

VELEUČILIŠTE U RIJECI – POLYTECHNIC OF RIJEKA

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**INTERNATIONALIZATION STRATEGY OF THE POLYTECHNIC
OF RIJEKA**

2020 – 2024



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1. INTRODUCTION

The Polytechnic of Rijeka is a multidisciplinary institution offering study programmes which cover different fields of scientific or academic disciplines: Economics, Computer Science, Electrical Engineering, Occupational Safety, Transport, Telematics, Biotechnology, Agritourism, which are organized in four departments (Business Department, Transport Department, Occupational Safety Department, and Agricultural Department), as well as two independent study programmes (professional study programme of Telematics and professional study programme of Sustainable Agritourism). Its focus, during the following period, will be on the innovation of existing programmes and coordination with technical and technological advancements and labour market requirements, as well as development of lifelong learning programmes, with continuous efforts towards maintaining an appropriate level of student standard and quality of the teaching process. Internationalization and inclusion in the European educational area, closely intertwined with the aforementioned goals, are also emphasized. The Internationalization Strategy contributes to the development and successful functioning of the Polytechnic of Rijeka and is an integral component of the Strategy developed by the Polytechnic; it shares its mission and vision by taking into consideration the level of development of the Institution and its environment. This Strategy defines specific activities related to the processes of development of the international cooperation of the Polytechnic of Rijeka presenting the strategic framework of development of international teaching, training, scientific research and publishing activities in the international context for the period 2020 – 2024. The implementation and execution of the operating plan will be adopted on an annual basis, taking into consideration available strategic resources and inputs from the neighbouring environment.

The starting point for the development of this document is the successful implementation of the Strategy of the Polytechnic of Rijeka for the period 2013 – 2020 in which, as a separate area - a strategic goal is defined: integration into the European Union, openness and mobility through active participation in the European Higher Education Area (EHEA) and the European Research Area (ERA), promoting, in a systematic and organized manner, the internal and external mobility of its teachers and students.

In the past strategic period, the Polytechnic signed the Erasmus Charter for Higher Education for the period 2014 - 2020, and successfully used the possibilities of European mobility programmes by developing and implementing mechanisms for the use of mobility programmes. It enabled students, teaching and (non)teaching staff to further improve the existing knowledge and competences, as well as to acquire new ones at the intuitions abroad. Every year, the Polytechnic applies for and actively makes use of the programmes within Key Action 1 - *Learning mobility*; particularly KA103 programmes of student and staff mobility in countries that are part of said programmes. Since 2017 the Polytechnic has been a part of KA107 mobility programme with programme and partner countries (Bosnia and Herzegovina), first through staff mobility, and after the successful realization of the project, with a new KA107 project with partners in Bosnia and Herzegovina, which also enabled the mobility of students.

In the previous period a positive trend has been achieved both in incoming and outgoing students' mobility, and the Polytechnic will make efforts to continue such a trend in the following period as well. Furthermore, a positive trend has been achieved also in staff mobility; and in the upcoming period, a special emphasis will be put on efforts to encourage the mobility of (non)teaching staff. The purpose of the achieved mobility during the previous period was related either to teaching or training, and time spent at international institutions undoubtedly contributes to the development of research competencies as well as to making contacts, in terms of future joint research arrangements. In order to be able to continue with the positive trend, the Polytechnic will apply to the European Commission for the Erasmus Charter for Higher Education for the period of 2021 – 2027, which is a prerequisite for participation in the ERASMUS programme.

In the area of research at the Polytechnic of Rijeka, training and scientific research is encouraged with the long-term goal of conducting applied quality research related to the needs of the environment. The environment in which the activities will take place during the upcoming project period is very volatile and challenging: from rapid technological changes, and the related challenges, the changes in what is expected from higher learning institutions, changes in financing, depopulation and migration, etc.; to increased competitiveness in higher education. Therefore, it is necessary to try to use the available knowledge, skills, material, and financial resources and transform the challenges of the changes from the environment into opportunities for further development. In the context of the aforementioned information, the international cooperation with higher learning institutions nowadays is both a necessity and a priority of the development and sustainability, but also an obligation; thus, adequate attention will be paid to its further improvement.

