

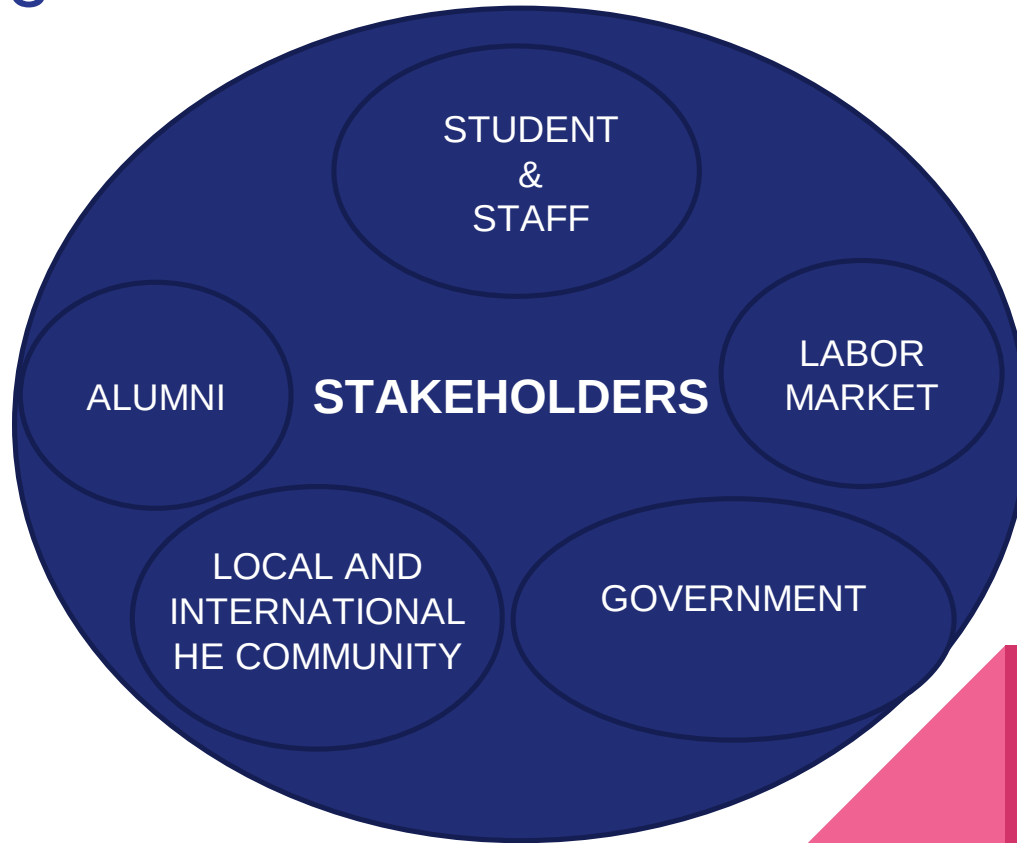
CONCEPT PAPER FOR OPERATIONALIZATION *OF* ICO'S

