

Globter International College

INTERNATIONALISATION POLICY

Policy on International Engagement, Mobility, Partnerships and Global Learning

Document Title	Internationalisation Policy
Institution	Globter International College
Document Type	Institutional Policy
Applies To	Students, academic staff, administrative staff and external partners
Approval Authority	Principal / Academic Board
Review Cycle	Every two years or earlier if required

This policy sets out how the College promotes internationalisation through curriculum development, partnerships, mobility opportunities, student support and institutional monitoring.

1. Purpose

The purpose of this policy is to establish a structured framework through which Glofter International College advances internationalisation in teaching, learning, research-informed practice, institutional cooperation and student support. The policy is intended to strengthen the global dimension of the College, improve opportunities for students and staff, and support the development of partnerships that contribute to academic quality, cultural understanding and employability.

2. Scope

This policy applies to all programmes, departments, administrative units and institutional activities related to international cooperation, international student engagement, student and staff mobility, online international learning, collaborative projects, visiting lecturers, external partnerships and the promotion of intercultural competence within the College community.

3. Policy Principles

- Internationalisation shall be aligned with the College mission, strategic priorities and annual planning processes.
- All international activities shall support academic quality, student learning, equity of access and institutional sustainability.
- The College shall promote inclusion, diversity and mutual respect in all cross-border and intercultural activities.
- Internationalisation shall include both physical and virtual opportunities, so that students who cannot travel may still benefit from international and intercultural exposure.
- The College shall ensure that international cooperation is properly documented, monitored and reviewed.

4. Objectives

The College aims to:

- embed international, intercultural and global perspectives into programme design and delivery;
- develop and maintain relevant partnerships with higher education institutions, employers, professional bodies and organisations abroad;
- encourage student and staff mobility, exchange, joint activities, internships, summer schools, seminars and collaborative projects;
- increase international visibility through participation in networks, events and academic cooperation;
- support international students through accessible information, fair procedures and appropriate academic and pastoral support;
- maintain links with alumni and partners in ways that contribute to institutional development and graduate opportunities.

5. Strategic Commitments

Glofter International College shall include internationalisation within its strategic and operational priorities. Annual plans and departmental actions should identify measurable goals related to international engagement, partnership development, mobility, international student recruitment or support, and curriculum enhancement. Budgetary provision should be made, where feasible, for activities that contribute directly to the implementation of this policy.

6. Key Areas of Internationalisation

6.1 Curriculum and Teaching

- Programme teams should include international and intercultural perspectives within learning outcomes, reading materials, case studies and assessment tasks where relevant.
- Teaching staff should encourage awareness of global issues, comparative perspectives and responsible citizenship.
- Opportunities for collaborative online international learning, guest lectures and joint student activities should be explored.

6.2 Partnerships and Institutional Cooperation

- The College may enter into memoranda of understanding, partnership agreements or project arrangements with reputable institutions and organisations.
- Prospective partnerships should be considered on the basis of relevance, mutual benefit, quality assurance, legal compliance, student benefit and resource implications.
- Relevant committees or designated officers should review partnership outcomes periodically.

6.3 Mobility and Exchange

- The College shall encourage participation in exchange visits, study mobility, internships, placements, training programmes, conferences and international events.
- Students and staff participating in mobility should receive clear guidance on eligibility, academic recognition, responsibilities, conduct and reporting requirements.
- Where mobility is not possible, virtual exchange and remote collaborative activities should be promoted.

6.4 International Students and Inclusive Support

- Public information for international applicants shall be clear, accurate and accessible, including admissions requirements, fees, language expectations, student support and visa-related guidance where relevant.
- The College should provide induction and orientation support for international students, including academic expectations, library and IT access, student services and institutional regulations.
- The needs of diverse student groups shall be considered when planning support services.

6.5 External Engagement, Employers and Alumni

- Employers, members of professions and relevant stakeholders may be invited to contribute to programme development, internships, advisory activities or collaborative events.
- The College shall maintain regular contact with alumni and may involve them in mentoring, events, networking opportunities and institutional promotion.
- Institutional cooperation should contribute, where possible, to service to society and community engagement.

7. Responsibilities

Role / Body	Key Responsibility
Principal / College Management	Approve the policy, support implementation and allocate appropriate oversight and resources.
Academic Board / Quality Committee	Review internationalisation priorities, monitor progress and consider reports on outcomes and improvements.
Programme Leaders / Heads of Department	Embed international dimensions within programmes and coordinate relevant actions at programme level.
International / External Relations Focal Person	Coordinate partnerships, mobility information, communication and records where such a role exists.
Teaching and Administrative Staff	Implement relevant procedures, support students and contribute to international and intercultural activities.
Students	Participate responsibly in international opportunities and comply with institutional and partner requirements.

8. Procedures for Partnership Development and Approval

- A proposal for a new international partnership should identify the partner organisation, purpose, anticipated benefits, activities, resource implications and any quality assurance considerations.
- The College shall undertake reasonable due diligence before approval, including verification of the partner's legitimacy, reputation and capacity.
- Approved arrangements should be recorded in a formal agreement or memorandum, with defined responsibilities, duration and review points.
- Partnership activity should be monitored annually or at another agreed interval.

9. Student and Staff Mobility Procedures

- Calls or information notices for mobility opportunities should clearly state eligibility, selection criteria, deadlines, academic recognition arrangements and any financial implications.
- Selection processes shall be transparent and fair.
- Participants should receive pre-departure or pre-engagement guidance, including conduct expectations, risk awareness and reporting requirements.
- On return or completion, participants may be asked to submit a brief report or feedback to support evaluation and institutional learning.

10. Monitoring and Review

The effectiveness of the policy shall be monitored through relevant data and evidence. This may include the number and quality of active partnerships, mobility participation, international events, visiting speakers, collaborative projects, international student enrolment and retention, student and staff feedback, alumni engagement and evidence of internationalisation in programme documentation.

An annual or periodic summary report may be prepared for College management or the Academic Board, identifying achievements, challenges, risks and recommended actions. The policy itself shall be formally reviewed on the stated review cycle.

11. Indicators of Implementation

- Internationalisation is reflected in the College's strategic and operational planning.
- Budgetary or resource support is identified for priority international activities where feasible.
- Employers, professional representatives and external stakeholders contribute to relevant committees or programme-related activities where appropriate.
- The College maintains a relevant selection of partners and monitors partnership outcomes.
- The institution supports participation in mobility, forums, seminars, internships, collaborative events or online international activities.
- Formal agreements or memoranda of understanding are maintained with relevant international partners.
- Regular contact is maintained with alumni and stakeholders to support institutional development.
- Evidence from monitoring is used to improve practice.

12. Related Documents

- Institutional Cooperation Policy
- Admissions Policy and Procedures
- Student Handbook
- Code of Conduct
- Data Protection Policy
- Programme Design, Monitoring and Review Policy

13. Review and Amendment

This policy shall be reviewed at least every two years, or earlier where changes in regulation, institutional priorities or operational practice make revision necessary. Minor editorial amendments may be approved by College management; substantial amendments should be approved through the appropriate governance route.

Appendix A: Suggested Evidence

- Strategic plan or annual plan references to internationalisation
- Budget lines or activity plans for international engagement
- Signed partnership agreements or memoranda of understanding
- Minutes of committees with employer, professional or partner participation
- Records of mobility, events, seminars, internships or virtual exchanges
- Orientation and support materials for international students
- Monitoring reports, feedback summaries and action plans