2. AREA AND DIRECTION OF INTERNATIONAL COOPERATION DEVELOPMENT

✓ Objectives of mobility programmes participation following the internationalization strategy

Scanning the neighbouring environment with the aim of recognizing possible new partners means finding those higher education institutions performing similar study programmes as those taking place at the Polytechnic, while this facilitates the mobility of both staff and students. The Polytechnic aims to internationalize and modernize itself through Programme activities such as learning mobility and cooperation with other institutions abroad seeking to implement good practices. The Erasmus+ mobility programme has supported internationalization and modernization of business operations as one of fundamental strategic goals of the Polytechnic of Rijeka, and it is the task of the International Cooperation Office of the Polytechnic of Rijeka to make significant effort to encourage as many students as possible for mobility.

Cooperation agreements with regard to the Erasmus Mobility programme have been signed with 33 institutions in 14 countries and the plan is to sign new bilateral agreements that

provide opportunities for students and staff to gain experience of studying, teaching and training abroad.

Since the academic year 2018/2019, the Polytechnic has also been participating in the CEEPUS programme in 7 networks:

- CIII-BA-1402-01 - *New teaching technologies and new applications in modernization of teaching at the Faculties of Technical Sciences in connection with the needs of small and medium enterprises in the environment*
- CIII-BG-1103-04 - *Modelling, Simulation and Computer-aided Design in Engineering and Management*
- CIII-BG-0722-08 - *Computer Aided Design of automated systems for assembling*
- CIII-SK-0044-14 - *Applied Economics and Management*
- CIII-HU-0028-12 - *Active Methods in Teaching and Learning Mathematics and Informatics*
- CIII-RS-0065-14 - *Intelligent Automation for Competitive Advantage*
- CIII-SK-0405-11 - *Renewable energy sources.*

In the previous project period the Polytechnic has hosted a substantial number of incoming teachers who have given lectures to students as part of regular classes. Also, a substantial number of Polytechnic's teachers were visiting foreign higher education institutions. These significantly improves the quality of Polytechnic by strengthening international cooperation. During the last project's period, Polytechnic has registered a continuous increase of incoming and outgoing students' mobilities and it is its permanent commitment to pursue this positive trend in future as well. The aim is to further develop the international dimension of Polytechnic and together with that, the objectives are:

- *internationalization and strengthening European dimension,*
- *enhancement of quality culture and assurance,*
- *continuous improvement of study programmes that lead to higher employability of graduated students,*
- *promotion and support of mobility programs for students and staff and*
- *building and strengthening cooperation with other institutions.*

In the coming period, the Polytechnic will make efforts to undertake the necessary steps to promote civic engagement and to encourage students and staff to get involved as active citizens before, during and after their participation in mobility or project. The Polytechnic, through its representatives, is involved in the projects and work of numerous public entities, associations, councils, and boards with the goal of promoting professions and encouraging development of the local community. Collaboration with public entities is of particular importance when it comes to promoting socially responsible business, which is done through transfer of knowledge and technologies, and/or through raising awareness of its importance. Moreover, students of the Polytechnic are known for their humanitarian work (giving blood donations, collecting food donations for the needy, organizing charity sporting and social events) with organizational and financial support from the Polytechnic. The Polytechnic will make efforts to undertake the necessary steps to implement digital mobility management in

line with the technical standards of the European Student Card Initiative, to promote environmentally friendly practices in all activities related to the Programme.

One of the goals is also to support contemporary technology use and the development of digital competences in education to improve the quality and relevance of learning and teaching, facilitate internationalization by making education more accessible to a wider range of students and support greater cooperation with other institutions. Therefore, Polytechnic encourages also online learning and blended/virtual mobility. All these activities contribute to building a European Education Area.

ERASMUS+ Individual International Mobility Agreement for Students and Staff of the Polytechnic of Rijeka guarantees the recognition of period of mobility, exams passed, learning outcomes and completed training; i.e. ECTS points acquired during studying or training abroad, with said information recorded in the Diploma Supplement.

