



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

INTERNATIONALIZATION POLICY

Internationalization Policy in “Biznesi” College was drafted in accordance with the Decision of the High Scientific Teaching Council, based on Law no. 04 / L-037 “On Higher Education in the Republic of Kosovo”, the Statute of the College Article 81; on all other applicable legislation and which has been approved by the Decision of the High Scientific Teaching Council dated 25 September 09 approving the following:

INTERNATIONALIZATION POLICY

In the last decade of the last century, the concept of internationalization of higher education institutions has been increasingly supported by universities in different countries. But, with the beginning of the 21st century, internationalization in higher education is no longer just a theory, but much more, a reality and a necessity for universities. Looking at it from a global perspective, we can freely conclude that the world is changing rapidly with high intensity. International borders are being significantly reduced by mass media, corporate investment, human migration, labor movements and improved means of transportation, a process which can be summarized as the concept of globalization. On this occasion, we can emphasize the opinion shared by all that participation in regional and international organizations is very important for Biznesi College and therefore universities in small countries should be very active in relation to these major structural transformations of international system.

In response to this global reality, the governing bodies and academic staff of Biznesi College have undertaken many important initiatives to follow the trend of functioning and development of the university as a contemporary university in line with global trends. However, to keep up with the changes that are taking place, the university must launch an effort to expand the international nature of policies, interactive activities, partnerships and curricula.

Business College since its establishment in 2004, at the institutional level has been involved in many international activities in order to meet its defined objectives. However, in recent years, the international profile of the BC has increased significantly in the exchange programs for students and academic staff, in the implementation of projects and other activities.

The vision of Biznesi College in essence expressed its intentions to “be the leading center of academic excellence in the Republic of Kosovo and beyond in the region and Europe.” The College's statement of values supports internationalization through participation in the global world of exchange of experiences, students and academic staff, by accepting and awarding scholarships internationally, with the aim of recruiting international staff and students. The vision and values of internationalization make it imperative that students and staff internationalize all their intellectual requirements and analysis. To achieve this, all members of Biznesi College community must take care of an active environment of research, teaching and other activities on a regular basis with intellectuals from around the globe. Only by doing so can Biznesi College community acquire the knowledge and skills that are needed to serve the interests of its people and country and at the same time undertake joint studies and research on an equal footing with partners from abroad.

While on the one hand the vision of the College inspires its staff and students to reach all over the world, on the other hand, the university must very quickly become an attractive destination for students and staff from many foreign countries who want to study or undertake research in the Republic of Kosovo. In particular, it will be important to emphasize that the construction and provision of a research-scientific environment is one of the reasons that will influence the

promotion of this trend, confirming the assertions that the university is one of the most equipped institutions in technical and technological aspect and with competent academic and scientific staff in this part of the country.

1. DEFINITION

For the purposes of this policy, **internationalization** means: *"the inclusion of the international dimension through curricula; enriching the international diversity of cultural and sports activities; expanding the number of international students and staff to participate in the College's activities; and increase opportunities for students and College staff to study and gain experiences in other parts of the world and other cultures"*

2. INTERNATIONALIZATION GOALS AND IMPLEMENTATION ACTIVITIES

Internationalization policy of Biznesi College strives to achieve the three main objectives set out and which are set out below. Thus, under each objective, the main activities with which staff and students can achieve each objective are listed. Other additional tools can be just as useful as experience in the internationalization process. It is expected that each unit inside the College review the following objectives and activities to determine the specific objective(s) and the activities on which it will focus at each particular point in its strategic planning. It is envisaged that all units (study programs) will participate in the internationalization process. Benchmarks have been defined for each objective to enable the monitoring of institutional performance in relation to internationalization activities.

2.1. THE FIRST OBJECTIVE: Expanding activities for international mobility of students and academic staff

Activities:

- Provides the opportunity for BC students to spend a semester or a year abroad through student exchange activities or academic staff;
- Assists academic staff to undertake study or research abroad for a period relevant to their professional purpose;
- Recruits external teachers who bring the necessary capacity for research or teaching;
- Promotes short-term and long-term study opportunities at BC for foreign (international) students by offering courses in various subjects in English;
- Develops partnerships that help expansion of students and staff exchange.

