



NATIONAL EDUCATIONAL UNIVERSITY

Regulations of the International
Relations Service



Article 1. General Provisions

1.1. The International Relations Service of the “NEU - National Educational University” (hereinafter referred to as the “University”) is a structural unit of the University, which ensures the promotion of the internationalization of the institution and the deepening of international relations;

1.2. The Service conducts its activities in accordance with the current legislation, subordinate normative acts, the University Regulations, the Personnel Management Rules, this Regulation and other legal acts of the University’s management bodies.

Article 2. Management and Functions of the Service

2.1. The International Relations Service has a head. The Service may have a chief specialist, an advisor, who are appointed and dismissed by the Rector of the University.

2.2. The tasks of the Service are:

- A. Promotion of internationalization - integration of the University into the international space;
- B. Finding information about international partner higher education institutions, research and public organizations;
- C. Establishing new relationships with international partner higher education institutions, research and public organizations;
- D. Finding information about international mobility of students and academic staff;
- E. Promoting cultural and creative activities at the university at the international level;
- F. Planning and organizing international conferences and various types of events;
- G. Ensuring coordination of joint grant, scholarship and research projects on behalf of the university;
- H. Promoting participation in exchange projects for local students;
- I. Attracting international students;
- J. Participation in budget formation.

2.3. Functions of the Head of Service:

- A. Promoting internationalization - integration of the university into the international space;
- B. Finding information about international partner higher education institutions, research and public organizations, ensuring communication with them and development of joint projects;
- C. