



University of Venda

**INTERNATIONALISATION  
POLICY AND PROCEDURES**

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University of Venda

## INTERNATIONALISATION POLICY

VERSION NUMBER	DATE	AUTHOR	DESCRIPTION	Reviewed and Approved By	Approval Date
Draft 01	10.2011	Prof. JS Ogola Mr. CCA Hagenmeier Prof. AB Gyekye Prof. GRA Mchau Prof. LB Khoza Prof. JE Crafford Prof. VO Netshandama Ms. A Lansink Prof. MA Makgopa Prof. C Nikodem Rev. TS Nedohe Mr. NH Mugwedi Mr. TJ Manenzhe Ms. NF Dhumazi	Original draft		
Draft 02	06.2012	Prof. JS Ogola, Mr. CCA Hagenmeier et al (see above)	1 <sup>st</sup> Revision	Senior Management Committee	
Draft 03	11.2012	Prof. JS Ogola, Mr. CCA Hagenmeier et al (see above)	2 <sup>nd</sup> Revision	Linkages, Partnerships and Internationalisation Committee	
Draft 04	3.2013	Prof. JS Ogola, Mr. CCA Hagenmeier et al (see above)	3 <sup>rd</sup> Revision	Senate	13 March 2013

Section: International Relations Directorate  
Policy Reference Number:

Date Approved by Council: 19 April 2013

Prof. Edward Nesamvuni

Registrar

Prof. PM Mbatl

Vice-Chancellor and Principal

## 1. Introduction

UNIVEN responds positively to the move to internationalisation within South Africa's Higher Education framework by promoting internationalisation in all aspects of its core business of teaching and learning, research and community engagement. UNIVEN attracts students, staff members and researchers from the entire African region as well as from other continents. It has a high international staff contingent. UNIVEN makes a significant contribution to regional development through offering students from the region quality higher education and supports the integration of higher education in the SADC region.

Strategically, internationalisation at UNIVEN focuses on partnerships with higher education and allied institutions which promote quality and excellence in its core business. The mutual benefits of international collaborations are manifold; they include capacity building, an enhanced institutional profile and innovative approaches to teaching and learning, research and community engagement. In line with current national priorities, UNIVEN's strategic focus in internationalisation includes South-South Partnerships, engagement with universities in BRICS (Brazil, Russia, India, China and South Africa) countries and engagement with African Universities.

## 2. Definitions

2.1 Internationalisation is understood by UNIVEN at the institutional level as 'the process of integrating international and intercultural dimensions into the teaching, research, community engagement and service functions of an institution of higher learning'.

2.2 Substantive equality means that every partner to a relationship should make contributions which are equally meaningful taking the specific context of the partner into consideration.

2.3 Intercultural dimensions refer to culture- specific and culture- general knowledge, skills, and attitudes required for effective communication and interaction with individuals from other cultures. The concept includes reference to culture as diversity of identity, language, content, race, gender, ethnicity and (geographical) location.

2.4 BRICS refers to the group of countries encompassing Brazil, Russia, India, China and South Africa.

2.5 International Full Degree Students refers to international students pursuing undergraduate or postgraduate Degrees or Diplomas.

2.6 UNIVEN refers to the University of Venda.

2.7 SADC refers to the Southern African Development Community.

### **3. Scope**

This policy applies to all aspects of internationalisation at UNIVEN. It affirms UNIVEN's position in the Southern African Development Community (SADC) and Africa.

### **4. Purpose**

The purpose of this policy is to promote and entrench comprehensive internationalisation at UNIVEN. It sets out principles and procedures which facilitate the process of internationalisation at UNIVEN.

### **5. Policy Statement**

UNIVEN is committed to a comprehensive process of internationalisation as a means to achieve quality and excellence in teaching and learning, research and community engagement. All internationalisation activities at UNIVEN aim to support the achievement of the vision of the University to 'be at the centre of tertiary education for rural and regional development in Southern Africa'.

UNIVEN subscribes to the notion that all international collaborations should be for the mutual benefit and based on the principle of reciprocity. Internationalisation should support capacity building and resource development including infrastructure development at UNIVEN and its partner Universities. UNIVEN is committed to the principle of 'substantive equality' in its international engagements.

UNIVEN aims to promote diversity through internationalisation. The process of internationalisation assists in promoting a spirit of respect and appreciation of diversity at UNIVEN. The University is firmly committed to the prevention of all forms of discrimination. It promotes international citizenship and strives to offer every member of the University Community an international experience.

UNIVEN encourages the establishment of instruments and mechanisms to create and sustain an 'international atmosphere'. The instruments should include the provision of co-educational short courses to international and UNIVEN students; internationalisation of the curriculum in line with university policy; induction to local language and culture for newly arriving international staff and students; observance of cultural days and international days. UNIVEN supports all student and staff activities on campus that enhance the international atmosphere.

The University supports the move towards greater integration of higher education in Southern Africa and beyond. It supports the move towards transferability of credits and development of joint academic programs.

UNIVEN is committed to Africanisation as an important aspect of the internationalisation process. It supports the promotion of African languages at the international level. Where appropriate, African languages will be used for internationalisation activities and African culture will be promoted. UNIVEN focuses in its internationalisation process on the following core areas:

- Internationalisation at UNIVEN, including internationalisation of the curriculum through curriculum development and review;
- International linkages and partnerships;
- International research;
- International community engagement;
- International full degree students;

- International staff and student exchanges;
- International staff members.

## 6. Implementation

This policy will be implemented in accordance with the attached procedures. The attached procedures are an integral part of the policy. The Director of International Relations will be responsible for the implementation of the policy. Responsibility for monitoring the implementation of this policy is vested in the Linkages, Partnerships and Internationalisation Committee.

## 7. Regulatory framework

7.1 1997 SADC Protocol on Education and Learning

7.2 Constitution of the Republic of South Africa (Act 108 of 1996);

7.3 The Immigration Act 13 of 2002;

7.4 The Medical Schemes Act 131 of 1998;

7.5 Higher Education Act 101 of 1997

7.6 Income Tax Act 28 of 1997

7.7 Promotion of Equality and Prevention of unfair Discrimination Act 4 of 2000

7.8 The Higher Education Quality Committee (2004) *Criteria for Institutional Audits*  
Pretoria: Council on Higher Education;

## 8. Links to other policies

The policy is linked to the following policies of the University:

- 8.1 University Strategic Plan (2012 -2016);
- 8.2 Teaching and Learning Policy;
- 8.3 Assessment Policy;
- 8.4 Research and Innovation Policy;
- 8.5 Community Engagement Policy;
- 8.6 Alumni Policy;
- 8.7 Policy on Recruitment, Selection and Placement of Staff;
- 8.8 Policy on Induction and Orientation Programme;
- 8.9 Policy on Salary Payment;
- 8.10 Policy on Staff Development;
- 8.11 Policy on Overnight Subsistence Allowance – International (Non-Scheduled)
- 8.12 Policy on Fee Structure
- 8.13 Policy on Fundraising
- 8.14 Policy on Signing Powers External
- 8.15 Policy on Tariff List
- 8.16 UIGC Short Courses Policy
- 8.17 Residence Admission Policy
- 8.18 Residence Rules and Regulations
- 8.19 Policy on Student Events
- 8.20 SRC Constitution



## 8.21 General Regulations (2012 Version)

### 9. Approval

This policy must be approved by the University Council.