Benchmark Data

- The Office of International Relations maintains the list of Memoranda of Understanding and Active Exchange Partnership;
- The Office of International Relations compiles reports for students who are out during each semester;

- The Office of International Relations reports at the end of each year on the number of long-term international students enrolled in BC;
- The Head of the Office reports at the end of the year on external teachers joining the study program for research purposes and the specific tasks they have in the unit;
- The Head of the Office reports at the end of the year on curricula planned for study abroad or operated for international students;
- The Head of the Office reports at the end of the year to the academic staff for having undertaken research or study abroad.

2.2. SECOND OBJECTIVE: expansion of international cooperation activities in scientific research

Activities:

- Engaging in more collaborative international research;
- Recruitment of external science teachers to supervise or direct research projects of study programs;
- Establish mechanisms for cooperative supervision of graduate students enrolled in BC and in partner institutions by BC teachers and partner colleagues;
- Encouraging international students with research skills to participate in BC research projects;
- Present more scientific papers in international conferences;
- Provide a venue for BC staff where colleagues will be informed about the proceedings and discussions of international conferences;
- Develop partnerships that will enhance international research cooperation.

Benchmark Data

- The Office of International Relations maintains the list of Memoranda of Understanding and Active Exchange Partnership;
- The Office of International Relations reports at the end of each year on the participation of international students in active research partnerships at the College;
- The Head of the Office reports at the end of the year on staff members who have attended international conferences and on the important results achieved;
- The Head of the Office reports at the end of the year to international teachers (including graduate students) who work with study program members on joint research projects during the semester;
- The Head of the Office reports at the end of the year on scientific works that are the result of international cooperation;
- The Head of the Office reports at the end of the year about the external teachers participating in graduate supervision.

2.3. THIRD OBJECTIVE: Expansion of internationalization activities in teaching planning

Activities:

- Develop curricula that make BC graduates more competitive in the international labor market;
- Increase understanding of faculty and student appreciation for international diversity;
- Encourage foreign language studies;
- Establish joint or dual study programs with foreign universities, when such programs are not possible or can not be realized in BC;
- Provide internships abroad for BC students;
- Participate in online courses offered by foreign countries and offer such courses at BC for students in other countries;
- Implement flexible approach to transfer credits from accredited universities from other countries.

Benchmark Data

- The Office of International Relations reports at the end of the year on international diversity measurements at the university, including the number of countries from which international students come, the international diversity of academic staff, and courses with explicit international content;
- The Office of International Relations during the year evaluates credit transfer practices for their flexibility and ease of use by students;
- The Head of the Office reports at the end of the year on program changes that increase internationalization in their programs;
- The Department of Languages at the end of the year reports on the number of students who have attended courses provided in foreign languages;
- The Head of the Office reports at the end of the year on the participants in the online courses provided to international students and the number of BC students who have attended such courses abroad;
- The Head of the Office reports at the end of the year for each joint or dual study program created and with it the number of enrolled students.

3. DIRECTIVES OF THE INTERNATIONALIZATION POLICY

Although a large number of operating principles will guide the process of internationalization in Biznesi College, those among the most important will be highlighted below:

- **Staff motivation:** the success of this policy requires a large number of staff members outside of their usual duties to make a significant contribution to the internationalization of the College. *Such staff should receive special treatment through the payment system and in the promotion process, also special support should be available for those seeking competitive international scholarships.*

- **The role of study programs in the internationalization process:** *Each study program should build a plan for internationalization.* This should include issues such as staffing needs, curriculum changes, research objectives, student recruitment, internships, construction of centers of excellence, and special programs. Effective international programs are almost always interdisciplinary. All units should be clear about this issue in their planning. Study programs should prepare for the involvement of participating teachers and students in their organization and curriculum.