Polytechnic of Rijeka highly promotes equal opportunities for all its students and staff rejecting and fighting against any form of discrimination and paying particular attention to the inclusion of those from underrepresented or vulnerable groups. It does not allow any discrimination based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Polytechnic's future goals in terms of internationalization are based upon strong support of outgoing students and staff's mobilities, as well as strong promotional activities intended to attract more incoming students, teachers and administrative staff. It will continue to support and encourage students coming from lower-income background and other underprivileged groups to participate in mobility programmes.

✓ **International cooperation activities (Erasmus + and CEEPUS) and their implementation to achieve the strategy of the Polytechnic of Rijeka**

Internationalisation of business is one of the Polytechnic of Rijeka's basic goals, in compliance with its institutional strategy and Erasmus policy. The Polytechnic of Rijeka provides the prerequisites for gaining international experience in several ways, and active participation in mobility programmes (Erasmus+ mobility programme, CEEPUS) provides the Polytechnic with multiple advantages. That way, e.g. continuous increase of incoming students motivates teaching staff to actively present lectures in English, thus improving and strengthening their linguistic competences and that makes a good ground for introducing a study programme in English in the future. In the context of ensuring the acquisition of international experience, it is especially important to secure the possibility for students to participate in mobility programmes - at a foreign institution (Student Mobility Studies – SMS) or for professional student practice abroad (Student Mobility Placements - SMP). Knowledge of a foreign language is essential for international mobility, so foreign language is a compulsory course in all study programmes. Furthermore, lectures in English, held by visiting teachers are organized, students are encouraged to use literature in foreign

languages as part of their regular teaching process, and are also involved in writing scientific and professional papers in a foreign language.

The focus in the strategic period is on activities related to the mobility of staff and students, but also on activities related to the enhancement of existing contracts through concrete cooperation, e.g. through joint projects, participation in parts of study programmes, organization of professional and scientific conferences, research work, etc. Modernization of the institution and contribution to the goals of a European Education Area, therefore, will be realized by participating in the following activities of the Erasmus+ Programme: learning mobility – the mobility of higher education students and staff and cooperation among organizations and institutions (activities under Key Action 1 and Key Action 2), as well as by participating in the CEEPUS programme.

Accordingly, Polytechnic will develop and strengthen cooperation with partners in other countries, promote and support student and staff mobility, especially for individuals with fewer opportunities, and further develop non-discrimination policies, recognize the importance of the results achieved by their staff members engaged in individual mobility or in cooperation projects with strategic partner and provide visibility to this results. Polytechnic will make efforts for continuous improvement of its international performance based on the results of internal monitoring of European and international mobility and cooperation activities.

It is the task of the International Cooperation Office of the Polytechnic of Rijeka to make every effort to encourage as many students as possible for mobility. Intensive cooperation with incoming teachers enriches experiences of Polytechnic's teaching staff concerning the methodology and technology of performing classes. Some new forms of scientific-research cooperation are also being considered and the Polytechnic encourages applying for and coordinating international projects in accordance with its own human resource capacity. Dissemination of knowledge, implementation of good practices, oral transmission and exchange of experiences, worthwhile recommendations and comments of authorized persons in the Agency for mobility and EU programmes represent solid grounds for further improvements in mobilities, but also internationalization and modernization of the Polytechnic. The commitment to fully digitalize administrative processes for managing mobilities will facilitate mobility but also contribute to a more environmentally friendly execution of the programme.

3. EXPECTED RESULTS OF PARTICIPATION IN THE ERASMUS+ AND CEEPUS PROGRAMMES AND IMPACT ON THE INSTITUTION

Erasmus+ and CEEPUS programmes bring multiple benefits to the institution, such as: enrichment of knowledge, skills and experiences which students accumulate during their stay on partner institutions, learning of languages, but also enrichment of personnel's business experiences by learning from partners, transferring their best practices and enlarging their networks of business associates. Exchange of students and staff also provides

an opportunity for critical evaluation of own goals and realization and thus opens the door to successful future participation in joint research programmes and project.

