

# GLOBTER INTERNATIONAL COLLEGE

## Institutional Cooperation Policy

<b>Document title</b>	Institutional Cooperation Policy
<b>Institution</b>	Globter International College
<b>Document type</b>	Policy
<b>Applies to</b>	Academic and administrative units, committees, staff, students, alumni, employers, community organisations, and international partners
<b>Review cycle</b>	Annual monitoring and periodic formal review

### 1. Purpose

This policy sets out how Globter International College plans, supports, implements, and reviews institutional cooperation. It gives effect to the College commitment to institutional cooperation, service to society, and internationalisation, and it establishes the expectations, responsibilities, and monitoring arrangements that support these priorities.

### 2. Scope

This policy applies to all forms of structured institutional cooperation undertaken by the College, including cooperation with local employers, professional representatives, public and community bodies, alumni, other higher education institutions, networks, and international organisations.

### 3. Strategic Commitment

Globter International College shall include institutional cooperation, service to society, and internationalisation within its strategic priorities. These areas shall be reflected in institutional objectives, operational planning, and quality review processes.

- clear objectives and indicators shall be defined for institutional cooperation, service to society, and internationalisation;
- responsibilities for implementation shall be assigned to relevant structures and officers;
- cooperation activity shall support academic quality, student development, graduate employability, and institutional visibility.

### 4. Planning and Resource Allocation

The College shall make budgetary and operational provision for institutional cooperation activities in order to enable the achievement of approved objectives.

- annual plans may include partnership development, outreach events, employer engagement, alumni activity, and international collaboration;
- budget allocations may support meetings, public events, mobility opportunities, partnership development, and collaborative academic or social initiatives;
- resource use shall be reviewed through the normal financial and management reporting arrangements of the College.

### 5. Governance and Responsible Structures

Institutional cooperation shall be overseen through the governance and management structures of the College. Depending on the subject matter, implementation may involve senior management, academic departments, programme teams, student support units, quality assurance structures, careers services, or designated international cooperation leads.

## 5.1 Typical responsibilities

- College management approves institutional priorities and major partnership directions;
- academic departments and programme teams coordinate employer and profession-related engagement relevant to study programmes;
- quality assurance or academic committees review evidence of partnership effectiveness and institutional impact;
- student support, careers, library, and community-facing services help deliver public and student-oriented cooperation activity;
- designated officers maintain records of agreements and follow-up actions.

## 6. Cooperation with Employers and Members of the Professions

Local employers and members of relevant professions shall be invited, where appropriate, to join advisory committees, programme consultations, and other structural units considering study programmes and other institutional activities. Their involvement supports programme relevance, strengthens practical engagement, and helps the College respond to labour market needs.

- employers may contribute to programme review, curriculum discussions, internship development, guest sessions, and employability activities;
- feedback from professional representatives may be used to inform programme enhancement and institutional planning;
- records of employer engagement shall be maintained as evidence of relevance and follow-up.

## 7. Service to Society and Community Development

The College recognises its wider responsibility to contribute to the development of the community. It may do so by sharing appropriate resources and by providing educational, advisory, cultural, or social activities within its capacity and in line with institutional regulations.

- community support may include public lectures, workshops, outreach initiatives, awareness events, consulting or advisory services, and other approved activities;
- appropriate institutional resources such as library access, learning spaces, sports or event facilities, or staff expertise may be made available under controlled conditions;
- all such activity shall remain subject to safety, scheduling, financial, and data protection requirements.

## 8. Internationalisation and International Cooperation

The College shall establish mechanisms to support cooperation with international higher education institutions, networks, and organisations. It shall encourage the international visibility of staff and students by supporting participation in mobility, academic events, internships, collaborative projects, and other forms of international engagement.

- students and staff may be supported to participate in study mobility, exchange activity, seminars, fora, summer schools, internships, or collaborative events where appropriate;
- international cooperation shall promote mutual learning, broader academic exposure, and development of collaborative arrangements;
- the College shall seek to maintain an outward-looking profile consistent with its academic mission and resource capacity.

## 9. Agreements and Memoranda of Understanding

Where appropriate, institutional cooperation shall be formalised through written agreements or memoranda of understanding. Such documents shall clarify purpose, scope, duration, responsibilities, review arrangements, and any financial or compliance obligations.

- agreements shall be approved in line with delegated institutional authority;
- records of active cooperation agreements shall be maintained and reviewed periodically;

- partnership outcomes shall be considered when decisions are made on renewal, expansion, or closure.

## **10. Alumni Engagement**

Regular contact shall be maintained with alumni as part of the institutional cooperation framework. Alumni represent an important source of feedback, advocacy, mentoring, and support for the continuing development of the College.

- alumni may be informed about institutional developments and invited to participate in events and activities;
- graduates may contribute to mentoring, careers guidance, guest speaking, student projects, or development discussions;
- alumni engagement shall be managed in accordance with applicable data protection requirements.

## **11. Monitoring of Partnership Outcomes**

The College shall demonstrate a relevant selection of partners and adequate monitoring processes for partnership outcomes. Monitoring shall consider both the quality of external relationships and the benefits generated for students, programmes, staff, community engagement, and institutional development.

### **11.1 Examples of evidence and indicators**

- number and relevance of active partners and agreements;
- evidence of employer and professional participation in committees and programme-related activity;
- records of community service events, public engagement, and use of institutional resources for societal benefit;
- participation in international cooperation, mobility, forums, collaborative events, or networks;
- evidence of alumni participation and support for institutional initiatives;
- partner feedback, action plans, and documented improvement measures.

## **12. Reporting and Continuous Improvement**

Responsible units shall report periodically on cooperation activities, outputs, challenges, and follow-up actions. Findings shall be used to improve partner selection, strengthen engagement mechanisms, expand beneficial activity, and ensure that cooperation remains aligned with institutional strategy.

## **13. Compliance**

All activity undertaken under this policy shall comply with the relevant regulations of the College, including policies on ethics, data protection, health and safety, equality and inclusion, finance, and quality assurance.

## **14. Review of Policy**

This policy shall be reviewed periodically, or earlier where changes in institutional priorities or external requirements make revision necessary.

## Appendix A: Illustrative Cooperation Monitoring Record

Area	Illustrative evidence	Responsible unit	Review note
Employer cooperation	Advisory meeting, guest lecture, internship discussion	Programme team	
Community service	Open event, outreach workshop, advisory activity	Student / community services	
Internationalisation	Partner contact, mobility event, collaboration record	International cooperation lead	
Alumni engagement	Newsletter, mentoring, panel or networking event	Alumni / careers office	