

## AIR UNIVERSITY

### POLICY- INTERNATIONALIZATION OF HIGHER EDUCATION

*(To be read in conjunction with HEC Guidelines)*

#### **Aim**

1. To stipulate responsibilities of all relevant Departments regarding Internationalization of Higher Education and to enhance the international mobility of students, staff, and faculty members of AU.

#### **Introduction**


2. Internationalization of higher education is formally defined as "the process of integrating an international, intercultural, or global dimension into the purpose, functions or delivery of post-secondary education. Internationalization of Higher Education is also a process of commercializing Research and post-secondary education, and international competition for the recruitment of foreign students in order to generate revenue, secure national profile, and build international reputation.

3. Under the prevailing circumstances, the higher education sector is becoming increasingly international with global linkages. One of the underlying reasons for this development is a transition towards a global knowledge-based economy. Internationalization of higher education, research and innovation systems is at the core of societal renewal. Moreover, internationalization of higher education institutions promotes diversity in society and the community by promoting international networking, competitiveness and innovativeness. It also improves the well-being, competence and professionalism of the academics. More specifically, the internationalization of higher education helps in:

- (a) Ensuring global interconnectivity and repute.
- (b) Enhancing the quality of education par international standards.
- (c) Creating a learning environment that promotes diversity and cross-cultural understanding.
- (d) Producing the next generation of world leaders and global citizens capable of working across languages, cultures, and borders to solve shared global challenges.
- (e) Building international research collaborations
- (f) Extending the reach of the University brand
- (g) Attracting world class talent to the University

#### **Importance of Internationalization for University Rankings**

4. The international ranking systems for higher education institutes, help in improving the organization and management of the universities. Policymakers at universities can utilize rankings as a benchmark to work in order to achieve institutional progression. Research has suggested that as many as 68% of key stakeholders at universities use rankings as a management tool to bring about strategic and academic change.

OPI	Date of Applicability / Issue	Page No	Signature
ICO Office	28 October 2022	1 of 6	

5. University rankings can influence national and international partnerships and collaborations. This ties in with the positive branding that manifests from rankings, but for institutions with an advantageous rank, it will improve willingness of others to partner with them or support their membership of academic or professional associations.

6. Internationalization also plays a major role in the international university rankings, as these significantly help maintain and build institutional position and reputation. Having an institution with high rank improves the chances of falling into a prospective student's shortlisting process. To rank above a competitor in this context – and having the stronger 'brand image' would be advantageous in terms of student recruitment. In Times Higher Education Ranking criteria, international academic reputation is weighted 15%, international research reputation is weighted 18%, and international student/staff mobility and international collaboration are weighted 7.5%. Likewise in QS ranking system, international academic and employee reputation is weighted as 50% and international student and staff ratio is weighted as 10%.

7. Keeping in view the above Air University believes that International educational cooperation is a tool for enhancing the quality of the education offered by the university. Engaging in international cooperation also allows the educational standards of the university to be evaluated by the international academic community. Top Management at Air University also realizes that International educational cooperation is also a means for enhancing and fostering an international atmosphere on the university's campuses thus promoting personal growth, tolerance and understanding of global responsibility among university members.

#### **Vision and Mission of AU**

8. Air University aspires to be among the leading national universities, excelling in teaching, learning, research, innovation, and public service.

9. The mission of Air University (AU) is to achieve excellence in teaching and research for producing graduates with sound professional knowledge, integrity of character, a keen sense of social responsibility and a passion for lifelong learning. The University shall stand committed to creating an environment conducive for attracting the best students, faculty and supporting staff for contributing to the development of a prosperous, peaceful, and enlightened society.

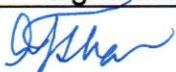
#### **Mission of International Cooperation Office of AU**

10. In line with the vision and mission of Air University, International Cooperation Office of AU will build firm collaborative linkages with well reputed universities of the world in order to have tangible outputs in the form of faculty exchanges, student exchanges and to promote and facilitate collaborative research.