The Polytechnic of Rijeka strives to become active, mobile, modern, a highly professional and equal participant of the EU activities and programmes. International cooperation with higher education institutions is an absolute necessity and a priority for development and sustainability, but also an obligation of all higher education institutions. From the very beginning of the Erasmus+ mobility programme's implementation, Polytechnic of Rijeka invests substantial efforts to increase the number of incoming and outgoing mobilities. By abiding the principle of reciprocity, the Polytechnic's long-term goal is to ensure an equal number of incoming and outgoing mobilities. The Polytechnic is aware of the importance a good promotion has, so it actively motivates students and (non)teaching staff to regularly present the Polytechnic while staying on foreign institutions. For this purpose, it provides outgoing students and staff with the appropriate promotional materials.

During past project's execution, Polytechnic has registered a constant growth of students' and staff mobilities. In the upcoming project period, Polytechnic will strive to enhance its involvement more in EU-funded activities regarding mobility and international cooperation projects. The goal is to continuously increase student and staff mobilities and encourage students from different underprivileged groups to participate in mobility programmes to a greater extent. For students, international cooperation through mobility programs represents an opportunity for gaining experience of studying and living abroad and to learn and improve a foreign language proficiency (which is tested prior to mobility and can be tested upon return from mobility using the OLS platform). Erasmus Programme's activities also enable a higher quality of teaching through acquiring international experience in teaching and training in international environment.

Clear and comprehensive information and necessary assistance are provided to support incoming and outgoing students and staff. The Office for international cooperation regularly contacts all participants before, during and after the mobility. In this manner, the participants are being provided with the support regarding the execution of their negotiated obligations, solving the potential difficulties that can emerge during the mobility, and regular contacts being made with authorized persons on foreign institutions so to check if everything works as planned.

During their stay at foreign institutions, the teachers of the Polytechnic develop the basis for scientific-research cooperation, which should result in connecting science and practice. Further on, comparing study programs with programs of foreign institutions enables the improvement of existing study programs of the Polytechnic and opens the possibility of launching new ones. For instance, due to quality cooperation with *Technische Hochschule Wildau*, the Polytechnic has succeeded to initiate the undergraduate professional study of Telematics. Similar projects will be induced in the future as well, and mobility programme truly enables a further internationalization of the Polytechnic of Rijeka, which is one of the strategic goals of the institution.

To improve the quality and relevance of higher education, the Polytechnic of Rijeka adopts a series of documents and implements Quality Assurance System for assuring and maintaining the quality in all spheres of activity. In order to improve the quality of studies and to ensure equal opportunities for learning, personal development, competitiveness and employability, the Polytechnic strongly supports internationalization and encourages students and staff to participate in the mobility programme. With the goal of ensuring and improving the quality of the processes that occur in the area of international cooperation, the implementation of activities is continuously monitored and the procedures are revised when necessary.

International cooperation has an impact on the quality of the teaching process through teacher training, guest lectures of international teachers and economy experts, and through examples of good practice. Improvement and development of different activities in close cooperation with the business sector, other higher education institutions and research projects will provide Polytechnic with excellence in the transfer of knowledge and practical skills to students and all participants in social surrounding contributing the regional development.

In order to further encourage teachers and (non)teaching staff to participate in the mobility programmes and to create prerequisites for the development of study programmes in English, as well as the organization of joint study programmes in the future; the Polytechnic will undertake activities of additional training of employees in the upcoming period aimed at improving their linguistic competencies.

The excellence in knowledge and skills, transfer of knowledge and cooperation with the business subjects, in line with the sustainable development through implementation of modern technology in higher education, require significant financial resources provided by different sources, such as the government funds, projects realized through the cooperation with the business sector and the European mobility programmes and international cooperation projects.

Nowadays, domestic and international cooperation with higher education institutions, the local community and the economy is an absolute necessity and a priority for development and sustainability, but also an obligation of all higher education institutions. Research and professional activity are crucial and are the basis and foundation of successful and productive cooperation.

There are plenty of opportunities for applying to EU-funded professional and research projects. These projects are beneficial in many aspects, considering that they enable new opportunities for employee development, new sources of funding and provide important infrastructure and other resources, transfer knowledge to its concrete application in the field of professional and applied research work, partnerships with other domestic and international institutions in the public and the civil sector and, most importantly, result in concrete development outcomes.