- **Development and approval of international partnerships:** study programs have primary responsibility for identifying international partner institutions. Partner institutions and programs must have an international reputation for excellence in areas of cooperation. Furthermore, the cooperation should: a) have clearly defined objectives that support the strategic goals of the study programs; b) mutual benefit of BC and other participating universities; c) must have one or more staff members identified with primary responsibility for cooperation by BC; d) be financially stable; e) have a signed agreement articulating the principles and practices of action to guide cooperation. Before the Memorandum of Understanding is signed by the Dean of the College, the Office of International Relations must determine whether the above criteria have been met.

- **Geographical distribution of partnerships:**

Currently most formal university agreements are with institutions from Albania, Macedonia, the Balkans and Europe. But it is important that the university, in fulfilling its mission and vision, aims to become a center for excellence in the region, and to establish strategic partnerships with higher education institutions of countries that are the super economic power of the future. While constantly seeking partnerships in the Balkan region, the university aims to build partnerships with institutions in Western European countries and beyond.

- **Financing of international activities:**

This policy will require a number of new approaches to financing. First, the University will manage a special budget that has to do with: a) promoting international connections; and b) student exchange scholarships. Both will be funded by university funds. Secondly, the Office will begin to mobilize additional funds to finance these connections and exchanges. These funds will come from sources such as international grants, donations, aid funds, international student payments, revenues from special programs and income from the commercialization of research with international partners. In addition to these new ways of financing, it is expected that study programs will continue to seek their own funds to support their international activities.

- **Administrative organization of this policy:** The Office of International Relations should provide direction and support to staff activities that serve to implement this internationalization policy. Furthermore, the Office is expected to advise, monitor and assist study programs in their internationalization activities. As the Office can best fulfill these responsibilities, all units of the College should inform the Office of new initiatives and progress made in existing international relations and projects of the university. As a general rule, the future allocation of responsibilities should be considered with respect to the administration of international activities at BC:

- a) *In the case of activities related to research and teaching, the primary responsibility for identifying and implementing the initiative lies on the study programs.* These units of the College should organize visits to foreign universities in partnership with BC. In the event that researchers come from abroad to undertake research under the umbrella of the College unit, the unit will need to take responsibility for notifying the researcher of obtaining the research permit

and assisting the researcher as far as possible in the process of obtaining the permit for research. Moreover, study programs should inform the Office of International Relations about the general nature of the international cooperation that has taken place and about the activities for the implementation of international cooperation.

b) *The Office of Science and Scientific Research should have primary responsibility for the development and oversight of international research grants.* It is expected that the head of the Office of Scientific Research in appropriate circumstances will seek the assistance of the Office of International Relations in developing specific international research grant proposals even if these grants are not in the management of the implementation of such grants when funding has been accepted.

c) *The quality management office should be responsible for ensuring that programs developed and implemented under this policy are evaluated (rated) in accordance with the College's quality assurance policy.* The Office of International Relations should assist the Office of Quality Management in gathering the information needed for such an evaluation.


d) *The Office of International Relations should take primary responsibility for those functions of international services that are better administered collectively and that serve all academic units.* The following functions are more appropriate for this collective approach:

1. Advising all units of the College on their internationalization activities,
2. Recruitment of international students,
3. Managing the admission of international students in cooperation with the academic staff and the student admission committee,
4. Managing services for international students,
5. Fund raising and budget administration for international connections,
6. Managing collaborations in which a large number of College units are interested;
7. Support in the design and implementation of official collaborations,
8. Assistance in developing an application for international research grants,
9. Providing the Head of the Office with the necessary protocol for international activities,
10. Monitoring progress on the benchmarks outlined above,
11. Submitting an annual report to HTSC at the end of the academic year (usually September) on the progress regarding the benchmarks.

4. IMPLEMENTATION

Implementation of this policy is a responsibility of the Office of International Relations and study programs within the College. Each study program within the College should discuss which of the above objectives will be in their focus in terms of resources and staff time. The choice should be consistent with the strategic objectives of the College and the unit involved. *It is expected that within five years, each study program will have successfully undertaken at least one significant international initiative.*

Prishtina, on 25/09/2020

HTSC of "Biznesi" College
Chairman

/ Prof. Dr. Shyqeri Kabashi/