#### **Roles and Tasks of International Cooperation Office of AU**

11. In view of the vision and Mission of Air University, AU International Cooperation Office is responsible for the internationalization process at Air University (AU). This includes promotion, coordination and facilitation of following:

(a) Faculty exchange and visits

OPI	Date of Applicability / Issue	Page No	Signature
ICO Office	28 October 2022	2 of 6	

- (b) Exchange of international undergraduate and graduate students
- (c) Joint international research projects
- (d) Conduct of joint international conferences and seminars
- (e) Split Bachelors, Masters and PhD degree programs between AU and its collaborating international partner universities
- (f) International Specialist courses
- (g) Exchange of scientific material, books and other educational material etc. with international partners
- (h) Joint research publications with international partners
- (i) Facilitation to academic departments for internationalization activities
- (j) Membership of International higher education bodies / organizations.
- (k) International scholarships

### Roles of Different Departments in Internationalization


12. The roles and responsibilities of different relevant departments to contribute in the process of internationalization are given below:

#### (a) Research Collaboration/PhD Studies

S.No.	Action	OPR
(i)	To announce scholarship opportunity via email/AU Website	ICO
(ii)	To scrutinize and forward the shortlisted nominees to HR along with the recommendation Performa signed by respective HoD entailing details like Topic of Research, its relevance to the current job description of the Faculty Members (not more than 10% of strength for one department should be nominated for PhD abroad) and his/her worth to the respective department upon completion of degree along with Annual Confidential Report, and QEC evaluation report.	HoDs
(iii)	To formulate a selection committee comprising of Dean graduate studies, Director Academics, Head of relevant department, and Director HR and shortlist eligible candidates by conducting their interviews and prepare a prioritized list identifying the university to be applied for each faculty member and handover the prioritized list to ICO.	Selection Committee
(iv)	To advise the selected candidates to complete the application procedure for the selected foreign University and submit application forms and related documents to relevant university and to forward the nominations and relevant documents to the foreign universities through mail/email as per deadlines announced by the foreign universities.	ICO
(v)	To approve the study leave of selected candidates after receiving their offer letter	HR
(vi)	To complete procedures related to the transfer of the monthly stipend to faculty members (if applicable)	Finance

#### (b) Faculty Exchange


S.No.	Action	OPR
-------	--------	-----

OPI	Date of Applicability / Issue	Page No	Signature
ICO Office	28 October 2022	3 of 6	

(i)	To announce scholarship opportunity via email/AU Website	ICO
(ii)	To scrutinize list of the nominees and shortlist them seeing their eligibility to the said program based on their probation period etc. and take their consent not to withdraw once finally selected by partner university and forward the list to HR (not more than 10% of strength from one department should be nominated)	HoDs
(iii)	To formulate a selection committee comprising of Dean graduate studies, Director Academics, Head of relevant department, and Director HR and shortlist eligible candidates by conducting their interviews and prepare a prioritized list identifying the university to be applied for each faculty member and handover the prioritized list to ICO.	Selection Committee
(iv)	To submit the nominations and application forms to Partner University upon receiving the list of shortlisted candidates, application and consent forms	ICO
(v)	Upon final selection from Partner University the selected Faculty Members would be required to complete their Learning Protocols i.e. selection of course and its contents to be covered during their visit and the time frame of their availability and submit the same to ICO and to receive souvenirs and marketing material to from ICO to be distributed to host university.	Selected Faculty Members
(vi)	To approve the faculty exchange leave of selected faculty members after receiving their acceptance letter	HR
(vii)	To guide the Faculty Members regarding visa filing and departure procedures upon receiving the acceptance letter from partner university and to provide relevant souvenirs and marketing material to faculty members	ICO

