

Council of the Business College of Applied Studies "Prof. Radomir Bojković PhD, based on the Article 26 of the Statute of the Business College of Applied Studies "Prof. Radomir Bojković PhD" Kruševac, on the meeting held on June 9<sup>th</sup> 2021, based on the Strategy of Internationalization 2021-2025, has adopted:

#### ACTION PLAN FOR IMPLEMENTING THE INTERNATIONALISATION STRATEGY 2021 - 2025

The Internationalization Strategy, adopted by the Council of the Business College of Applied Studies "Prof. Radomir Bojković PhD", foresees that the Action Plan for the Implementation of the Strategy (hereinafter: the Action Plan) will determine the concrete activities to be carried out for the purpose of implementing these Strategies.

The Action Plan is a set of concrete activities to plan the realization of the basic objectives envisaged by the Strategy. The action plan is adopted for the whole period of validity of the Strategy.

#### MONITORING AND EVALUATION

The activities from this action plan will be carried out by the Business College of Applied Studies "Prof. Radomir Bojković PhD", within its competencies, as well as other listed bodies and services. The Committee for Internationalization is responsible for the successful implementation of the envisaged activities.

The Centre for International Cooperation submits an annual report on the realization of the activities to the Director and the Council foreseen by the Strategy and the Action Plan. The report will consist of a narrative and tabular section, which will describe the accomplished activities and present the achieved results.

The Centre for International Cooperation will organize the evaluation of the implementation of the Action Plan once a year. Upon expiration of the Action Plan, evaluation will also include the impacts of implementation of the Action Plan.

The Centre for International Cooperation will be obliged to submit an explanation and propose measures to overcome the difficulties with respect to activities that have not been implemented in accordance with the Action Plan, to the Director and the Council. These measures may include appropriate correction and adjustment of the Action Plan.

#### FINANCING

Activities from the Action Plan are financed from the funds of the Business College of Applied Studies „Prof. Radomir Bojković PhD“,

GENERAL AIM I	IMPROVEMENT OF STUDY PROGRAMS (INTERNATIONALIZATION AT THE HOME)			
AIM 1	Improving existing and developing new study programs in English			
ACTIVITY	MOVES	RESULTS	INDICATORS	RESPONSIBILITY
Current analysis	<ul style="list-style-type: none"> <li>Collecting information about study programs that college could offer in English language</li> </ul>	<ul style="list-style-type: none"> <li>Catalogue Course (The Book of Courses)</li> </ul>	<ul style="list-style-type: none"> <li>Increase in the number of courses that can be offered to foreign students</li> <li>Increase in the number of study programs offered in a foreign language</li> </ul>	<ul style="list-style-type: none"> <li>College Coordinator for International Cooperation</li> </ul>
AIM 2	Providing support for improving the language skills of students, teaching and non-teaching staff, which provide active participation in the processes of internationalization of the College			
ACTIVITY	MOVES	RESULTS	INDICATORS	RESPONSIBILITY
Improving the language skills of students, teaching and non-teaching staff	<ul style="list-style-type: none"> <li>Creation and implementation of English language courses for teaching staff in order to increase the capacity to conduct teaching in English</li> <li>English Courses for Non-teaching Staff</li> <li>Increased number of English lessons in regular studies, in order to improve language skills of students or provide English language courses for students</li> </ul>	<ul style="list-style-type: none"> <li>Improved language skills of teachers, students and administrative staff</li> <li>Further strengthening the capacities of the College</li> <li>An additional advantage is to provide support to PhD students and Teaching Assistants to participate more actively in international conferences, projects, publishing scientific papers in foreign journals, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Increased number of items offered in English</li> <li>Increased number of students who achieved mobility during the study</li> <li>Increased number of teaching and non-teaching staff who achieved mobility</li> <li>Increased participation of doctoral students at international conferences and increased number of publications in a foreign language</li> </ul>	<ul style="list-style-type: none"> <li>College</li> </ul>

