

**Features of the Internationalization Policy  
of the Academy of Business and Technology LLC**

**1. General Provisions**

Vocational education is becoming increasingly important in the international arena, which makes internationalization policy a priority for vocational institutions. The Academy of Business and Technology LLC (hereinafter referred to as the Academy) is focused on providing students and teachers with opportunities for mobility abroad, vocational education and other issues related to internationalization.

**2. The Essence of the Internationalization Policy**

2.1 A high rate of internationalization creates a competitive advantage, as an educational institution involved in international activities has the opportunity to attract more local and international students/trainees, involve more teachers and administrative staff in exchange programs, participate in international projects, and receive more benefits from quality improvement and enhanced viability;

2.2 Internationalization for the Academy is a way to take into account and implement internationally recognized standards, while respecting the legislation of Georgia. The task of the Academy is to provide students and teachers with access to international experience;

**2.3 The main aspects of the internationalization policy are:**

- A. Raising the international visibility of the Academy;
- B. Enhancement of the foreign language component;
- C. Implementation of educational programs in a foreign language;
- D. Development and implementation of mechanisms for attracting foreign students/trainees;
- E. Promotion of international mobility of students/trainees and teachers, and participation in international projects;

- F. Development and implementation of exchange programs and joint educational programs;
- G. Signing international memoranda with foreign vocational educational institutions and joining foreign vocational organizations;
- H. Organization of international trainings and workshops with the involvement of foreign teachers.

### **3. Raising the International Visibility of the Academy**

- A. Promotion of the Academy's advertising in the international arena with the support of the Academy's partner organizations;
- B. Systematic reflection and updating of the activities carried out by the Academy on the Academy's foreign-language website;
- C. Promotion of the Academy's integration into international professional organizations;
- D. Search for international partners, participation in forums at the international professional level, signing memoranda of understanding for cooperation and implementation of joint activities;
- F. Facilitating the participation of trainees/students and teachers in international mobility;
- G. Enhancement of the foreign language component in professional educational programs.

### **4. Implementation of International Mobility**

- A. Informing students/trainees and teachers about the opportunities for international mobility, and creating a flexible mechanism for facilitating international mobility;
- B. Facilitating international mobility of students/trainees and teachers in partner educational institutions;
- C. Implementing exchange programs in partner educational institutions;

- D. Facilitating students/trainees and teachers to participate in international trainings and workshops;
- E. Inviting foreign teachers/trainers by the Academy in cooperation with partner educational institutions;
- F. Providing comprehensive services to foreign students;
- G. Resolving organizational and legal issues related to the admission process of foreign students;
- H. Mobility of the administrative staff of the Academy and organization of visits to foreign partner institutions in order to exchange best international experience and practices.

#### **5. Mechanisms for attracting international students/trainees and foreign staff**

An important component of internationalization is the attraction of international students/trainees and foreign staff. As part of the internationalization, the Academy has developed the following mechanisms for attracting foreign staff and students:

- A. Introduction of foreign language vocational educational programs, the learning outcomes of which will be in line with the requirements of the international employment market;
- B. Increasing the international recognition and popularization of the Academy through participation in international projects, forums and membership in reputable international associations;
- C. Creating the best conditions for learning/teaching in order to attract foreign trainees/students and staff;
- D. Providing high-quality professional education and the introduction of an annual monitoring system;
- E. Arrangement of the English-language website of the Academy and providing it with the necessary information;
- F. Participation in international educational exhibitions and ensuring mutual participation in international exchange programs;
- G. Cooperation with relevant agencies for the purpose of recruiting foreign trainees/students and providing them with materials.

## **6. Organizational Structure and Management of the Internationalization Process**

- 6.1 Structural units of the Academy are involved in the internationalization process according to their competence;
- 6.2 In order to manage the internationalization process, the Academy has established a Legal Support and International Relations Service, whose powers are defined by the relevant regulations.

## **7. Assessment of international cooperation and promotion of internationalization**

- 7.1. The assessment of international cooperation and internationalization promotion is carried out by the Quality Assurance Service and shall be annual;
- 7.2. For the purpose of assessing international cooperation and internationalization promotion, the Quality Assurance Service develops a special assessment form/questionnaire (quality assurance mechanisms).

## **8. Final Provisions**

The Internationalization Policy Document comes into force upon its approval, and amendments and supplements to it shall be made in accordance with the current rules.