



## LLC Guram Tavartkiladze Tbilisi Teaching University

**Approved:**  
**Resolution of the Academic Council (protocol N4.10.12.2018)**

### **Introduction**

LLC Guram Tavartkiladze Tbilisi Teaching University (hereafter referred to as 'GTUNI') acts upon the principles of Bologna Magna Charta, Lisbon convention and obligations under Georgia-European union Association Agreement that foresees modernization of every sphere of field policy, education, research and technologies, employment and civil society, as well as implementation of European standard.

GTUNI work activities are mapped against bologna tools (qualification framework, learning outcomes, recognition, diploma supplement, ECTS, ESG). Besides, it strives to enhance the internationalization of HEI, which is one of the significant aspects of GTUNI development strategy.

Internationalization strategy is an inseparable part of general strategy of the university and is in line with GTUNI vision, mission and strategic goals.

### **1. GTUNI Approach to Institutional Internationalization**

Recently, Internationalizations has become the proactive goal for all HEI, GTUNI among them. Accordingly, GTUNI has formed its own attitudes to institutional internationalization. namely:

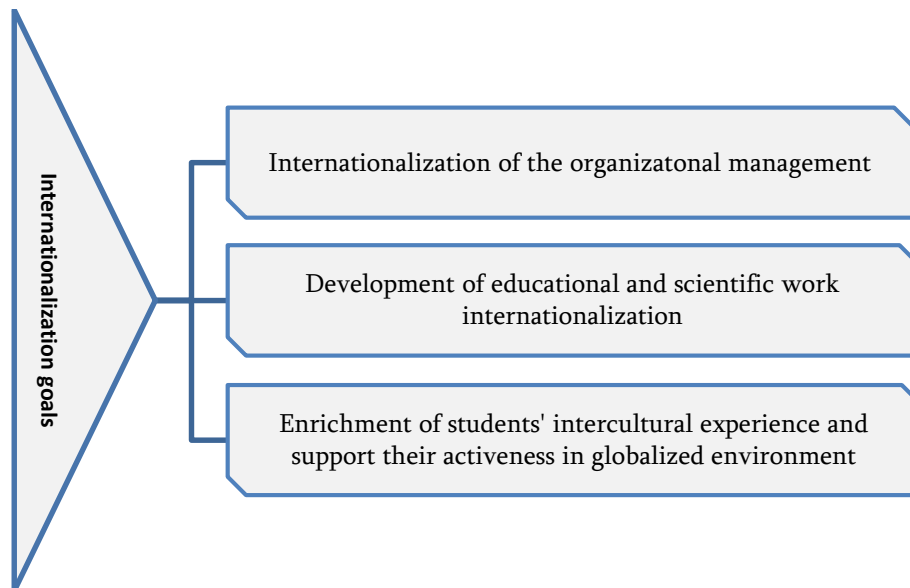
- GTUNI realizes that its work activities should be oriented not only on country, but also on regional and global perspectives;
- In extremely competitive educational space, Institutional internationalization is a prerequisite for success;
- Internationalization is a complex concept to GTUNI. It covers internationalization of the whole institution (its programs, courses, students, Professors' vision, milieu and services).
- Internationalization is continuous and permanent process GTUNI, which supports its integration in every aspect of university operation, in order to make internationalization policy common university goal and involve in it as many participants as possible.
- For GTUNI, internationalization is an instrument, method and mechanism that will connect university with international educational and scientific space; increase competitiveness of GTUNI alumni and academic staff, support their success and professional development;
- The actions performed for internationalization purposes should be contextualized with internal peculiarity, type and profile of the Higher Educational Institution;
- GTUNI considers internationalization as future investment that required elaboration of long-term and systematic policy and fulfilment of obligations by all stakeholders: students, academic staff, administration and partners.

## 2. Responsibility

- Internationalization policy and procedure elaboration and approval is a responsibility of university management bodies.
- Internationalization procedure implementation is a responsibility of university administration, department of international relations, faculties, all structural bodies of the university, each within their competence.
- The processes of elaboration and evaluation of internationalization policy and procedures are managed by Deputy Rector; Implementation of internationalization policy and procedures is coordinated by International Relations Department.