### 10. Policy review

Changes to this policy must be authorised by Council and the following stakeholders must be consulted in respect of policy changes: Linkages, Partnerships and Internationalisation Committee and Senate. This policy shall be reviewed after 5 (five) years.



## University of Venda

### INTERNATIONALISATION PROCEDURES

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## **LPI.1 PROCEDURES FOR INTERNATIONAL FULL DEGREE STUDENTS**

UNIVEN recognises the importance of international full degree students for comprehensive internationalisation. It attempts to attract such students and to offer them services on an internationally competitive level while ensuring that it complies with all relevant legislation.

### **LPI.1.1 Services for International Full Degree Students**

UNIVEN recognises that services for international students must be delivered in accordance with international standards. Dedicated services for international full degree students are delivered by the Directorate of International Relations. The Directorate of International Relations will welcome newly arriving international students on campus. It will, in collaboration with the Directorate of Student Affairs, oversee that international students are allocated appropriate rooms in University residences.

The allocation of rooms for international full degree students will be guided first by the need to allocate rooms which are of an appropriate standard to them and second by the desirability to mix domestic and international students in residences. Preference in the process of room allocation will be given to students studying in terms of Agreements with foreign Governments, and other international students in cases where the University has made a legally binding commitment to provide accommodation. Generally, room allocation will be subject to UNIVEN's Room Allocation Policy.

The Directorate of International Relations will establish a helpdesk for international students in its offices which will provide assistance during designated hours. It will advise international students with regard to residence permit matters and intervene if a student is experiencing challenges with the Department of Home Affairs. It will offer advice and support with regard to medical insurance.

The Directorate of International Relations will in collaboration with the Directorate of Student Affairs and the Assistant Registrar Academic Affairs arrange a designated orientation programme for newly arriving international full degree students. This programme is in addition to the School's induction programme. It will organise 'buddy

programmes' which will assist in the integration of international full degree students with domestic students.

### **LPI.1.2      Responsibility for Administrative Cost**

The provision of services at an international level requires additional administrative expenditure. In order to cover this cost, UNIVEN may introduce an administrative levy for international full degree students. This administrative levy will be utilised for administrative procedures necessary for international full degree students. It will be administered in accordance with UNIVEN's financial procedures for internationalisation. Refugee students are exempt from this levy.

### **LPI.1.3      Compliance of International Full Degree Students with Relevant Legislation**

Immigration and medical legislation of South Africa place various compliance requirements on South African Universities. Consequently, UNIVEN has to ensure that all international students are in possession of a valid residence permit (e.g. a study permit) and valid medical insurance, where applicable.

The Directorate of International Relations will check whether International Full Degree Students are in possession of valid residence permit and medical insurance. If satisfied, the Directorate will issue a "Compliance Certificate" to the student. This compliance certificate will be required for a student to register for studies at UNIVEN.

The Directorate of International Relations will keep records of the residence permits and medical insurances of all international students.

All candidates applying for admission to a Diploma in Nursing Science, CUR Praxis Extensa or Magister Curationis (MCUR 6000) must be an enrolled nurse and produce proof of current registration with the South African Nursing Council. For Admission to any nursing qualification, registration with the Nursing Council is mandatory.

#### **LPI.1.4 Record Keeping**

The Directorate of International Relations will keep records of basic data relating to international full degree students. This will include details of residence permits and medical insurance for all international full degree students.

The directorate will alert international full degree students 6 weeks prior to the expiry of residence permits. It will check the renewal and advise the University Registrar should any international full degree student appear to have become an illegal foreigner.

#### **LPI.1.5 Marketing**

The Directorate of International Relations will together with the Directorate of Communications and Marketing develop an appropriate strategy for attracting international full degree students to UNIVEN.

#### **LPI.1.6 Admission of International Full Degree Students**

The Directorate of International Relations will on the request of the Registrar's Division facilitate the evaluation of foreign qualifications in addition to the existing system.

## LPI.2 PROCEDURES FOR INTERNATIONAL STAFF MEMBERS

UNIVEN is committed to attracting and retaining international staff members. International staff members who have diverse backgrounds contribute to building a varied skills and knowledge pool at UNIVEN, which is crucial for the success of any University. Internationalisation is one of the methods to build UNIVEN's diverse knowledge and skills base. Consequently, the appointment of international staff members contributes to the internationalisation, the core business in that it allows the university to strengthen the intercultural element such as introducing diverse international perspectives in its teaching, learning and community engagement activities. Therefore, UNIVEN strives to create a conducive environment in which international staff members can concentrate on their work without focusing much on administrative processes, e.g. work permit applications, which are peculiar to them.

The following procedures will apply:

1. The Directorates of Human Resources and International Relations collaborate closely with regard to strategic matters relating to international staff members.
2. The Directorate of Human Resources is responsible for facilitating all work permit related processes for international staff members. International staff members are personally responsible for permanent residence permits applications.
3. The Directorate of International Relations is together with the Directorate of International Relations responsible for the welcome and induction of new international staff members, which is in addition to the general orientation and academic induction. The Directorate of Human Resources will timeously inform the Directorate of International Relations about the date of assumption of duties by new international staff members and advice their contact details for induction purposes.
4. The Directorate of International Relations will take initiatives to create awareness of the need to eliminate tendencies of xenophobia and discrimination on a basis of nationality. It will assist international staff members if they experience xenophobia or discrimination on a basis of their nationality.

5. Both the Directorates of Human Resources and International Relations shall keep a database of international staff members and their work permits.
6. The Directorate of International Relations shall, in addition to current procedures alert, the Directorate of Human Resources 7 months prior to the expiry of residence permits of staff members.
7. Schools must commence the contract renewal process for international staff members 6 months prior to expiry of the respective contracts.
8. Six months prior to expiration of their work permits, foreign staff members must apply for their renewal.

### **LPI.3 PROCEDURES: INTERNATIONAL LINKAGES AND PARTNERSHIPS**

At the core of the philosophy informing international linkages and partnerships at the University of Venda are the principles of mutual benefit and reciprocity. International linkages and partnerships serve a variety of functions and objectives, including, opportunities for the creation and sharing of knowledge through joint research or other projects, for the purposes of comparing teaching and learning, joint academic programmes, international benchmarking of academic programmes, staff and student exchanges, visiting scholars, capacity-building, resource mobilisation and enhancing the institutional profile of the institution.

The University of Venda prioritises linkages and partnerships with higher education institutions, but where appropriate also with relevant sections of the private, public or non-governmental sectors. The following section deals with the procedures for international linkages and partnerships.