- ✓ **Indicators in monitoring impact of participation in international cooperation programs on the institution (mobility, quality of implementation, support for participants on mobility, increased involvement in cooperation projects)**

One of the strategic goals of the Polytechnic of Rijeka for the period 2020 – 2024 is **IMPROVEMENT OF DOMESTIC AND INTERNATIONAL COOPERATION AND ENCOURAGEMENT OF RESEARCH ACTIVITIES** whereby the sub-objectives are:

- ***INCREASING THE INTERNATIONAL RECOGNITION OF THE POLYTECHNIC – International Cooperation and***
- ***IMPROVING PROFESSIONAL RESEARCH ACTIVITIES - Research Activities***

For the purpose of ensuring the prerequisites for the development of international cooperation, the Polytechnic has concluded a number of bilateral agreements and it actively participates in the ERASMUS+ and CEEPUS mobility programmes

The number of achieved incoming and outgoing mobility instances in the previous years, as well as the definition of specific objectives regarding this area in the Programme Funding Agreement by 2022, obligates the Polytechnic to implement activities and measures to encourage them.

Although the primary focus in the strategic period, due to the stated obligation in the Program Funding Agreement, must be on activities related to the mobility of teaching staff and students, activities related to the enhancement of existing contracts through concrete cooperation must be performed, e.g. through joint projects, participation in parts of study programmes, organization of professional and scientific conferences, research work, etc., using the modalities at our disposal.

MAIN EXPECTED OUTCOMES:

- *Improvement of cooperation with other higher education institutions (signing bilateral inter-institutional agreements on international cooperation; renewing – extending the existing ones IIA; participating in joint projects)*
- *Increasing the amount of incoming and outgoing student mobility*
- *Increasing the amount of incoming and outgoing mobility of teaching and non-teaching staff.*

The Polytechnic of Rijeka takes part in various projects, either as the project coordinator or a partner. Among the most recent projects, coordinated by the Polytechnic, there are projects within the European Social Fond focused on the development of new programmes for economy in the region. For improving project actives and ensuring a higher quality support during application, implementation and execution of projects (both domestic and international), the Polytechnic has set up Project Office. By cooperation between the Project Office and the International Relations Office of the Polytechnic, which provides support to the Project Office in terms of searching for partners, in the upcoming period the Polytechnic

will strive to be included in projects of international cooperation within Erasmus Key Action KA2 (Cooperation among organizations and institutions). At the same time, international cooperation in the field of development of research activities should be directed predominantly towards developmental and applied research for the needs of the economy and the social community, with a view to their development as a whole. In such a way, through international cooperation, the contribution is made to the achievement of a strategic goal in the area of research activity (IMPROVE PROFESSIONAL-RESEARCH WORK).

The international cooperation is also reflected in the publishing activity of the Polytechnic of Rijeka, with the Institution being the publisher of *Zbornik Veleučilišta u Rijeci - Journal of the Polytechnic of Rijeka*, an international scientific and professional journal. The Journal is indexed by the Emerging Sources Citation Index (ESCI) - Web of Science Core Collection (Clarivate Analytics - ex Thomson Reuters) and ERIH PLUS (European Reference Index for the Humanities and Social Sciences) and it is included in the Norwegian Register for Scientific Journals, Series and Publishers (the Nordic List). Thus, the Journal's Editorial Board consists of domestic and international scientists, with international reviewers leaving an important mark on the Journal's quality.

In the context of research and related scientific and professional output of employees, as well as the recognition of the Polytechnic of Rijeka, in the next strategic period, it is necessary to implement activities related to the continuous enhancement of international recognition and visibility of the Journal of the Polytechnic of Rijeka.

MAIN EXPECTED OUTCOMES:

- *Increasing the recognition of the Journal of the Polytechnic of Rijeka (increasing the number of international editorial board members; increasing the number of international authors; increasing the number of international reviewers; increasing the number of papers published in English.*