## 3. Long term Goals of GTUNI Internationalization

- GTUNI Internationalization policy covers all significant spheres of university operation, which is reflected in strategic development plan of the University.
- The goals of internationalization, the university strives to achieve are the following:



- Each goal of internationalization is analysed in perspective of short-term and long-term tasks.

## 4. Internationalization of Organizational Management

GTUNI considers institutional partnership as an opportunity and instrument for more integration of university society in international educational and scientific processes which relates to management modernization as well.

**In order to achieve this goal, the following tasks are set:**

### 4.1. Short-term tasks:

- Develop institutional partnership network in organizational management context;
- Study and analyse the best International practices for management;
- Support the implementation and development of modern system of management;

- Set and implement effective activities, in order to increase GTUNI recognition and authority in International Higher Educational space;
- Systematically improve, strengthen and modify international relations, choosing GTUNI priority countries/universities;
- Sign international agreements and develop them further, taking into the consideration the needs and demands of faculties and its structural units;
- Support GTUNI administrative staff qualification improvement in management of educational process, staff, scientific work, and students' services.
- Set up specific international partnerships with universities in order to organize the exchange of administrative staff.

#### **4.2. Long-term tasks:**

- Modernize organizational management;
- Intensify and activate educational partnership aspects with existing partners;
- Increase the activities for the involvement in international projects and programs; For this purpose, to actively cooperate with major donor organizations, who offer projects to HEIs. For example: Erasmus+; Horizon 2020, Jan Monet, NATO; GIZ; USAID; Millennium Challenge Corporation (MCA Georgia); Volkswagen Foundation, British Council; DAAD; CEU etc.
- Support joining different academic and scientific associations;
- Support the participation in various international educational fairs, festivals, forums and other activities;
- Facilitate international mobility of the administrative contingent;
- Attract foreign students to GTUNI educational programs.

### **5. Development of educational and scientific work internationalization**

Internationalization of educational and scientific work is an endeavour to facilitate personal realization of GTUNI students and academic staff from international perspective. Besides, it represents the instrument for involvement the university in the processes going on in international educational and scientific space.

In order to achieve the development of internationalization of educational and scientific work, GTUNI will work in 2 directions: academic and scientific, which represent, on one hand, an inseparable goal of GTUNI however, on the other hand, it required different approach and tasks to be implemented.

#### **tasks:**

##### ***5.1. Short-term tasks to be implemented in academic direction, are the following:***

- Encourage and support the improvement of foreign language competence of GTUNI staff;
- Apply the best practices of partner universities in organization and management of teaching and learning processes;
- Support academic staff qualification growth in international trends of modern teaching methodology;
- Support the growth of academic mobility;
- Increase English language component in the educational programs delivered in Georgian language;
- Increase the application of English language resources in academic courses, include English language literature/resources in course syllabi, deliver the certain portion of classes/seminars, lectures in English, introduce and popularize English language optional courses in educational program curriculums, implement different teaching activities in English within the framework of the certain academic course, apply international scientific database in teaching/learning and research activities;

- Prepare 30 credit modules for Erasmus + mobility incoming students in the field of law, tourism, business administration and journalism; In the following stage, support the preparation of international educational programs.

**5.2. Long-term tasks to be implemented in academic direction:**

- Support the preparation and implementation of joint educational programs;
- Ensure more involvement of foreign specialists in GTUNI teaching/learning process;
- Attract foreign students to GTUNI, based on international students' recruitment policy and elaborate the tactic for their service.
- Involve GTUNI students in international courses modules and programs and create extra opportunities for them.