GENERAL AIM II	INCREASING THE NUMBER OF ACCELERATED AND EXTRAORDINARY MOBILITY (STUDENTS, RESEARCHERS, ADULT AND ADMINISTRATIVE STAFF)			
AIM 1	Legal and administrative preparation for full participation in Erasmus + credit mobility programs			
ACTIVITY	MOVES	RESULTS	INDICATORS	RESPONSIBILITY
Regulation of the process of recognition of academic results during mobility	<ul style="list-style-type: none"> <li>• Updating and improving the Criteria for Mobility and Recognition of ECTS in accordance with the amendments made by Erasmus+</li> <li>• Defining procedures for concluding a learning contract</li> <li>• Defining mechanisms for recognition of academic results during mobility and monitoring of them</li> </ul>	<ul style="list-style-type: none"> <li>• Adopted changes on student mobility and transmission of ECTS</li> <li>• Clearly defined procedures as well as the rights and obligations of all mobility actors</li> </ul>	<ul style="list-style-type: none"> <li>• Realized student mobility with full recognition of the results achieved by the student during mobility</li> </ul>	<ul style="list-style-type: none"> <li>• College</li> <li>• Erasmus+ Coordinator</li> </ul>
Development of accompanying documents for student mobility	<ul style="list-style-type: none"> <li>• Creating Document Models: Application Form for Mobility, Study Plan Proposal, Student Evaluation Forms, Language Certificates, Bilingual list of passed exams</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitated administration and implementation of mobility by adopting adopted models of documents by all members</li> <li>• Issuing a bilingual list of passed exams to foreign students who were exchanged at the College</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient administration of the student mobility competition</li> </ul>	<ul style="list-style-type: none"> <li>• College</li> <li>• Erasmus+ Coordinator</li> <li>• Centre for International Cooperation</li> </ul>
Defining procedures and mechanisms for implementing mobility and providing conditions for obtaining the Erasmus	<ul style="list-style-type: none"> <li>• Coordination of the Erasmus+ Coordinator with Tempus Office in Serbia</li> </ul>	<ul style="list-style-type: none"> <li>• Establish clearly defined and efficient procedures for issuing</li> <li>• student visas</li> <li>• Registration of foreign students, admission, accommodation, insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient administration for student mobility (feedback from College)</li> </ul>	<ul style="list-style-type: none"> <li>• College</li> <li>• Erasmus+ Coordinator</li> </ul>

Charter for Higher Education	<ul style="list-style-type: none"> <li>Monitoring all relevant activities into concept of Erasmus+ programs</li> </ul>	<ul style="list-style-type: none"> <li>The availability of student content - mess room, library, sports and cultural events, etc., in order to integrate foreign students into the environment</li> </ul>		
Creating a detailed Guide for student mobility	<ul style="list-style-type: none"> <li>Preparation of a guide with information on registration procedure, registration of residence,</li> <li>A guide to information for foreign students was developed</li> </ul>	<ul style="list-style-type: none"> <li>A Catalogue Courses in a foreign language was created</li> <li>Increased number of realized mobility of foreign students</li> </ul>	<ul style="list-style-type: none"> <li>Development of a Catalogue Courses available to foreign students for studies at the College in English language and feedback on the quality of information needed by them</li> </ul>	<ul style="list-style-type: none"> <li>College</li> <li>Erasmus+ Coordinator</li> <li>Centre for International Cooperation</li> </ul>
Software for the administration of the mobility program	<ul style="list-style-type: none"> <li>Overview of existing resources</li> <li>Adapt existing resources, create and / or procure software for administering the mobility program</li> <li>Collecting and sorting relevant information</li> <li>Data entry in the software</li> </ul>	<ul style="list-style-type: none"> <li>Software for the administration of a mobility program - a database that includes data on the number of incoming / outgoing mobility</li> <li>Facilitated annual reporting on realized mobility (collection of statistical data and indicators of progress in the process of internationalization of the College)</li> </ul>	<ul style="list-style-type: none"> <li>All relevant mobility information is available and stored in an electronic database</li> <li>Regularly updated database and regular annual reports</li> </ul>	<ul style="list-style-type: none"> <li>College</li> <li>Erasmus+ Coordinator</li> </ul>
AIM 2	Increasing the level of cooperation with foreign higher education institutions with which the College already has signed cooperation agreements			
ACTIVITY	MOVES	RESULTS	INDICATORS	RESPONSIBILITY
Revision of existing academic cooperation agreements with foreign	<ul style="list-style-type: none"> <li>Monitoring</li> <li>Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Review of the existing Academic Cooperation Agreements with foreign higher education institutions</li> </ul>	<ul style="list-style-type: none"> <li>Increased number of activated Agreements with which the</li> </ul>	<ul style="list-style-type: none"> <li>College</li> <li>Centre for International Cooperation</li> </ul>

