



NORTH-WEST UNIVERSITY<sup>®</sup>  
YUNIBESITI YA BOKONE-BOPHIRIMA  
NOORDWES-UNIVERSITEIT  
INSTITUTIONAL OFFICE

## Internationalisation Policy

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<b>Policy owner</b>	Director: International Liaison
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## Internationalisation Policy

### 1 Preamble

As a pre-eminent University in Africa, driven by the pursuit of knowledge and innovation, with a unique institutional culture based upon the values the university espouses, the North-West University (NWU) has adopted this Internationalisation Policy on 22 November 2013.

### 2 Rationale

The NWU's mission is to become a balanced teaching-learning and research university and to implement its expertise in an innovative way. To this end our aim is to ensure that the NWU is one of the top study destinations for researchers and students from both the African continent as well as the international arena.

International education activities should not only be seen as important within the very narrow context of merely earning additional income for the NWU. Here, all aspects of a suitable range of approved institutionalisation strategies, focused on the realization of our stated vision and mission, are far more valuable in that they effectively expose academic staff, employees and students alike, to alternative research and teaching-learning methods, conditions and cultures. In this regard, Internationalisation supports the continuing professional development of our academic staff, employees and students, which improves the quality of education, stimulates academic staff and student mobility and prepares both academic staff and students for "global citizenship".

### 3 Aims

The NWU is committed to internationalisation and accordingly, endeavours to establish and maintain a world-wide recognition as one of the foremost institutions of higher learning and research on the African sub-continent.

### 4 Scope

This policy applies to all academic staff, employees and students of the NWU.

### 5 Definition of terms

This policy employs the term "internationalisation" in a specific way, viz.:

#### 5.1 Internationalisation:

It is accepted that it is not possible to define internationalisation in its broader contexts as by its very nature, it is a constantly evolving phenomenon. As a consequence, the contemporary literature employs a variety of terms to reflect the concept of embodying an appropriate response to global technological, political, economic and social changes, including "globalisation", "internationalisation", "transnationalism" etc.

Therefore it is understood that strategies can only be developed for specific aspects incorporated within the broader context of this phenomenon and thus, for the purposes of this document, the term "internationalisation" will be defined as those activities which promote the following desired benefits for the North-West University:

1. Improved local quality in teaching, learning, research and community involvement based on the application of expertise.
2. Increased opportunities for academic staff, students and researchers internationally.
3. The increased production of graduates and postgraduates who can work, live and socialise anywhere in the world.
4. The increased production of graduates and postgraduates who are internationally knowledgeable and cross-culturally sensitive
5. Additional revenue to enhance and further other international activities

6. Increased research and scholarship which is informed by not only national, provincial and local considerations but also international issues.
7. Ability to contribute significantly to the economic, scientific and technological competitiveness of the nation, and promote the export of national educational products and services abroad.
8. Raise the international profile and status of the University
9. Reap the benefit of all aspects of international involvement, including the positive impact on NWU teaching-learning and research practices, international best-practice and exposure to a wide range of diverse customs and cultures.

## 6 Policy statement

It is the policy of the North-West University to:

1. operate within the mandate of an institutional framework for internationalisation;
2. organize and promote value-driven internationalisation at the NWU;
3. promote a culture of global awareness and appreciation for international perspectives and cultural diversity at the NWU and surrounding regions;
4. establish an appraisal scheme that encourages and measures the quantity, quality and value of the diverse initiatives related to internationalisation on the three campuses;
5. expand and intensify NWU strategic partnerships with prominent international institutions of higher learning, including the possibility of joint and / or double degrees, on-line qualifications, open/distance learning, academic staff and / or student exchange programmes and / or research collaborations;
6. enhance internationally / globally-relevant research and / or teaching-learning and/or community engagement at the NWU;
7. establish, develop and improve international educational / research / community involvement opportunities for students from the NWU; and
8. increase and augment the prevalence of prominent international academics, world-class researchers, postgraduate and undergraduate students at the NWU.