STRATEGIC OBJECTIVE: IMPROVEMENT OF DOMESTIC AND INTERNATIONAL COOPERATION AND ENCOURAGEMENT OF RESEARCH ACTIVITIES

Sub-objective 1: International Cooperation

Increasing the international recognition of the Polytechnic

	Activity	Outcome/Indicator	Responsibility*	Deadline
1.1.	Promotion of international mobility in the European higher education area	Number of undertaken mobilities: - Presentations, info days, promotional materials, brochures for outgoing students and staff, brochures for incoming subjects, website in English, social networks, posters, publications of experiences, etc.	Vice Dean for International Cooperation Heads of departments/Heads of study programmes Erasmus coordinator Dean	Continuously
1.2.	Awarding international cooperation agreements (reviewing the existing and awarding the new ones)	Number of the awarded agreements: - Bilateral agreements within the Erasmus+ programme (programme and partner countries) - Bilateral agreements outside the Erasmus+ programme - Partner agreements (projects financed by the EU funds) - Cooperation with foreign economic subjects (subjects which provide professional training for students, invited lectures held by guests working in the economic sector, etc.)	Vice Dean for International Cooperation Heads of departments/Heads of study programmes Erasmus coordinator Dean	Continuously
<p>Results of the undertaken promotional activities and awarded inter-institutional agreements will be evaluated upon achieving the following expected outcomes:</p> <ul style="list-style-type: none"> - Number of outgoing students for the purpose of studying - Number of students doing professional training abroad - Number of outgoing teachers - Number of outgoing non-teaching staff - Number of incoming students - Number of incoming teaching and non-teaching staff 				
1.3.	Strengthening	Conducted courses and	Head of Project	Continuously

	capacity of the Polytechnic to participate in projects by European research area	reports on the activities of the Office for projects	Office Vice Dean for International Cooperation Dean	
1.4.	Participation in international conferences and publication of papers co-authored by foreign researchers	Number of published papers	Vice Dean for International Cooperation Dean Head of the library	Continuously

Besides the mentioned activities, the international visibility of the Polytechnic will surely be improved by inclusion and active participation of the Polytechnic in work of different international societies which help to develop contacts crucial for the development of future cooperation (such as participation in mutual projects with the Polytechnic as manager or partner).

Sub-objective 2.: Research Activities

Improving professional research activities

	Activity	Outcome/Indicator	Responsibility*	Deadline
2.1.	Reinforcing international visibility of the Journal of the Polytechnic of Rijeka	Report on the undertaken activities - Number of foreign authors, foreign reviewers, foreign members of the Editorial Committee, indexing, quotations, number of written papers in English, exchange of journals with foreign institutions, etc.	Executive editors of the Journal, Journal's editorial	Continuously

INTERNATIONAL COOPERATION OFFICE'S ACTIVITIES

For the purpose of achieving the expected outcomes and strategic goal (improvement of the international cooperation by increasing international visibility of the Polytechnic and encouraging research activities by improving professional and research activities), in line with the Plan for increasing absorption of funds for outgoing student mobilities with the Erasmus+ programme in the higher education area in the Republic of Croatia for the period of 2019 and 2020 promoted by the Agency for mobility and EU programmes and the Ministry of Science and Education, International cooperation office will undertake the following measures and activities:

No	Activity / measure	Activity carrier	Termination deadline
1	Intensifying inter-institutional cooperation with foreign higher education institutions and economic subjects	International cooperation office Head of departments Head of study programmes Dean	Continuously
2	Encouraging involvement and active participation of the Polytechnic in work of different international societies, thus developing contacts with business subjects and higher education institutions for the purpose of future cooperation	International cooperation office Head of departments Head of study programmes Dean	Continuously
3	Organising "welcome days" for incoming students (combined with the student-buddy programme), guest teachers and non-teaching staff	Vice Dean for international cooperation Departmental representatives for international cooperation Erasmus coordinator	For students once per semester; for non-teaching staff in accordance with dynamics of their arrivals
4	Using all the possibilities and events for further promotion of student mobilities within the Erasmus+ and CEEPUS programmes <ul style="list-style-type: none"> - Organisation and maintenance of info days for Erasmus and CEEPUS programmes - Encouraging mobilities of students with socio-economic status, belonging to minorities and vulnerable groups - Sharing the experiences of students participating in the mobility programme (their involvement in info days; 	Vice Dean for international cooperation Erasmus coordinator Committee for international cooperation of the Polytechnic of Rijeka Social networks' editorial board IT teachers	Continuously (at least once per semester for students)