**5.3. Short-term tasks to be implemented in scientific direction are the following:**

- To carry out the systematic activities for sharing information on modern, international achievements, trends and vision;
- Increase and enhance scientific cooperation within the framework of research projects;
- Support GTUNI academic staff participation in international conferences, internships and seminars;
- Support new international partnership establishment/maintenance for the purpose of implementation of joint scientific projects;

**5.4. Long-term tasks to be implemented in scientific direction are the following:**

- Ensure foreign experts', scientists' better involvement in GTUNI scientific activities;
- Support the implementation of joint research projects;
- Increase of scientific publication, electronic database and ensure better access to them;
- Increase the ratio of the publications in high citation index and impact factor journals.

**6. Enrichment of students' intercultural experience and support their activeness in globalized environment**

GTUNI will support the enrichment of students' intercultural experience in order to prepare them for their activeness in globalized environment which is the paramount goal of the internationalization policy of GTUNI. The achievement of this goal will provide GTUNI students with the possibilities to obtain access to the knowledge, corresponding to international standards, qualified staff, resources and services; achieve the success in globalized environment;

**In order to achieve these goals, the following tasks should be implemented:**

**Short-term tasks:**

- Analyse the methodology, tools, effectiveness of teaching English language; take effective measures in order to increase students' motivation and raise the level of language proficiency among them;
- Ensure students awareness of international educational projects;
- Provide students with intercultural trainings and offer more internationalization of extracurricular activities;
- Develop the post mobility reporting system for outgoing mobility students and staff.

**Long-term goals are:**

- Support students' mobility by application of Erasmus+ project and other opportunities;
- Support GTUNI students' participation international scientific conferences and competitions.

## **7. The Procedure for participation of the academic and administrative staff and students in International exchange programs**

### **7.1. The goal of the procedure**

The goal of the procedure for participation of the academic and administrative staff and students in International exchange programs (hereinafter referred to as 'procedure'), is to support Guram Tavartkiladze Tbilisi Teaching University academic and administrative staff, as well as students to participate in International exchange programs and projects.

### **7.2. Responsibility for implementation of the procedure**

GTUNI international Relations Department is responsible for coordination of the implementation procedure. For this purpose, it cooperates with University administration, faculties, different structural bodies of the university. GTUNI International Relations Department reports to GTUNI Deputy Rector and Rector.

### **7.3. The rules and timeframe of procedure implementation**

- academic/administrative staff and students are involved in International exchange programs via open competition.
- The rules are defined by the managerial body of the international organization/ institution, who implements the exchange program. International Relations Department of GTUNI ensures implementation of these rules and coordinates relevant activities.

### **7.4. The contest is open to:**

- Bachelor/master's degree students of Guram Tavartkiladze Tbilisi Teaching University;
- Academic staff members of GTUNI;
- Administrative staff members of GTUNI;

### **7.5. Announcement of the competition:**

- The contest is announced for spring or Fall semester, unless otherwise defined by the International organization/institution implementing the program;
- Information on the competition is provided to PR Department of GTUNI, which ensures its dissemination via all information channels of GTUNI.

## **8. Competition terms**

### **8.1. International Relations Department:**

- Arranges information meeting with Academic/administrative staff and students on the exchange possibilities, get them acquainted with visa and residence regulations;
- Within the deadlines set, the competition materials are submitted to International Relations Department.

### **8.2. The contestants, corresponding to the rules of the competition submit the following documents:**

- A copy of Diploma (for Masters);
- Motivation Letter;
- Certificate confirming the proper knowledge of international language (if any);
- The certificate, verifying that the applicant is GTUNI student/staff member; the students, who want to participate in the mobility to get the qualification/academic degree, must pass TOEFL or IELTS exams;
- CV (Europass CV is a priority);
- Recommendation letter given by the Professor(s) (1 or 2);
- An Invitation letter from the host university (for staff);

### **8.3. In case of individual student exchange with partner universities, the terms of competition are the following:**

- High academic performance;

- Knowledge of English language- B1-B2 level (the knowledge of the foreign language will be checked by internal University exam);
- Other skills and achievements (participation in the conferences, trainings, masterclasses, university activities etc.).