## 7 Procedures applicable to this Policy

The following procedures are governed by this policy, viz.:

### 7.1 Procedures for the effective management of international students at the NWU:

The following procedures (available on SHARE) are to be followed when processing foreign nationals who intend to enrol at the North-West University for, inter alia, workshops, short learning programmes, undergraduate or postgraduate studies:

- |             |   |
|-------------|---|
| Procedure 1 | Extended study-period students who fall under an agreement with an international partner institution.   |
| Procedure 2 | Short-term study period students who fall under an agreement with an international partner institution. |
| Procedure 3 | Independent extended study-period students who apply from abroad.                                       |
| Procedure 4 | Independent short-term study period students who apply from abroad.                                     |
| Procedure 5 | Independent extended study-period students who apply on campus.   |
| Procedure 6 | Independent short-term study period students who apply on campus.                                       |
| Procedure 7 | Final preparations to be made by a foreign national before arriving in South Africa.                    |
| Procedure 8 | Registration process for extended period degree studies.  |
| Procedure 9 | Registration procedures for short learning programmes /workshops.                                       |

**7.2 Documentation to be utilised in the effective management of international students (Available on SHARE):**

<b>Document</b>	<b>Purpose</b>	<b>SHARE file name</b>
<b>Notification Form</b>	Notification form to inform the International Office of the imminent arrival of a foreign student	<a href="#"><u>2.8.1.1_notification_e.docm</u></a>
<b>Invitation Letter</b>	Form letter sent to international student to inform him/her of International Office procedures and other information	<a href="#"><u>2.8.1.2_invitation_e.docm</u></a>
<b>Confirmation Form</b>	This form is used to confirm the International Office of the imminent arrival of an international student on campus	<a href="#"><u>2.8.1.4_confirmation_e.docm</u></a>
<b>Data Sheet</b>	This form is used to capture the personal and other details relating to an International student	<a href="#"><u>2.8.1.5_datasheet_e.docm</u></a>
<b>Sign-Off Form</b>	Sign-off form for the international student to be completed by the International Office official	<a href="#"><u>2.8.1.6_signoff_e.docm</u></a>
<b>Accommodation Form</b>	Form to arrange for the accommodation of an international student	<a href="#"><u>2.8.1.7_accommodation_e.docm</u></a>

**8 Roles and responsibilities**

**8.1 The Role and Function of the Internationalisation Support Office (Institutional Office):**

- Coordinating the development and maintenance of all relevant strategies, policies, plans, rules and guidelines for internationalisation in consultation with all relevant role players, for approval by Senate / IM (as appropriate), in order to achieve NWU targets for internationalisation.
- Maintaining a data base containing all relevant contractual information readily available for management purposes.
- Reviewing existing international agreements on a continuous basis;
- Identification and initiation of appropriate collaboration agreements with international institutions at the institutional level, in close collaboration with campuses.
- Identification and coordination of funding opportunities for international collaboration in close collaboration with campuses.
- Coordination of all activities related to internationalisation across campuses and the Institutional Office.
- Setting of benchmarks for internationalisation and embedding best practice on all campuses as well as in the Institutional Office in close collaboration with the campuses.
- Monitoring the implementation of all relevant policies, plans, rules and guidelines for internationalisation and ensuring compliance with the NWU Contracts Management policy, in close liaison with the Legal Office.
- Coordinating visits to the Institutional Management of senior international delegates and handling relevant protocol and other logistical arrangements.

## 8.2 The Role and Function of the International Offices on campuses:

- Development of all relevant strategies and plans and implementation of policies, rules and guidelines for internationalisation on campuses, in consultation with all relevant role players, in order to achieve NWU targets for internationalisation.
- Communication on campus of all relevant strategies, policies, plans, rules and guidelines and resolutions of the university as well as other relevant structures on the campus regarding internationalisation.
- Distribution on campus of information relevant to internationalisation.
- Coordination and management of international cooperation activities on the campus.
- Coordination of all activities related to internationalisation across all faculties and their respective divisions as well as the Institutional Office.
- Interpretation of benchmarks for internationalisation and reporting on internationalisation aspects on the campus.
- Providing a logistic support function in co-operation / consultation with the relevant faculty and/or research entity for visiting international staff and students for:
  - o Travel and accommodation arrangements;
  - o Visa, study and work permits;
  - o Foreign Language study;
  - o Access to campus, facilities and laboratories;
  - o Orientation on Campus as well as in the relevant neighbourhood;
  - o Participation in extra-curricular activities such as students' clubs and associations, cultural and sports events; and
  - o Academic support such as library access, access to ITC, including academic and other software recognition of prior learning.
- Coordinating visits to the Campus Management of senior international delegates and handling relevant protocol and other logistical arrangements.
- Developing recruitment strategies for excellent international staff and students in consultation with the campus Vice-Rectors responsible for research, campus recruitment offices, the Institutional Director: Internationalisation Support and the institutional human talent office.
- Identification, initiation and implementation of appropriate international collaboration agreements and funding opportunities at campus/faculty level, in collaboration with the Institutional Director: Internationalisation Support.

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