

Selection Procedure of the Partner University and Mechanisms of Attracting Foreign Students, Academic, Scientific, and Invited Personnel

Article 1. General provisions

1. Internationalization of education is one of the essential priorities of Caucasus University (hereinafter "University"). For this purpose, the University cooperates with international partner universities, with which it carries out exchange (of students and academic, scientific, visiting staff) and joint degree programs, short-term training courses and scholarship programs, student attraction activities, as well as their involvement in various international grant projects, etc.

2. This rule defines:

- the selection procedure of the partner University;
- Mechanisms for attracting foreign students;
- services available at the University for foreign students;
- Mechanisms for attracting foreign academic, scientific and invited personnel;
- Fund raising mechanisms.

3. Matters that are not regulated by this rule are determined by the internal normative acts of the University and the legislation of Georgia.

Article 2. Selection of partner universities

Based on internationalization goals, the University is looking for international partners to implement various strategic tasks.

In the process of selecting an international partner, the University is guided by the following criteria(s):

- Values and goals of cooperation;
- Teaching quality and academic standards;
- compatibility of educational programs;
- Providing credits and recognition;
- financial sustainability;
- research potential;
- international recognition and ratings;

Depending on the goals of cooperation, the University determines in each specific case which criteria is the priority, on the basis of which the partner University is selected.

Article 3. Mechanisms for attracting foreign students

1. Caucasus University attracts foreign students in accordance with the goals of internationalization.
2. Considering the goals of internationalization, in order to attract foreign students, the University, with the involvement of relevant schools and departments, defines English-language programs
3. The University periodically conducts research on the international educational market and identifies the countries from which to attract foreign students.
4. With a view to attracting students, the University prepares and distributes printed/electronic marketing materials to target groups, places information on various international portal(s), participates in international exhibitions and forums and carries out relevant campaigns in target countries so as to increase their awareness.
5. In order to attract students, the University actively cooperates with accredited diplomatic missions in Georgia and Georgian embassies abroad, and other relevant agencies.
6. The University finds and establishes a network of partner agencies, organizations, and universities, and signs cooperation agreements with intermediary organizations, agencies, and universities

Article 4. Services available to promote the attraction of foreign students

1. The International Relations Department provides support services for foreign students, in particular, provides the necessary documents for the visa procedure, as well as the preparation of documents in accordance with the rules of enrollment established by the legislation of Georgia; provides assistance in the process of finding housing by themselves and/or through an intermediary organization/agency; Ensures mandatory insurance package offer and other necessary pre-arrival and post-arrival procedures.
2. With the involvement of relevant schools and departments of Caucasus University, provision of academic services to foreign students is carried out, as well as informing them about the regulations and rules of the University. The relevant employee of the Student Services and Study Process Monitoring Department (academic manager) aids foreign students in all essential issues related to the academic process.
3. In order to integrate foreign students, relevant departments plan and implement social and cultural activities (student clubs, ambassador program, etc.) aimed at increasing their involvement in student life.
4. Before the beginning of each semester, the International Relations Department plans and conducts orientation meetings for foreign students in order to determine their needs and ensure their involvement in various student activities.

Article 5. Mechanisms for attracting foreign academic, scientific, guest personnel

1. Caucasus University, in accordance with the goals of internationalization, attracts foreign academic, scientific, guest personnel (hereinafter "staff"). For this purpose:
 - The University actively cooperates with partner international universities and professional networks;

- Schools determine the programs/courses for which they wish to invite foreign staff. The school informs the Financial Department, the Human Resources Department and the International Relations Department about this.
 - The International Relations Department starts communication and selection process with partner universities. It also disseminates information about the above to member universities of the professional network.
 - Places information about the said request on various portals, if necessary, prepares printed materials.
 - Cooperation agreements are being formed in order to obtain mobility projects financed within the framework of Erasmus+.
 - A cooperation agreement is signed with universities within the framework of various programs (Fulbright, DAAD and others)
2. The Department of International Relations provides support services for foreign personnel, in particular, provides documents necessary for the visa procedure, assists in the process of finding housing, planning social activities, etc.

Article 6. Fund raising mechanisms

1. Caucasus University's Project Management Department and Research facilitation Department foster international fundraising to ensure institutional development. The fundraising measures include programs, events, research mobility grants and scholarships, various forms of sponsoring. Such events can be financed by international and local donor organizations, government, individuals and business entities.
2. The initiator of the fundraising event at Caucasus University can be its active students, administrative, academic, scientific, invited staff, as well as an active and authorized representative of the donor organization. Planned fund-raising events must be consistent with the strategic objectives of Caucasus University.
3. The Project Management Department of Caucasus University and the Research Facilitation Department manage and monitor the University's contact network in order to increase the University's capacities. Among existing University partners are: missions and embassies of international organizations, European Commission, GIZ, EU, EC, USAID, United Nations Secretariat, UNDESA, United Nations Partnership Office (UNDP), Global Compact Office, Shota Rustaveli National Science Foundation of Georgia, etc.

4. With a view to raising international funds:

- The University actively cooperates with partner foreign universities and professional networks, research organizations, local and international donor organizations and the diplomatic corps of Georgia. Regularly participates in events initiated by various donors, governments or other institutions that provide funding for the implementation of various projects.
- The University actively carries out fundraising through the official websites of international organizations, social networks, newsletters received from partners, portals and other means.
- The University intensely participates in the ERASMUS+ program, participates in information meetings, contact seminars, trainings and annually submits project applications to selected programs (CBHE, Jean Monnet, ICM, JMD etc.).

- The University actively cooperates with the Shota Rustaveli Scientific Foundation. Attends events organized by the foundation, distributes information about contests, is registered on the foundation's portal, etc.
- The University actively disseminates information on announced grant competitions, including international research programs for scholars and professors.
- The University provides active assistance to academic, scientific, invited and administrative staff in searching for and obtaining grants, as well as in the process of submitting competitive applications.

5. The Caucasus University Project Management Department and the Research Facilitation Department are responsible for supporting the fundraising process at Caucasus University. The University has a centralized procedure for submitting and selecting job applications. The Department of International Project Management and the Research Facilitation Department, within the scope of their competence, approve the proposals submitted by the schools and/or the department.