

The Rule of Selecting Partner Universities and of Attracting Foreign Students and Academic, Scientific, Invited Personnel

Article 1. General provisions

1. One of the major challenges faced by Caucasus University (hereinafter the University) is the internationalization of the education. With this view the University cooperates with foreign partner universities, with which it implements exchange (of students and academic, scientific, invited Personnel) and joint degree programs, short-term educational courses, scholarship programs, etc.

2. The present rule establishes the following:

- the procedure of selecting a partner university;
- the mechanism for attracting foreign students;
- the services provided to the foreign students at the University;
- the mechanisms for attracting foreign academic, scientific, and invited Personnel;
- the fundraising mechanisms.

3. The issues not regulated by the present rule are governed by the University's internal normative acts and Georgia's legislation.

Article 2. Selecting a Partner University

1. To achieve different strategic objectives, the University seeks international partners, with a view to pursuing internationalization goals.

2. In the process of seeking partners, the University adheres to the following criteria:

- values and cooperation objectives;
- the quality of teaching and academic standards;
- the compatibility of the educational programs;
- ensuring degree conferring and credit recognition;
- financial sustainability;
- research potential;
- international recognition and rankings;

3. Depending on the cooperation goals, the University prioritizes the criteria in each case individually and selects the relevant partner University accordingly.

Article 3. Mechanisms for Attracting Foreign Students

1. With a view to achieving the goals of internationalization, Caucasus University attracts foreign students.

2. According to the goals of internationalization and with the aim of attracting foreign students, Caucasus University, with involvement of the relevant schools and departments, determines programs to be conducted in the English language and sets the number of foreign students to be admitted to the University.
3. At certain intervals, the University carries out research of the international education market and identifies the countries from which to attract foreign students.
4. With the view of attracting foreign students, the University prints brochures, prepares electronic marketing resources, and disseminates them among the target customers by placing them on various platforms; the University takes part in international exhibitions and forums/fairs and conducts relevant campaigns in the target countries with a view to raising awareness among the target groups.
5. With a view to attracting students, the University actively cooperates with the diplomatic missions accredited in Georgia as well as with Georgian Embassies in foreign countries and other relevant agencies.
6. The University seeks and creates a network of partner agencies, organizations, and universities, signs memoranda of cooperation with intermediaries/organizations/agencies and universities.

Article 4. Existing Services Accessible to Foreign Students

1. The International Relations and Projects Department ensures rendering support services to foreign students; namely: prepares and delivers all the necessary documents needed for obtaining visas, as well as the documents required for enrolment at the University as established by the Law of Georgia; assists in finding accommodation and/or has an intermediary organization/agency to help the student in doing so; ensures the students are offered mandatory insurance package, and they go through all the necessary procedures before and after their arrival in the country.
2. With the involvement of relevant schools and departments of Caucasus University, the students are rendered the academic services and are informed about the rules and regulations operating at the University. The University designates an employee (academic manager) responsible for providing all the required assistance in handling the academic process's issues.
3. The relevant Department plans and carries out all the socio-cultural activities needed for the students' integration, the aim of which is to increase their involvement in student life.
4. Before the commencement of a semester, the International Relations and Projects Department plans and holds an orientation meeting with foreign students with a view to discovering their needs and involving them in the student activities.

Article 5. Mechanisms for Attracting Foreign Academic, Scientific, Invited Personnel

1. In accordance with the internationalization goals and objectives, Caucasus University attracts foreign academic, scientific, invited Personnel (hereinafter the Personnel).

With this aim:

- The University actively cooperates with partner foreign universities and professional networks;
 - The schools identify the programs/courses to which they want to invite foreign Personnel. The school informs the Financial Department, the Human Resources Department, and International Relations and Projects Department about the decision.
 - The International Relations and Projects Department starts the communication and selection process with a relevant partner university. The Department also disseminates the information among the network of member universities.
 - The department posts the information on different platforms and when, and if, needed prepares printed materials.
 - With a view to obtaining funded mobility projects, Memoranda of Cooperation are signed within the framework of Erasmus+.
2. The International Relations and Projects Department provides support services for the Personnel- provides documents needed for visa procedures, assists in finding accommodation, plans various social activities, etc.

Article 6. Fundraising Mechanisms

1. The International Relations and Projects Department and the Research Facilitation Department of Caucasus University facilitate the fundraising activities with a view to promote institutional development. The fundraising activities may include programs, events, grants of different kinds, and other ways of attracting sponsors. These and similar events may be funded by international and local donor organizations, government agencies, physical persons, and business entities.
2. The initiator of fundraising activities at Caucasus University may be a student with an active status, or administrative, academic, scientific, invited Personnel as well as an authoritative representative of the donor organization. The planned fundraising activities shall be in compliance with the strategic goals of the University.
3. The International Relations and Projects Department and the Research Facilitation Department of Caucasus University carry out centralized management and monitoring of the University contact network with a view to enhancing the University's capacity. The existing partners include missions and embassies of international organizations, the EU Commission, GEZ, EU, USAID, the UN Secretariat, UNDESA, United Nations Development Program (UNDP), Global Compact Office, Shota Rustaveli National Science Foundation, etc.
4. With a view to raising international funds:
 - The University actively cooperates with foreign partner universities and professional networks, research organizations, local and international donor organizations, and Georgian diplomatic corps. It regularly participates in the events initiated and organized by different donors, government, or other institutions providing funds for implementing projects of various kinds.

The University is an active participant of the ERASMUS+ program; it also participates in informational sessions, contact seminars, training, and annually files applications for selected programmes (CBHE, Jean Monnet, ICM, JMD).

- The University actively cooperates with Shota Rustaveli National Science Foundation, attends events organized by the Foundation, disseminates information about contests/competitions announced, is registered on the Foundation platform, etc.
- The University disseminates information about the grant competitions announced, including international research programs for professors and scientists;
- The University actively supports academic, scientific, invited, and administrative Personnel in seeking and obtaining grants as well as in the process of submitting contest applications.
- The International Relations and Projects Department and the Research Facilitation Department of Caucasus University are responsible for facilitating the fundraising activities at the University. The International Relations and Projects Department and the Research Facilitation Department verify the contest applications submitted by the Schools and/or the Department.