The procedures at the University of Venda in relation to Linkages and Partnerships are set out below:

#### **LPI.3.1 Establishing new linkages and partnerships**

1. Academic Departments, Directorates and Executive Management may initiate and identify new international linkages and partnerships.
2. In case of an academic Department recommending the establishment of new partnership or linkage, the Board of the relevant School recommends the international linkage or partnership to the Senate Committee on Linkages, Partnerships and Internationalisation.
3. In case of a Directorate recommending the establishment of new partnership or linkage, the Directorate recommends the international linkage or partnership directly to the Senate Committee on Linkages, Partnerships and Internationalisation.



4. In case of executive approval by Executive Management of a proposed new partnership or linkage, the relevant School Board shall be informed, if applicable, and SENATE, upon recommendation of the University Committee on Linkages, Partnerships and Internationalisation, shall ratify the decision.
5. The University Committee on Linkages, Partnerships and Internationalisation has the power to recommend the new international linkage and partnership to SENATE for approval.
6. The Office of the Legal Advisor shall be responsible to check legal compliance of international Memoranda of Understanding and Agreement.
7. The SENATE decision will be submitted to Council for notification or, where appropriate, ratification.

#### **LPI.3.2 Database**

1. The Directorate of International Relations maintains an appropriate database for international linkages, partnerships, memoranda of understanding and memoranda of agreement and any other legally binding documents on internationalisation.
2. Copies all the above documents shall be held at the Directorate of International Relations.
3. The original documents referred to in section B(1) remain in the Office of the Legal Advisor.
4. The Office of the Legal Advisor shall forward copies of all new memoranda of understanding and memoranda of agreement or any other legally binding document on affecting internationalisation to the Directorate of International Relations.
5. The Vice-Chancellor or his designate will sign international memoranda of understanding and agreement and any other form of agreement that creates rights and obligations on the University of Venda.

6. Any MoU or MoA or other agreement to establish an international linkage or partnership that creates rights and imposes obligations on the University of Venda signed without the approval of the SENATE and/or Vice-Chancellor (or his designate at the level of Executive Management) is null and void *ab initio*.

### **LPI.3.3          Monitoring, Evaluation and Review**

1. The responsibility of monitoring international academic linkages and partnerships lies with the Department, School, Directorate or, where appropriate, Executive Management.
2. Activities regarding the implementation of international linkages are reported in accordance with the reporting procedures for internationalisation.
3. The Schools and other relevant Directorates submit once a year a report in the format prescribed to the Directorate International Relations and the University Committee on Linkages, Partnerships and Internationalisation.
4. The Directorate of International Relations will yearly review the linkages and partnerships undertaken by the Schools by noting activities or non-activities as well as other activities of the International Relations Office and submit a comprehensive report the University Committee on Linkages, Partnerships and Internationalisation.
5. In case of progress reports of international linkages and partnerships, the team designates a coordinator who reports progress of the project to the Directorate of International Relations once a year.

#### **LPI.4 PROCEDURES: INTERNATIONAL STAFF AND STUDENT EXCHANGES**

The University of Venda promotes staff and student exchanges with international partners. It recognises their contribution to capacity development and internationalisation to the mutual benefit of both partners.

The procedures at the University of Venda in relation to Staff and Student Exchanges are set out below

##### **LPI.4.1 General**

1. The Directorate of International Relations will assist international staff and student exchanges upon request by the relevant Department or School and depending on the relevant human resources available in the Office.
2. In the case of International students, the Director International Relations consults with the Director of Student Affairs regarding the operational aspects of the student exchanges. It remains the responsibility of the relevant School to make the necessary arrangements and contact the Directorate of International Relations for assistance and guidance where necessary.

##### **LPI.4.2 Registration and Orientation**

1. The Directorate of International Relations shall check that incoming exchange students are in possession of an appropriate residence permit, the medical insurance and whether the necessary international fee has been paid. In case of exchange students, the international fee may be waived by SENATE on the basis of reciprocity.
2. The Directorate of International Relations renders assistance and organises an orientation session for newly arriving international exchange students. It shall facilitate appropriate cultural and linguistic inductions which will be provided by the M.E.R. Mathivha Centre for African Languages, Arts and Culture.

### **LPI.4.3      Advice**

1. The Directorate of International Relations, where possible, disseminates relevant material and advice about study abroad programmes for UNIVEN students.
2. The Directorate of International Relations, where possible and appropriate, disseminates relevant information about international staff exchanges and international study programmes for academic staff.
3. Academic or administrative members of staff, who are eligible for an international exchange or study visit shall follow relevant existing policies and procedures including those relating to leave and staff development, through the relevant offices and committees.
4. Upon request, the Directorate of International Relations offers advice to UNIVEN staff regarding international visa and procedures for study abroad for international staff exchanges.

The Directorate of International Relations renders assistance, where possible and appropriate, to visiting international academics upon request of the relevant Department or Directorate who has invited international staff or visitors.

## **LPI.5 PROCEDURES ON INTERNATIONAL RESEARCH**

UNIVEN appreciates the importance of international research collaborations. International research activities shall be jointly supported by the Directorate of Research and Innovation and the Directorate of International Relations.

The following procedures will apply:

### **LPI.5.1 Policy Framework**

International research shall be governed by the UNIVEN's research policy which will be regularly reviewed to provide an appropriate framework for all international research activities.

### **LPI.5.2 Facilitation of International Research**

The Directorate of Research and Innovation and the Directorate of International Relations shall collaborate closely in identifying opportunities for international research collaborations and international funding of research.

### **LPI.5.3 Regulatory and Travel Issues Relating to International Research**

The Directorate of International Relations facilitates and assists with international regulatory travel issues as and when required by the Directorate Research and Innovation. Researchers may approach the Directorate of International Relations directly if they require support for the execution of their international research activities.

## **LPI.6 PROCEDURES FOR INTERNATIONAL COMMUNITY ENGAGEMENT**

UNIVEN embraces international community engagement activities as part of the process of comprehensive internationalisation. It considers itself as a catalyst in the relationship between international donors and local communities. Its Directorate of Community Engagement ensures that all partnerships between international collaborators of UNIVEN and local communities are mutually beneficial and based on the principles of reciprocity and mutual respect. It carries a specific responsibility with regard to safeguarding rights of local communities in their relationship with international partners of UNIVEN.

### **LPI.6.1 Policy Framework**

International community engagement activities shall be governed by the UNIVEN's community engagement policy which will be regularly reviewed to provide an appropriate framework for all international research community engagement activities.

### **LPI.6.2 Facilitation of International Community Engagement**

The Directorate of Community Engagement and the Directorate of International Relations shall collaborate closely in identifying opportunities for international community engagement collaborations and international funding of community engagement. Depending on the specific requirements of an international community engagement activity, the Directorate of International Relations may from time to time be directly involved in the implementation of international community engagement activities.

### **LPI.6.3 Regulatory and Travel Issues Relating to International Community Engagement**

The Directorate of International Relations facilitates and assists with international regulatory travel issues as and when required by the Directorate of Community Engagement. Collaborators in international community engagement activities may

approach the Directorate of International Relations directly if they require support for the execution of their international community engagement activities.

## LPI.7 PROCEDURES FOR INTERNATIONALISATION AT UNIVEN

UNIVEN considers it important that all students are able to gain international experience in the course of their studies. It recognises that resource limitations will not allow all, or even the majority of students to participate in international mobility. Consequently, UNIVEN is attempting to offer its students an international and intercultural experience on its own campus. Measures for internationalisation at UNIVEN are understood as core to creating a diverse atmosphere at the University and preventing xenophobia and discrimination on the basis of nationality.

The following procedures will apply:

1. In order to develop intercultural skills UNIVEN considers it important that one is aware of one's own culture. Awareness of one's own cultural background is considered essential to developing intercultural skills. Consequently, it considers the infusion of the curriculum with the study of African languages and culture as paramount. This is implemented in the regular curriculum review processes.
2. The development of intercultural understanding is considered paramount to internationalisation. UNIVEN may include courses in its curriculum which will foster intercultural understanding. This is implemented in the regular curriculum review processes.
3. UNIVEN recognises that international members of the University Community and members of the University Community who hail from other South African cultures would benefit from gaining a deeper understanding of Venda culture and language. It develops induction programmes to local language and culture specifically for new members of the University Community from the said backgrounds. Responsibility for the provision of the coordination of the induction programmes is vested in the Directorate of International Relations whereas responsibility for the academic content is vested in the M.E.R. Mathiva Centre for African Languages, Arts and Culture.



4. Linguistic and cultural induction programmes are provided to international guests of the University as and when appropriate. Para 2 applies with regard to the respective responsibilities.
5. The development of international and intercultural skills through the inclusion of international subject matters and comparative approaches in curricula is considered important. This may be implemented in the regular curriculum review processes.
6. Where appropriate, UNIVEN will benchmark internationally in line with the relevant University policies to ensure that best international practises are reflected in its curricula, policies and procedures. UNIVEN will also make use of international external examiners as and when this is appropriate to ensure that international standards are met in its academic programme.
7. UNIVEN recognises the importance of hosting visiting scholars for internationalisation at UNIVEN. It supports the efforts to this end within the ambit of its policies. The Directorate of International Relations assists Schools which undertake such activities.
8. UNIVEN will, if it is possible, ensure that participation in short courses for the international market; international community engagement projects coordinated by UNIVEN as well as other international projects should at least include an equal number of UNIVEN students compared to participants from partner universities and UNIVEN. This will offer students from UNIVEN the opportunity to gain international experience at their home campus.
9. UNIVEN promotes functions celebrating cultural diversity. It strives to organise such functions through its Directorates for Student Affairs and International Relations in order to promote the development of intercultural skills and the prevention of prejudice. The Directorate of International Relations works with the relevant stakeholders at UNIVEN to promote functions celebrating cultural and international days.

## **LPI.8 REPORTING STRUCTURES FOR INTERNATIONALISATION**

UNIVEN considers effective and efficient reporting structures for internationalisation as paramount to the success of comprehensive internationalisation. It facilitates steering of internationalisation through the linkages committee and coordination of internationalisation through the Directorate of International Relations. All internationalisation activities, including initiatives, projects, linkages, partnerships and exchanges at UNIVEN must be reported and centrally captured at the institutional level. The Directorate of International Relations is responsible for the collation of a quarterly 'internationalisation report' for UNIVEN.

### **LPI.8.1 Quarterly Performance / State of the Campus Reports**

It is the responsibility of the Heads of Departments, Deans and Directors that all internationalisation activities are appropriately canvassed in the relevant quarterly performance reports and easily identifiable as such. Soft copies in Word format of the Quarterly Performance Reports/State of the Campus Reports of all Schools and Directorates must be forwarded to the Directorate of International Relations. A new template for an integrated biannual internationalisation and community engagement report should be developed for future use.

### **LPI.8.2 Immediate Reporting**

Academics, Heads of Departments, Directors and Deans are responsible that the following internationalisation activities must be reported to Directorate of International Relations before they are implemented:

- Visits by international delegations to UNIVEN;
- Adoption of Memoranda of Understanding;

- New international student or staff exchange programmes and new double degree programmes.
- Involvement of International Guests in conferences or workshop;
- Other major internationalisation activities for which institutional coordination is required.

Immediate reporting can take the form of copying management reports applying for permission to conduct such activities, copying relevant correspondence and/or reports on the implementation of such activities. It is the responsibility of the person undertaking or implementing any internationalisation activity enumerated above to ensure appropriate reporting to the Directorate of International Relations. In case of uncertainty he or she shall request clarification by email from the Director of International Relations.

### **LPI.8.3 Institutional Internationalisation Report**

Based on the information enumerated in points 1 and two above, the Directorate of International Relations is responsible for the compilation of a quarterly internationalisation report for UNIVEN. This report will be submitted to the Linkages, Partnerships and Internationalisation Committee for approval and to Senate for noting.

## **LPI.9 PROCEDURES FOR FINANCIAL MATTERS RELATING TO INTERNATIONALISATION**

UNIVEN recognises that successful internationalisation requires the availability of appropriate financial resources. Internationalisation activities and especially the provision of appropriate support services to international students are expensive. UNIVEN strives to fund internationalisation activities through securing an ethical income from internationalisation.

The following procedures will apply:

### **LPI.9.1 Funding of Internationalisation at UNIVEN**

Initially, UNIVEN shall fund internationalisation activities and the operations of its Directorate of International Relations under the University budget. The Directorate of International Relations shall be responsible for the Development of ethical income streams from internationalisation. As soon as sufficient income is derived from those income streams, an institutional decision on the implementation of the principle of financial self-sustenance, which has been entrenched in UNIVEN's strategic plan 2011 – 2014, shall be made.

### **LPI.9.2 Income streams from internationalisation**

UNIVEN shall through its Directorate of International Relations identify appropriate, ethical income streams for internationalisation. It shall make recommendations on the development of the following income streams:

#### **LPI.9.2.1 Short Courses for the International Market**

UNIVEN may develop short courses for the international market for which an appropriate fee will be charged. The development of the necessary framework and the implementation of the short courses will be a joint responsibility of the UNIVEN Income

Generation Centre and the Directorate of International Relations which will be executed in close cooperation with the short course coordinator. The income generated from such short courses shall be utilised for the facilitation of outgoing student exchanges.

#### **LPI.9.2.2 Other Income Streams from Internationalisation**

The Directorate of International Relations shall identify other possible income streams from internationalisation activities. Future income streams from internationalisation include a fee for international students hailing from outside the SADC region and study abroad programmes offered at UNIVEN for the international market. The Directorate of International Relations shall study the feasibility of their implementation at UNIVEN in detail and shall make recommendations in this regard.

#### **LPI.9.3 Application of Income Derived from Internationalisation**

All income generated from internationalisation activities shall be used for internationalisation. Possible application of such income may include outgoing short and long terms staff and student exchanges; international cultural days and cultural activities at UNIVEN; study abroad programmes and international outgoing exchange programmes for UNIVEN students and staff members and international scientific visits, benchmarking visits and other international activities undertaken by academics.



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University of Venda

## INTERNATIONALISATION POLICY

VERSION NUMBER	DATE	AUTHOR	DESCRIPTION	Reviewed and Approved By	Approval Date
Draft 01	10.2011	Prof. JS Ogola Mr. CCA Hagenmeier Prof. AB Gyekye Prof. GRA Mchau Prof. LB Khoza Prof. JE Crafford Prof. VO Netshandama Ms. A Lansink Prof. MA Makgopa Prof. C Nikodem Rev. TS Nedohe Mr. NH Mugwedi Mr. TJ Manenzhe Ms. NF Dhumazi	Original draft		
Draft 02	06.2012	Prof. JS Ogola, Mr. CCA Hagenmeier et al (see above)	1 <sup>st</sup> Revision	Senior Management Committee	
Draft 03	11.2012	Prof. JS Ogola, Mr. CCA Hagenmeier et al (see above)	2 <sup>nd</sup> Revision	Linkages, Partnerships and Internationalisation Committee	
Draft 04	3.2013	Prof. JS Ogola, Mr. CCA Hagenmeier et al (see above)	3 <sup>rd</sup> Revision	Senate	13 March 2013

Section: International Relations Directorate

Policy Reference Number:

Date Approved by Council: 19 April 2013

Prof. Edward Nesamvuni

Registrar

Prof. PM Mbatl

Vice-Chancellor and Principal



## 1. Introduction

UNIVEN responds positively to the move to internationalisation within South Africa's Higher Education framework by promoting internationalisation in all aspects of its core business of teaching and learning, research and community engagement. UNIVEN attracts students, staff members and researchers from the entire African region as well as from other continents. It has a high international staff contingent. UNIVEN makes a significant contribution to regional development through offering students from the region quality higher education and supports the integration of higher education in the SADC region.

Strategically, internationalisation at UNIVEN focuses on partnerships with higher education and allied institutions which promote quality and excellence in its core business. The mutual benefits of international collaborations are manifold; they include capacity building, an enhanced institutional profile and innovative approaches to teaching and learning, research and community engagement. In line with current national priorities, UNIVEN's strategic focus in internationalisation includes South-South Partnerships, engagement with universities in BRICS (Brazil, Russia, India, China and South Africa) countries and engagement with African Universities.

## 2. Definitions

2.1 Internationalisation is understood by UNIVEN at the institutional level as 'the process of integrating international and intercultural dimensions into the teaching, research, community engagement and service functions of an institution of higher learning'.

2.2 Substantive equality means that every partner to a relationship should make contributions which are equally meaningful taking the specific context of the partner into consideration.

2.3 Intercultural dimensions refer to culture- specific and culture- general knowledge, skills, and attitudes required for effective communication and interaction with individuals from other cultures. The concept includes reference to culture as diversity of identity, language, content, race, gender, ethnicity and (geographical) location.

2.4 BRICS refers to the group of countries encompassing Brazil, Russia, India, China and South Africa.

2.5 International Full Degree Students refers to international students pursuing undergraduate or postgraduate Degrees or Diplomas.

2.6 UNIVEN refers to the University of Venda.

2.7 SADC refers to the Southern African Development Community.

### **3. Scope**

This policy applies to all aspects of internationalisation at UNIVEN. It affirms UNIVEN's position in the Southern African Development Community (SADC) and Africa.

### **4. Purpose**

The purpose of this policy is to promote and entrench comprehensive internationalisation at UNIVEN. It sets out principles and procedures which facilitate the process of internationalisation at UNIVEN.

### **5. Policy Statement**

UNIVEN is committed to a comprehensive process of internationalisation as a means to achieve quality and excellence in teaching and learning, research and community engagement. All internationalisation activities at UNIVEN aim to support the achievement of the vision of the University to 'be at the centre of tertiary education for rural and regional development in Southern Africa'.

UNIVEN subscribes to the notion that all international collaborations should be for the mutual benefit and based on the principle of reciprocity. Internationalisation should support capacity building and resource development including infrastructure development at UNIVEN and its partner Universities. UNIVEN is committed to the principle of 'substantive equality' in its international engagements.

UNIVEN aims to promote diversity through internationalisation. The process of internationalisation assists in promoting a spirit of respect and appreciation of diversity at UNIVEN. The University is firmly committed to the prevention of all forms of discrimination. It promotes international citizenship and strives to offer every member of the University Community an international experience.

UNIVEN encourages the establishment of instruments and mechanisms to create and sustain an 'international atmosphere'. The instruments should include the provision of co-educational short courses to international and UNIVEN students; internationalisation of the curriculum in line with university policy; induction to local language and culture for newly arriving international staff and students; observance of cultural days and international days. UNIVEN supports all student and staff activities on campus that enhance the international atmosphere.

The University supports the move towards greater integration of higher education in Southern Africa and beyond. It supports the move towards transferability of credits and development of joint academic programs.

UNIVEN is committed to Africanisation as an important aspect of the internationalisation process. It supports the promotion of African languages at the international level. Where appropriate, African languages will be used for internationalisation activities and African culture will be promoted. UNIVEN focuses in its internationalisation process on the following core areas:

- Internationalisation at UNIVEN, including internationalisation of the curriculum through curriculum development and review;
- International linkages and partnerships;
- International research;
- International community engagement;
- International full degree students;

- International staff and student exchanges;
- International staff members.

## 6. Implementation

This policy will be implemented in accordance with the attached procedures. The attached procedures are an integral part of the policy. The Director of International Relations will be responsible for the implementation of the policy. Responsibility for monitoring the implementation of this policy is vested in the Linkages, Partnerships and Internationalisation Committee.

## 7. Regulatory framework

7.1 1997 SADC Protocol on Education and Learning

7.2 Constitution of the Republic of South Africa (Act 108 of 1996);

7.3 The Immigration Act 13 of 2002;

7.4 The Medical Schemes Act 131 of 1998;

7.5 Higher Education Act 101 of 1997

7.6 Income Tax Act 28 of 1997

7.7 Promotion of Equality and Prevention of unfair Discrimination Act 4 of 2000

7.8 The Higher Education Quality Committee (2004) *Criteria for Institutional Audits*  
Pretoria: Council on Higher Education;

## 8. Links to other policies

The policy is linked to the following policies of the University:

- 8.1 University Strategic Plan (2012 -2016);
- 8.2 Teaching and Learning Policy;
- 8.3 Assessment Policy;
- 8.4 Research and Innovation Policy;
- 8.5 Community Engagement Policy;
- 8.6 Alumni Policy;
- 8.7 Policy on Recruitment, Selection and Placement of Staff;
- 8.8 Policy on Induction and Orientation Programme;
- 8.9 Policy on Salary Payment;
- 8.10 Policy on Staff Development;
- 8.11 Policy on Overnight Subsistence Allowance – International (Non-Scheduled)
- 8.12 Policy on Fee Structure
- 8.13 Policy on Fundraising
- 8.14 Policy on Signing Powers External
- 8.15 Policy on Tariff List
- 8.16 UIGC Short Courses Policy
- 8.17 Residence Admission Policy
- 8.18 Residence Rules and Regulations
- 8.19 Policy on Student Events
- 8.20 SRC Constitution

## 8.21 General Regulations (2012 Version)

### 9. Approval

This policy must be approved by the University Council.