**(c) Student Exchange-Inbound**

S.No.	Action	OPR
(i)	To develop promotional material for AU to attract foreign students	ICO
(ii)	To finalize the number of seats for exchange students in each department and devise eligibility criteria	HoDs in collaboration with Admissions
(iii)	To devise a separate fee structure for the exchange programme (in case of self-financed programme)	Admissions
(iv)	To submit the course curriculum to be offered to exchange students to ICO	HoDs
(v)	To devise a list of required documents and send the same to partner university	ICO
(vi)	To provide application forms for inbound students to ICO	Admissions
(vii)	To draft learning agreement for the exchange students and to send call for nomination and communicate with partner university for number of exchange students for current year as well as send the draft application form and learning agreement. Then to receive a list of nominees from the partner university and submit to HoDs for evaluation. After that, to collect data and documents of the nominees sent by partner universities and submit it to admissions	ICO

OPI	Date of Applicability / Issue	Page No	Signature
ICO Office	28 October 2022	4 of 6	

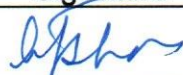
(viii)	To send acceptance letter of the exchange students to ICO which would be further sent to those students	Registrar
(ix)	To obtain security clearance from relevant agencies and to facilitate incoming students regarding visa application process and local arrangements i.e. hostels/dorms, meal, medical, and security registration	ICO
(x)	To conduct orientation for foreign students	HoDs

**(d) Student Exchange-Outbound**

S.No.	Action	OPR
(i)	To announce student exchange opportunity via email/website	ICO
(ii)	To disseminate the information about the programme among second Year students through AU website, emails and Notice Boards. After that HoDs will shortlist the applicants on merit basis and number of available seats and prepare a prioritized list and forward it to ICO	HoDs
(iii)	To assign a faculty member who will conduct course mapping and develop a road map of partner university curriculum and get it approved from examination department. Upon the approval of the road map, he or she will advise the students, help in selecting their courses abroad, and monitor student activities abroad.	HoDs
(iv)	To submit the nominations and application forms to Partner University upon receiving the list of shortlisted candidates and their application forms	ICO
(v)	To guide the students regarding visa filing and departure procedures upon receiving the acceptance letter from partner university	ICO

**(e) Foreign Students Induction for Full Time Degree Programme**

S.No.	Action	OPR
(i)	To develop promotional material for AU to attract foreign students	ICO
(ii)	To announce online admissions for foreign students on the AU web page and to finalize the number of seats for foreign students in each discipline and forward the same to ICO. To devise a separate fee structure including admission fee for foreign students and put on website To devise admission criteria including minimum CGPA, IELTS band, SAT score, equivalence certificate (IBCC), and NOC from respective country To collect data and documents upon receiving online application forms from foreign students and shortlist according to the admission criteria	Admissions
(iii)	To facilitate the local clearance process including NOC from HEC and interior ministry, IBCC equivalence	ICO
(iv)	To conduct online admission tests of the foreign students and to devise a separate merit list for foreign students	Admissions

OPI	Date of Applicability / Issue	Page No	Signature
ICO Office	28 October 2022	5 of 6	

(v)	To conduct online interviews of the candidates as per the merit list	HoDs
(vi)	To issue admission letter to selected foreign students	Registrar
(vii)	To forward the details of final shortlisted candidates to ICO	Admissions
(viii)	To facilitate students regarding visa application process and local arrangements i.e. hostels/dorms, meal, medical, and security registration. After that, to obtain security clearance from relevant agencies immediately after the admission of foreign students	ICO
(ix)	To conduct orientation for foreign students	HoDs

### Applicability

13. The policy will be applicable to all departments and all campuses of Air University in general, and International Cooperation Office in specific.

**(Dr.Sayed Irtaza Ali Shah)**

Air Commodore Retired  
Director ICO  
Air University, Islamabad

OPI	Date of Applicability / Issue	Page No	Signature
ICO Office	28 October 2022	6 of 6	