higher education institutions		<ul style="list-style-type: none"> <li>Identified possible partners for further and more effective cooperation in the field of exchange of students and teachers</li> <li>Amendments to the existing Treaties after identifying potential partners for further and more efficient cooperation</li> </ul>	<p>Agreement on Academic Cooperation was signed</p> <ul style="list-style-type: none"> <li>Improved exchange of students and teachers with foreign higher education</li> <li>Institutions with whom the Academic Cooperation Agreement has been signed</li> </ul>	
Selection of potential partner institutions for new forms of cooperation	<ul style="list-style-type: none"> <li>Identified partners</li> <li>Analysis of acceptable forms of cooperation</li> </ul>	<ul style="list-style-type: none"> <li>A new forms of cooperation</li> <li>A signed academic cooperation agreement with universities in an environment where there is no language barrier</li> <li>Signed the Agreement on Academic Cooperation with Colleges, Academies, Universities</li> </ul>	<ul style="list-style-type: none"> <li>Increased number of signed Academic Cooperation Agreements with Colleges, Academies, Universities/Faculties from the environment</li> <li>Increased number of signed Academic Cooperation Agreements with Colleges, Academies, Universities/Faculties from the Program countries</li> </ul>	<ul style="list-style-type: none"> <li>College for International Cooperation</li> </ul>
AIM 3	Raising the level of visibility of the College's academic offer for the purpose of promoting internationalization			
ACTIVITY	MOVES	RESULTS	INDICATORS	RESPONSIBILITY
Improve College website	<ul style="list-style-type: none"> <li>Updating information</li> <li>Collecting relevant information</li> </ul>	<ul style="list-style-type: none"> <li>Service information available to foreign students through the College website</li> <li>Updated information on academic offer for foreign students</li> </ul>	<ul style="list-style-type: none"> <li>Increased number of visits to the College website</li> <li>All relevant information is available on the</li> </ul>	<ul style="list-style-type: none"> <li>College</li> <li>Erasmus+ Coordinator</li> </ul>

		<ul style="list-style-type: none"> <li>• Improved website of the College (available in English)</li> </ul>	University's portal in English <ul style="list-style-type: none"> <li>• Positive feedback from foreign students, teachers and researchers</li> </ul>	
Presentation of the College at international education fairs	<ul style="list-style-type: none"> <li>• Updating information about relevant international fairs of education</li> <li>• Collecting relevant information from education network</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in relevant international fairs of education in the country and abroad</li> <li>• Enhanced network of contacts of international partners</li> </ul>	<ul style="list-style-type: none"> <li>• Increased participation in international education fairs</li> <li>• Increased network of contacts of international partners</li> </ul>	<ul style="list-style-type: none"> <li>• College</li> </ul>
Membership in relevant European and global university/College networks	<ul style="list-style-type: none"> <li>• Improving cooperation</li> </ul>	<ul style="list-style-type: none"> <li>• The College is a member of relevant European and world colleges, academies, university/faculties networks</li> </ul>	<ul style="list-style-type: none"> <li>• Active membership in relevant European and global university networks</li> </ul>	<ul style="list-style-type: none"> <li>• College</li> </ul>

