

## Regulation for Inviting and Hosting Foreign Visitors at Caucasus International University

1. Caucasus International University (hereinafter - the university) establishes a *Regulation for Inviting and Hosting Foreign Visitors* (hereinafter- the regulation) with the purpose of carrying out academic and scientific activities to promote an organized and effective implementation of the activities within the internationalization strategy of the university.
2. With the purpose of the present regulation, the following individuals are considered as foreign visitors: a professor appointed in an academic position at university living abroad, a visiting professor, a honorable guest having special achievements in the field, a researcher, a scientist, a visiting professional within the external expertise of the university or any individual invited at university due to the academic- scientific and developmental objectives of the university.
3. *Regulation for Inviting and Hosting Foreign Visitors* manages the activities to be implemented before and after arrival, identifies the responsible person/unit and divides responsibilities.

### 1. Before Arrival

#	Activity	Responsible Structural Unit/ Person
1	Gaining information on the academic course/lecture to be delivered; as well as on the activity, scientific research, project, audit to be implemented.	Faculty administration (Dean and/or Programme Supervisor) Academic personnel of the corresponding direction or International Relations Department.
2	Identifying a hosting professor, student and other administrative person in compliance with the content of academic course/lecture, research and other activities.	Faculty administration
3	The decision on receiving visitor is made in Dean's Office or in International Relations Department according to the content of the visit. A special template #1 is to be filled. In case of filling the template by Dean's Office, the completed one is sent to International Relations Department, in case of a researcher's visit- it is also sent to Scientific Research Department.	Faculty administration, International Relations Department.
4	International Relations Department fills a template #2 in agreement with corresponding structures of the university and chooses the responsible persons and identifies deadlines.	Templates #1 and 2, provided with a written consent by International Relations Department, are submitted to Rector or Deputy Rector in the field of International Relations and the visit is agreed. In case of a researcher's visit, a written consent is also provided by Scientific Research Department.

6	The resolution on co-funding/ funding the invitation of a visitor is made by Chancellor with Rector's submission.	Chancellor makes a resolution on issuing an order for funding allocation or issues a decree on funding/co-funding a visitor
<b>Distribution of Functions according to Structural Units</b>		
1	Disseminating information on academic course/lecture and choosing target audience	Faculty administration, A hosting professor*
2	Elaborating a schedule/timetable of lectures on the basis of the volume of the academic course/lecture	Faculty administration
3	Providing a foreign professor with elaborated schedule/timetable	Faculty administration
4	Determining a working schedule for a researcher's visit	Faculty administration and Scientific Research Department
5	Providing with accommodation (in case of request)	Material Assurance Service
6	In case of necessity, providing a visitor with the consultation on legal, university-related and common issues	Legal Affairs Service and International Relations Department
7	Planning and organizing cultural events (excursion, supper, farewell party, etc.) in compliance with template #2.	Public Relations Service and a hosting professor
8	In case of request, providing a visitor with transfer from the airport to the flat, accommodation and departure.	Material Assurance Service and a hosting professor *

## 2. After Arrival

#	Activity	Responsible Structural Unit/ Person
1	Organizing transportation a visitor to university	Material Assurance Service
2	Meeting with Dean/ Rector	International Relations Department, Faculty administration
3	Introduction of the university/a short-term tour	International Relations Department, A hosting professor
4	Instruction on the system "Goni", making familiar him/her with the schedule/timetable and students' list	Faculty administration
5	Attaching a contact person to the professor from the Dean's Office, who will insert activity marks for	Faculty administration and Quality Assurance Service, a coordinator of

	students in “GONI” for the academic course delivered by a foreign professor. A coordinator of Faculty Quality Assurance is obliged to attend at least one lecture and conduct a survey among students upon completion of the course.	Faculty Quality Assurance, a hosting professor.
6	Professor’s remuneration, costs for transportation, accommodation and food shall be compensated in compliance with template #2.	Financial Service

\*In case a foreign professor’s visit is not related to a specific educational programme, research project or programme audit at Caucasus International University, the corresponding person or structure initiating the invitation shall be responsible for the visit.

**Template 1:**

First name and surname:	
Faculty :	
Educational Programme/ Research Project:	
Aim of Arrival:	
Duration of Arrival:	
A hosting person(s) of the visitor:	
Location of accommodation:	
Predictable outcome of the visit:	
Funding sources:	
Need and volume for co-funding:	
A list of special requirements for lecture halls, meetings, technology and other service:	

**Template2:**

The aim of a foreign professor’s arrival and a plan of the faculty:	
The events and activities to be implemented after a foreign professor’s arrival	
The structure involved in the events:	
The terms of events to be implemented	
The persons being responsible for welcoming and accommodating the guest	
The individuals being responsible for ensuring working process at university	

Providing with technology:	
Ensuring financial sustainability:	