### 10. Policy review

Changes to this policy must be authorised by Council and the following stakeholders must be consulted in respect of policy changes: Linkages, Partnerships and Internationalisation Committee and Senate. This policy shall be reviewed after 5 (five) years.



## University of Venda

### INTERNATIONALISATION PROCEDURES

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## LPI.1 PROCEDURES FOR INTERNATIONAL FULL DEGREE STUDENTS

UNIVEN recognises the importance of international full degree students for comprehensive internationalisation. It attempts to attract such students and to offer them services on an internationally competitive level while ensuring that it complies with all relevant legislation.

### LPI.1.1 Services for International Full Degree Students

UNIVEN recognises that services for international students must be delivered in accordance with international standards. Dedicated services for international full degree students are delivered by the Directorate of International Relations. The Directorate of International Relations will welcome newly arriving international students on campus. It will, in collaboration with the Directorate of Student Affairs, oversee that international students are allocated appropriate rooms in University residences.

The allocation of rooms for international full degree students will be guided first by the need to allocate rooms which are of an appropriate standard to them and second by the desirability to mix domestic and international students in residences. Preference in the process of room allocation will be given to students studying in terms of Agreements with foreign Governments, and other international students in cases where the University has made a legally binding commitment to provide accommodation. Generally, room allocation will be subject to UNIVEN's Room Allocation Policy.

The Directorate of International Relations will establish a helpdesk for international students in its offices which will provide assistance during designated hours. It will advise international students with regard to residence permit matters and intervene if a student is experiencing challenges with the Department of Home Affairs. It will offer advice and support with regard to medical insurance.

The Directorate of International Relations will in collaboration with the Directorate of Student Affairs and the Assistant Registrar Academic Affairs arrange a designated orientation programme for newly arriving international full degree students. This programme is in addition to the School's induction programme. It will organise 'buddy



programmes' which will assist in the integration of international full degree students with domestic students.

#### **LPI.1.2      Responsibility for Administrative Cost**

The provision of services at an international level requires additional administrative expenditure. In order to cover this cost, UNIVEN may introduce an administrative levy for international full degree students. This administrative levy will be utilised for administrative procedures necessary for international full degree students. It will be administered in accordance with UNIVEN's financial procedures for internationalisation. Refugee students are exempt from this levy.

#### **LPI.1.3      Compliance of International Full Degree Students with Relevant Legislation**

Immigration and medical legislation of South Africa place various compliance requirements on South African Universities. Consequently, UNIVEN has to ensure that all international students are in possession of a valid residence permit (e.g. a study permit) and valid medical insurance, where applicable.

The Directorate of International Relations will check whether International Full Degree Students are in possession of valid residence permit and medical insurance. If satisfied, the Directorate will issue a "Compliance Certificate" to the student. This compliance certificate will be required for a student to register for studies at UNIVEN.

The Directorate of International Relations will keep records of the residence permits and medical insurances of all international students.

All candidates applying for admission to a Diploma in Nursing Science, CUR Praxis Extensa or Magister Curationis (MCUR 6000) must be an enrolled nurse and produce proof of current registration with the South African Nursing Council. For Admission to any nursing qualification, registration with the Nursing Council is mandatory.

#### **LPI.1.4 Record Keeping**

The Directorate of International Relations will keep records of basic data relating to international full degree students. This will include details of residence permits and medical insurance for all international full degree students.

The directorate will alert international full degree students 6 weeks prior to the expiry of residence permits. It will check the renewal and advise the University Registrar should any international full degree student appear to have become an illegal foreigner.

#### **LPI.1.5 Marketing**

The Directorate of International Relations will together with the Directorate of Communications and Marketing develop an appropriate strategy for attracting international full degree students to UNIVEN.

#### **LPI.1.6 Admission of International Full Degree Students**

The Directorate of International Relations will on the request of the Registrar's Division facilitate the evaluation of foreign qualifications in addition to the existing system.

## LPI.2 PROCEDURES FOR INTERNATIONAL STAFF MEMBERS

UNIVEN is committed to attracting and retaining international staff members. International staff members who have diverse backgrounds contribute to building a varied skills and knowledge pool at UNIVEN, which is crucial for the success of any University. Internationalisation is one of the methods to build UNIVEN's diverse knowledge and skills base. Consequently, the appointment of international staff members contributes to the internationalisation, the core business in that it allows the university to strengthen the intercultural element such as introducing diverse international perspectives in its teaching, learning and community engagement activities. Therefore, UNIVEN strives to create a conducive environment in which international staff members can concentrate on their work without focusing much on administrative processes, e.g. work permit applications, which are peculiar to them.

The following procedures will apply:

1. The Directorates of Human Resources and International Relations collaborate closely with regard to strategic matters relating to international staff members.
2. The Directorate of Human Resources is responsible for facilitating all work permit related processes for international staff members. International staff members are personally responsible for permanent residence permits applications.
3. The Directorate of International Relations is together with the Directorate of International Relations responsible for the welcome and induction of new international staff members, which is in addition to the general orientation and academic induction. The Directorate of Human Resources will timeously inform the Directorate of International Relations about the date of assumption of duties by new international staff members and advice their contact details for induction purposes.
4. The Directorate of International Relations will take initiatives to create awareness of the need to eliminate tendencies of xenophobia and discrimination on a basis of nationality. It will assist international staff members if they experience xenophobia or discrimination on a basis of their nationality.

5. Both the Directorates of Human Resources and International Relations shall keep a database of international staff members and their work permits.
6. The Directorate of International Relations shall, in addition to current procedures alert, the Directorate of Human Resources 7 months prior to the expiry of residence permits of staff members.
7. Schools must commence the contract renewal process for international staff members 6 months prior to expiry of the respective contracts.
8. Six months prior to expiration of their work permits, foreign staff members must apply for their renewal.

### **LPI.3 PROCEDURES: INTERNATIONAL LINKAGES AND PARTNERSHIPS**

At the core of the philosophy informing international linkages and partnerships at the University of Venda are the principles of mutual benefit and reciprocity. International linkages and partnerships serve a variety of functions and objectives, including, opportunities for the creation and sharing of knowledge through joint research or other projects, for the purposes of comparing teaching and learning, joint academic programmes, international benchmarking of academic programmes, staff and student exchanges, visiting scholars, capacity-building, resource mobilisation and enhancing the institutional profile of the institution.

The University of Venda prioritises linkages and partnerships with higher education institutions, but where appropriate also with relevant sections of the private, public or non-governmental sectors. The following section deals with the procedures for international linkages and partnerships.