ICO - ROLE DEFINITION

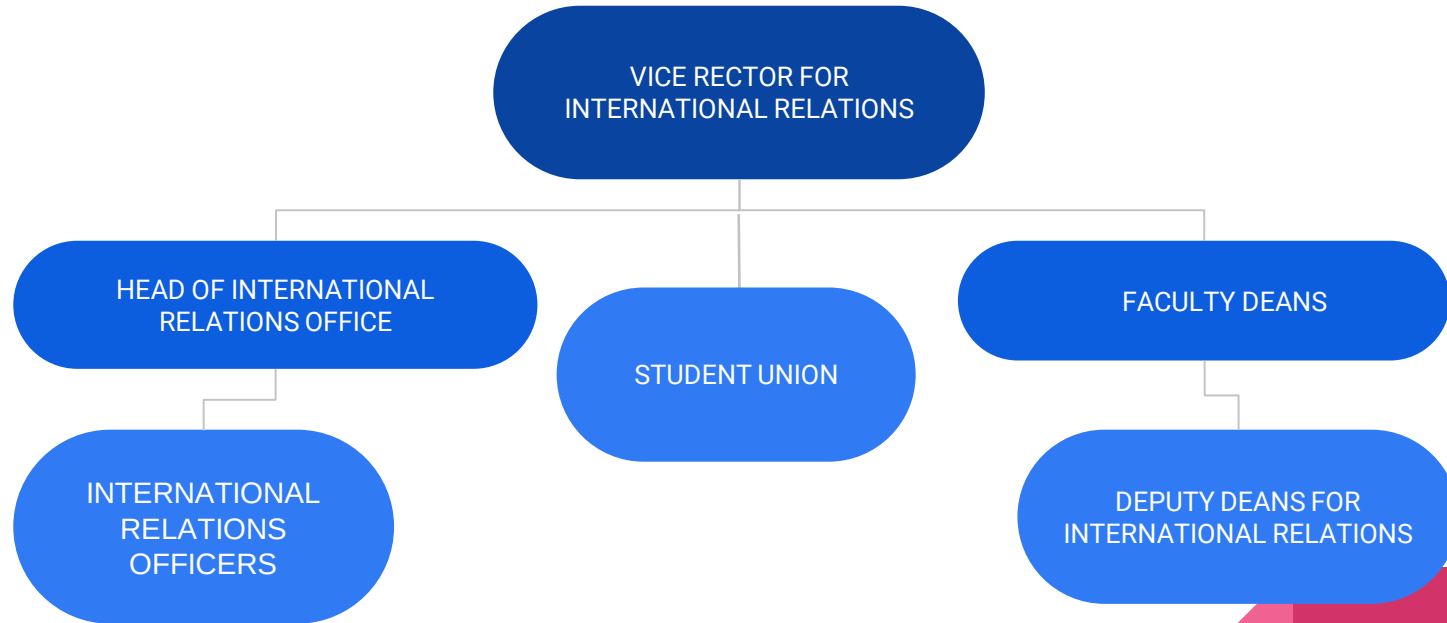
The ICO is responsible for providing direction, assistance and synchronizing all of the University's international activity. It gives the faculty, staff and students the needed assistance for all of their international work within the context of University international strategic plan .



Stakeholders



STRUCTURE



FUNCTIONS

ICO:

- Policy and Strategy development
- Project development and management
- Partnership development and management
- Student and staff exchange projects development and management
- Coordination of International and Diaspora Student Services
- Marketing and Communication

FACULTY:

- Faculty internationalisation procedure development and coordination
- Partnership and project initiation
- Student and staff exchange coordination
- Dissemination

STUDENT UNION:

- Assistance in coordination of international student related programs
- Dissemination

SERVICES

Policy and Strategy Development:

- supporting Vice rector to develop the University's international strategy;
- providing advice on international strategy issues to the Vice rector
- undertaking and preparing reports and discussion papers on international issues.

Project Development and Management:

- overview of all international possibilities
 - developing and coordinating international projects
 - ensuring involvement of faculties in institutional projects
 - training faculty on resource finding and project initiation
 - finding new external funding possibilities
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SERVICES

Partnership development and management

- managing the international partnership approval processes
- reviewing and reporting on the progress of activities under various contracts and agreements
- leading the development of new partnerships
- working with current partners to expand partnership



SERVICES

Student and staff exchange projects development and management:

- coordinate incoming and outgoing student and staff exchange and other exchange programs
 - inform, advise and support students and staff at the university on possible international programs
 - expand cooperation in the area of study and teaching with partner universities.
 - search for new partners
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SERVICES

Coordination of International and Diaspora Student Services:

- inform, advise and support international applicants about study opportunities, admission requirements and application procedure
- documentation organization
- reporting to ministry and other stakeholders



SERVICES

Marketing and Communication

- International promotion of University
- Providing information about international programmes to students and staff through different communication channels
- Communication with other stakeholders via email, phone, personal meetings