## **9. Competition stages:**

### 9.1. stage 1: submission of the competition documents:

The documents to be submitted:

- Filled in application form (form is provided by GTUNI international Relations Department);
- CV in Georgian and in English (Europass CV is a priority);
- Motivation letter; (In Georgian and English languages);
- Academic certificate;
- Characteristics (issued by the corresponding department (chair);
- Recommendation (issued by the corresponding faculty);
- The documents/certificate for participation in the conferences, trainings (if any);

### 9.2. Stage 2: test in English language;

### 9.3. Stage 3: the students, who reach stage 3, must:

- Make two presentations, max. 20 min. (Power Point format, in English language):
- Presentation theme: Social, economic and cultural aspects of Georgia and the country of the receiving HEI/. Max. 10 min.)
- Presentation theme 2: Topic of interest from applicants' specialty sphere (free choice)-10 min;

The competition committee includes:

- GTUNI Rector;
- Head of Partner's board;
- Deputy Rector;
- Head of International Relations Department;
- Dean(s) of the corresponding faculty/faculties;

## **10. Learning Agreement**

### 10.1. Besides the documents listed above, it is necessary to submit:

- Student's Learning Agreement (LA) contains the table for the list of the courses to be covered in sending HEI. And another table for the courses to be covered at the receiving HEI (minimum 15 credits). The Learning Agreement is signed by the student, supervisor of the educational program, Head of Quality Assurance Service.
- Learning Agreement is signed before the mobility. During the mobility, it is possible to modify it, if any course is changed.

## **11. Recognition of the received education**

11.1. The recognition of the received education is implemented when student has finished the mobility period and is back to sending HEI. The student must apply to LEPL National Centre for Educational Quality Enhancement for recognition. Recognition is implemented according to International Agreements of Georgia, legal and normative acts of Georgia, 'the rule on verification of the educational document issued in Georgia and recognition of the education received abroad' approved by order No.98/n, 1<sup>st</sup> of October 2010, of the Minister of Education and Science of Georgia.

11.2. After recognition of the received education, it is reflected in students' diploma supplement.

**Academic Staff, who wish to participate in mobility, must submit:**

- Teaching Agreement, which is approved by receiving university.
- After mobility, staff member must make a report on gained experience and achieved results;
- Department of International Relations, together with Foreign Language Centre is responsible for organizing the exam in foreign language (if needed);

In case of asymmetric exchange, similar requirements are set only to the incoming exchange professors, as far as, within the framework of the asymmetric exchange, GTUNI hosts only professors, not students.

## **12. Mechanisms and Procedure for the Development of International Cooperation and Internationalization**

The mechanisms for initiating new opportunities for international cooperation and internationalization include:

### **12.1. find and present new opportunities for cooperation:**

- New cooperation opportunities can be initiated by the faculty/faculties or Department of International Relations;
- Expediency of a new cooperation opportunity, as well as its relevance to GTUNI mission and strategy is analyzed and considered by Deputy Rector and International Relations Department.
- For final decision, the cooperation initiative is presented to GTUNI Rector. The Initiatives approved by GTUNI Rector, are implemented by the involvement of corresponding structural units.

## **13. Evaluation of Internationalization Policy Implementation**

Internationalization policy is an inseparable part of GTUNI strategic development plan. Therefore, in order to evaluate its implementation, GTUNI acts upon the monitoring and evaluation rule, format methodology and indicators of strategic plan and action plan implementation. Monitoring and Evaluation is implemented by monitoring and evaluation group together with International Relations Department and is conducted annually, based on the document 'Mechanisms for Implementation of International Cooperation and Internationalization and Evaluation of their Effectiveness.'

Monitoring and evaluation includes the feedback stage, which means that:

- the recommendations should be elaborated in order to eliminate the failures;
- the policy should be amended;
- the recommendations should be considered in the action plan/and strategic plan of the upcoming year.

## **14. Evaluation of the effectiveness of internationalization mechanisms is based on the following indicators:**

- Qualitative and quantitative indicators of international partnerships;
- Dynamics for student and staff participation in international exchange projects;
- Quality for implementation of international research and academic standards;
- Students and staff awareness of internationalization mechanisms and the effectiveness of their application (results of annual survey/results of monitoring).