The procedures at the University of Venda in relation to Linkages and Partnerships are set out below:

#### **LPI.3.1 Establishing new linkages and partnerships**

1. Academic Departments, Directorates and Executive Management may initiate and identify new international linkages and partnerships.
2. In case of an academic Department recommending the establishment of new partnership or linkage, the Board of the relevant School recommends the international linkage or partnership to the Senate Committee on Linkages, Partnerships and Internationalisation.
3. In case of a Directorate recommending the establishment of new partnership or linkage, the Directorate recommends the international linkage or partnership directly to the Senate Committee on Linkages, Partnerships and Internationalisation.

4. In case of executive approval by Executive Management of a proposed new partnership or linkage, the relevant School Board shall be informed, if applicable, and SENATE, upon recommendation of the University Committee on Linkages, Partnerships and Internationalisation, shall ratify the decision.
5. The University Committee on Linkages, Partnerships and Internationalisation has the power to recommend the new international linkage and partnership to SENATE for approval.
6. The Office of the Legal Advisor shall be responsible to check legal compliance of international Memoranda of Understanding and Agreement.
7. The SENATE decision will be submitted to Council for notification or, where appropriate, ratification.

#### **LPI.3.2 Database**

1. The Directorate of International Relations maintains an appropriate database for international linkages, partnerships, memoranda of understanding and memoranda of agreement and any other legally binding documents on internationalisation.
2. Copies all the above documents shall be held at the Directorate of International Relations.
3. The original documents referred to in section B(1) remain in the Office of the Legal Advisor.
4. The Office of the Legal Advisor shall forward copies of all new memoranda of understanding and memoranda of agreement or any other legally binding document on affecting internationalisation to the Directorate of International Relations.
5. The Vice-Chancellor or his designate will sign international memoranda of understanding and agreement and any other form of agreement that creates rights and obligations on the University of Venda.

6. Any MoU or MoA or other agreement to establish an international linkage or partnership that creates rights and imposes obligations on the University of Venda signed without the approval of the SENATE and/or Vice-Chancellor (or his designate at the level of Executive Management) is null and void *ab initio*.

### **LPI.3.3          Monitoring, Evaluation and Review**

1. The responsibility of monitoring international academic linkages and partnerships lies with the Department, School, Directorate or, where appropriate, Executive Management.
2. Activities regarding the implementation of international linkages are reported in accordance with the reporting procedures for internationalisation.
3. The Schools and other relevant Directorates submit once a year a report in the format prescribed to the Directorate International Relations and the University Committee on Linkages, Partnerships and Internationalisation.
4. The Directorate of International Relations will yearly review the linkages and partnerships undertaken by the Schools by noting activities or non-activities as well as other activities of the International Relations Office and submit a comprehensive report the University Committee on Linkages, Partnerships and Internationalisation.
5. In case of progress reports of international linkages and partnerships, the team designates a coordinator who reports progress of the project to the Directorate of International Relations once a year.

#### **LPI.4 PROCEDURES: INTERNATIONAL STAFF AND STUDENT EXCHANGES**

The University of Venda promotes staff and student exchanges with international partners. It recognises their contribution to capacity development and internationalisation to the mutual benefit of both partners.

The procedures at the University of Venda in relation to Staff and Student Exchanges are set out below

##### **LPI.4.1 General**

1. The Directorate of International Relations will assist international staff and student exchanges upon request by the relevant Department or School and depending on the relevant human resources available in the Office.
2. In the case of International students, the Director International Relations consults with the Director of Student Affairs regarding the operational aspects of the student exchanges. It remains the responsibility of the relevant School to make the necessary arrangements and contact the Directorate of International Relations for assistance and guidance where necessary.

##### **LPI.4.2 Registration and Orientation**

1. The Directorate of International Relations shall check that incoming exchange students are in possession of an appropriate residence permit, the medical insurance and whether the necessary international fee has been paid. In case of exchange students, the international fee may be waived by SENATE on the basis of reciprocity.
2. The Directorate of International Relations renders assistance and organises an orientation session for newly arriving international exchange students. It shall facilitate appropriate cultural and linguistic inductions which will be provided by the M.E.R. Mathivha Centre for African Languages, Arts and Culture.



### **LPI.4.3      Advice**

1. The Directorate of International Relations, where possible, disseminates relevant material and advice about study abroad programmes for UNIVEN students.
2. The Directorate of International Relations, where possible and appropriate, disseminates relevant information about international staff exchanges and international study programmes for academic staff.
3. Academic or administrative members of staff, who are eligible for an international exchange or study visit shall follow relevant existing policies and procedures including those relating to leave and staff development, through the relevant offices and committees.
4. Upon request, the Directorate of International Relations offers advice to UNIVEN staff regarding international visa and procedures for study abroad for international staff exchanges.

The Directorate of International Relations renders assistance, where possible and appropriate, to visiting international academics upon request of the relevant Department or Directorate who has invited international staff or visitors.

## **LPI.5 PROCEDURES ON INTERNATIONAL RESEARCH**

UNIVEN appreciates the importance of international research collaborations. International research activities shall be jointly supported by the Directorate of Research and Innovation and the Directorate of International Relations.

The following procedures will apply:

### **LPI.5.1 Policy Framework**

International research shall be governed by the UNIVEN's research policy which will be regularly reviewed to provide an appropriate framework for all international research activities.

### **LPI.5.2 Facilitation of International Research**

The Directorate of Research and Innovation and the Directorate of International Relations shall collaborate closely in identifying opportunities for international research collaborations and international funding of research.

### **LPI.5.3 Regulatory and Travel Issues Relating to International Research**

The Directorate of International Relations facilitates and assists with international regulatory travel issues as and when required by the Directorate Research and Innovation. Researchers may approach the Directorate of International Relations directly if they require support for the execution of their international research activities.

## **LPI.6 PROCEDURES FOR INTERNATIONAL COMMUNITY ENGAGEMENT**

UNIVEN embraces international community engagement activities as part of the process of comprehensive internationalisation. It considers itself as a catalyst in the relationship between international donors and local communities. Its Directorate of Community Engagement ensures that all partnerships between international collaborators of UNIVEN and local communities are mutually beneficial and based on the principles of reciprocity and mutual respect. It carries a specific responsibility with regard to safeguarding rights of local communities in their relationship with international partners of UNIVEN.

### **LPI.6.1 Policy Framework**

International community engagement activities shall be governed by the UNIVEN's community engagement policy which will be regularly reviewed to provide an appropriate framework for all international research community engagement activities.

### **LPI.6.2 Facilitation of International Community Engagement**

The Directorate of Community Engagement and the Directorate of International Relations shall collaborate closely in identifying opportunities for international community engagement collaborations and international funding of community engagement. Depending on the specific requirements of an international community engagement activity, the Directorate of International Relations may from time to time be directly involved in the implementation of international community engagement activities.

### **LPI.6.3 Regulatory and Travel Issues Relating to International Community Engagement**

The Directorate of International Relations facilitates and assists with international regulatory travel issues as and when required by the Directorate of Community Engagement. Collaborators in international community engagement activities may

approach the Directorate of International Relations directly if they require support for the execution of their international community engagement activities.

