status;
- ✓ We have the opportunity to focus on international academic standards in teaching and research;
- ✓ Possibility of sharing/concentration of intellectual, infrastructural and financial resources is created (especially in the direction of scientific activities).

3. Indicators for estimation of effectiveness of international cooperation and internationalization mechanisms are:

- ✓ Number of foreign students at the University;
- ✓ Number of students involved in exchange programs;
- ✓ International mobility rate of academic personnel of the university;
- ✓ Indicator of involvement of international personnel (from partner universities) in educational programs of the university;
- ✓ Number of joint and exchange educational programs;
- ✓ Number of joint international studies and academic personnel and students involved in it;
- ✓ Number of conferences of international scientific conferences.