GENERAL AIM III	IMPROVEMENT OF COOPERATION WITH FOREIGN UNIVERSITIES/FACULTIES AND RESEARCH INSTITUTIONS, COMMERCIAL AND OTHER PARTNERSHIP INSTITUTIONS THROUGH INTERNATIONAL PROJECTS			
AIM 1	Administrative and legal preparation in order to provide the conditions for greater participation in the programs financed through the international projects			
ACTIVITY	MOVES	RESULTS	INDICATORS	RESPONSIBILITY
Amendment and progress of the Rulebook on the Implementation of International Projects of the College	<ul style="list-style-type: none"> <li>• Analysis</li> <li>• Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Amendments to the Rulebook for Implementation of International Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient realization of international projects in accordance with the Rulebook</li> <li>• Efficient administration of international projects</li> </ul>	<ul style="list-style-type: none"> <li>• College</li> <li>• Centre for International Cooperation</li> </ul>
Defining the institutional procedures for the application of international projects	<ul style="list-style-type: none"> <li>• Monitoring of project competitions</li> <li>• Analysis of project calls</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly defined pre-accession procedures for project proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Improved communication and coordination</li> <li>• Convenient administration in the pre-registration process</li> </ul>	<ul style="list-style-type: none"> <li>• College</li> <li>• Centre for International Cooperation</li> </ul>
AIM 2	Increasing participation in international projects and improving cooperation with foreign universities, faculties, academies, colleges, research institutions, businesses and other partner institutions in different fields of science, education, research, innovation etc.			
ACTIVITY	MOVES	RESULTS	INDICATORS	RESPONSIBILITY
Institutional support in the process of application and implementation of international projects	<ul style="list-style-type: none"> <li>• Regular monitoring and information of the academic community about the possibilities of applying for international projects</li> <li>• Selecting partner institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Increased participation in international projects through Erasmus + and other programs</li> <li>• Improving institutional capacity and resources, scientific research, educational process, mobility of researchers, teaching and non-teaching staff through the</li> </ul>	<ul style="list-style-type: none"> <li>• Increased number of international projects whose carrier or partner is the College</li> <li>• Increased mobility of researchers, teaching and non-teaching staff, number study programs developed or developed independently or in</li> </ul>	<ul style="list-style-type: none"> <li>• College</li> <li>• Centre for International Cooperation</li> </ul>

		<p>financing of international projects</p> <ul style="list-style-type: none"><li>• New and intensified existing cooperation with foreign universities, faculties, academies, colleges research institutions, business and other partner institutions in various fields of science, education, research, innovation and other</li></ul>	<p>cooperation with partner institutions (joint study programs)</p>	
--	--	--	---	--



GENERAL AIM IV	DETERMINATION OF THE COLLEGE OF INTERNACIONALIZATION			
AIM 1	Defining and establishing a unique monitoring system for the implementation process of the Internationalization Strategy and regular reporting on the achieved results			
ACTIVITY	MOVES	RESULTS	INDICATORS	RESPONSIBILITY
Defining mechanisms for monitoring the implementation of the Internationalization Strategy, or implementation of the Action Plan	<ul style="list-style-type: none"> <li>• Analysis of mechanisms for monitoring</li> <li>• Collection of relevant data</li> </ul>	<ul style="list-style-type: none"> <li>• The activities envisaged by the Strategy / Action Plans have been realized</li> </ul>	<ul style="list-style-type: none"> <li>• Reports</li> </ul>	<ul style="list-style-type: none"> <li>• College</li> <li>• Centre for International Cooperation</li> </ul>
AIM 2	Providing adequate financial resources that will enable smooth realization of Action Plan and quality implementation of the Strategy			
ACTIVITY	MOVES	RESULTS	INDICATORS	RESPONSIBILITY
Funding mechanisms	<ul style="list-style-type: none"> <li>• Development of security mechanisms funding</li> </ul>	<ul style="list-style-type: none"> <li>• Funds for financing the activities foreseen by the Strategy are provided</li> </ul>	<ul style="list-style-type: none"> <li>• A strategy is being implemented</li> </ul>	<ul style="list-style-type: none"> <li>• College</li> </ul>

Krusevac, 9th June 2021

Council President

Zorica Medic, Ph.D.