## LPI.7 PROCEDURES FOR INTERNATIONALISATION AT UNIVEN

UNIVEN considers it important that all students are able to gain international experience in the course of their studies. It recognises that resource limitations will not allow all, or even the majority of students to participate in international mobility. Consequently, UNIVEN is attempting to offer its students an international and intercultural experience on its own campus. Measures for internationalisation at UNIVEN are understood as core to creating a diverse atmosphere at the University and preventing xenophobia and discrimination on the basis of nationality.

The following procedures will apply:

1. In order to develop intercultural skills UNIVEN considers it important that one is aware of one's own culture. Awareness of one's own cultural background is considered essential to developing intercultural skills. Consequently, it considers the infusion of the curriculum with the study of African languages and culture as paramount. This is implemented in the regular curriculum review processes.
2. The development of intercultural understanding is considered paramount to internationalisation. UNIVEN may include courses in its curriculum which will foster intercultural understanding. This is implemented in the regular curriculum review processes.
3. UNIVEN recognises that international members of the University Community and members of the University Community who hail from other South African cultures would benefit from gaining a deeper understanding of Venda culture and language. It develops induction programmes to local language and culture specifically for new members of the University Community from the said backgrounds. Responsibility for the provision of the coordination of the induction programmes is vested in the Directorate of International Relations whereas responsibility for the academic content is vested in the M.E.R. Mathiva Centre for African Languages, Arts and Culture.

4. Linguistic and cultural induction programmes are provided to international guests of the University as and when appropriate. Para 2 applies with regard to the respective responsibilities.
5. The development of international and intercultural skills through the inclusion of international subject matters and comparative approaches in curricula is considered important. This may be implemented in the regular curriculum review processes.
6. Where appropriate, UNIVEN will benchmark internationally in line with the relevant University policies to ensure that best international practises are reflected in its curricula, policies and procedures. UNIVEN will also make use of international external examiners as and when this is appropriate to ensure that international standards are met in its academic programme.
7. UNIVEN recognises the importance of hosting visiting scholars for internationalisation at UNIVEN. It supports the efforts to this end within the ambit of its policies. The Directorate of International Relations assists Schools which undertake such activities.
8. UNIVEN will, if it is possible, ensure that participation in short courses for the international market; international community engagement projects coordinated by UNIVEN as well as other international projects should at least include an equal number of UNIVEN students compared to participants from partner universities and UNIVEN. This will offer students from UNIVEN the opportunity to gain international experience at their home campus.
9. UNIVEN promotes functions celebrating cultural diversity. It strives to organise such functions through its Directorates for Student Affairs and International Relations in order to promote the development of intercultural skills and the prevention of prejudice. The Directorate of International Relations works with the relevant stakeholders at UNIVEN to promote functions celebrating cultural and international days.

## **LPI.8 REPORTING STRUCTURES FOR INTERNATIONALISATION**

UNIVEN considers effective and efficient reporting structures for internationalisation as paramount to the success of comprehensive internationalisation. It facilitates steering of internationalisation through the linkages committee and coordination of internationalisation through the Directorate of International Relations. All internationalisation activities, including initiatives, projects, linkages, partnerships and exchanges at UNIVEN must be reported and centrally captured at the institutional level. The Directorate of International Relations is responsible for the collation of a quarterly 'internationalisation report' for UNIVEN.

### **LPI.8.1 Quarterly Performance / State of the Campus Reports**

It is the responsibility of the Heads of Departments, Deans and Directors that all internationalisation activities are appropriately canvassed in the relevant quarterly performance reports and easily identifiable as such. Soft copies in Word format of the Quarterly Performance Reports/State of the Campus Reports of all Schools and Directorates must be forwarded to the Directorate of International Relations. A new template for an integrated biannual internationalisation and community engagement report should be developed for future use.

### **LPI.8.2 Immediate Reporting**

Academics, Heads of Departments, Directors and Deans are responsible that the following internationalisation activities must be reported to Directorate of International Relations before they are implemented:

- Visits by international delegations to UNIVEN;
- Adoption of Memoranda of Understanding;

- New international student or staff exchange programmes and new double degree programmes.
- Involvement of International Guests in conferences or workshop;
- Other major internationalisation activities for which institutional coordination is required.

Immediate reporting can take the form of copying management reports applying for permission to conduct such activities, copying relevant correspondence and/or reports on the implementation of such activities. It is the responsibility of the person undertaking or implementing any internationalisation activity enumerated above to ensure appropriate reporting to the Directorate of International Relations. In case of uncertainty he or she shall request clarification by email from the Director of International Relations.

### **LPI.8.3 Institutional Internationalisation Report**

Based on the information enumerated in points 1 and two above, the Directorate of International Relations is responsible for the compilation of a quarterly internationalisation report for UNIVEN. This report will be submitted to the Linkages, Partnerships and Internationalisation Committee for approval and to Senate for noting.



## **LPI.9 PROCEDURES FOR FINANCIAL MATTERS RELATING TO INTERNATIONALISATION**

UNIVEN recognises that successful internationalisation requires the availability of appropriate financial resources. Internationalisation activities and especially the provision of appropriate support services to international students are expensive. UNIVEN strives to fund internationalisation activities through securing an ethical income from internationalisation.

The following procedures will apply:

### **LPI.9.1 Funding of Internationalisation at UNIVEN**

Initially, UNIVEN shall fund internationalisation activities and the operations of its Directorate of International Relations under the University budget. The Directorate of International Relations shall be responsible for the Development of ethical income streams from internationalisation. As soon as sufficient income is derived from those income streams, an institutional decision on the implementation of the principle of financial self-sustenance, which has been entrenched in UNIVEN's strategic plan 2011 – 2014, shall be made.

### **LPI.9.2 Income streams from internationalisation**

UNIVEN shall through its Directorate of International Relations identify appropriate, ethical income streams for internationalisation. It shall make recommendations on the development of the following income streams:

#### **LPI.9.2.1 Short Courses for the International Market**

UNIVEN may develop short courses for the international market for which an appropriate fee will be charged. The development of the necessary framework and the implementation of the short courses will be a joint responsibility of the UNIVEN Income

Generation Centre and the Directorate of International Relations which will be executed in close cooperation with the short course coordinator. The income generated from such short courses shall be utilised for the facilitation of outgoing student exchanges.

#### **LPI.9.2.2 Other Income Streams from Internationalisation**

The Directorate of International Relations shall identify other possible income streams from internationalisation activities. Future income streams from internationalisation include a fee for international students hailing from outside the SADC region and study abroad programmes offered at UNIVEN for the international market. The Directorate of International Relations shall study the feasibility of their implementation at UNIVEN in detail and shall make recommendations in this regard.

#### **LPI.9.3 Application of Income Derived from Internationalisation**

All income generated from internationalisation activities shall be used for internationalisation. Possible application of such income may include outgoing short and long terms staff and student exchanges; international cultural days and cultural activities at UNIVEN; study abroad programmes and international outgoing exchange programmes for UNIVEN students and staff members and international scientific visits, benchmarking visits and other international activities undertaken by academics.