	<p>publications on institutional websites, social networks, etc.)</p> <ul style="list-style-type: none"> - Promotion through social networks and institutional websites - Preparation of posters - Instructions for students /brochure (providing information about tax regulations, etc) - Preparation of students' promotional materials in cooperation with IT teachers (videos, presentations, etc.) 		
5	<p>Promotion and encouraging staff mobilities within the Erasmus+ and CEEPUS programmes</p> <ul style="list-style-type: none"> - Social networks - <i>Website</i> - Instructions / brochure - Info days 	<p>Vice Dean for international cooperation Erasmus coordinator Committee for international cooperation of the Polytechnic of Rijeka Head of departments Head of study programmes Social networks' editorial board</p>	Continuously (at least once per semester)
6	<p>Inviting tenders for student and staff mobilities according to available funds and quotas</p>	<p>Vice Dean for international cooperation Erasmus coordinator Committee for international cooperation of the Polytechnic of Rijeka</p>	Continuously
7	<p>Applying Polytechnic for active tenders from the area of mobility</p>	<p>Vice Dean for international cooperation Erasmus coordinator Dean</p>	Continuously
8	<p>Continuous self-assessment of Erasmus projects' implementation (completion of self-assessment tool ECHE self-assessment – questionnaire intended for the International cooperation office employees and Erasmus coordinators)</p>	<p>International cooperation office Erasmus coordinator</p>	Continuously
9	<p>Updating information on the website (Croatian and English menus):</p> <ul style="list-style-type: none"> - News 	<p>Vice Dean for international cooperation Erasmus coordinator IT department</p>	Continuously

	<ul style="list-style-type: none"> - Tenders - Available places for professional training abroad - Experiences – mobilities - <i>course catalogue</i> (syllabi in the English language) 		
10	Monitoring data on ECTS credits recognition	Vice Dean for international cooperation Erasmus coordinator ECTS coordinator	Upon completion of final report cycle
11	Analysis of activities within the CEEPUS network	International cooperation committee of the Polytechnic of Rijeka	Continuously (at the end of academic year)
12	Analysis of questionnaires for outgoing students and non-teaching staff	International cooperation committee Erasmus coordinator	Upon completion of final report cycle
13	Review of international cooperation procedures	Vice Dean for international cooperation	Upon request
14	Strengthening support for students interested in professional training by helping them to find foreign employers (creating the employer's database based upon students who participated in mobility programmes)	International cooperation office Erasmus coordinator	Continuously
15	Encouraging outgoing students to share mobility experiences via social networks, Croatian Erasmus student network (ESN) and publishing experiences on the Polytechnic's website and its social networks	International cooperation office Erasmus coordinator	Continuously
16	Promoting and underlining possibilities related to Erasmus+ professional training as shorter and more flexible mobility mode which contributes to employability	International cooperation office Erasmus coordinator	Continuously
17	<p>Polytechnic's promotion within the international environment:</p> <ul style="list-style-type: none"> - Published and online brochures in English - Preparation of Polytechnic's presentation for outgoing teachers - Commercial materials for incoming students and guest staff (pencils, t-shirts, cups, 	Vice Dean for international cooperation Erasmus coordinator International cooperation committee Teachers Head of library	Continuously

	etc) - Exchanging the Journal of the Polytechnic of Rijeka		
18	Full support to incoming and outgoing students and staff before, during and after mobility (office hours for mobility participants, administrative support, support in finding accommodation for incoming students, etc.)	International cooperation office Vice Dean for international cooperation Erasmus coordinator Department representatives for international cooperation Teachers	Continuously
19	Applying the Polytechnic to the European Commission to be awarded the European Charter for Higher Education (ECHE) for the new period 2021-2027 (a prerequisite for participating in the Erasmus programme)	International cooperation office	The second quarter of 2020
20	Monitoring and reporting upon activities taken within the international cooperation framework	International cooperation office Vice Dean for international cooperation Erasmus coordinator	Continuously; at least once per year

Internationalization Strategy of the Polytechnic of Rijeka 2020 – 2024 was adopted on 24th meeting of the Committee for International Cooperation of the Polytechnic of Rijeka held on 21st February 2020 and its basic components will make an integral part of the Development Strategy of the Polytechnic of Rijeka for the period 2020 – 2024.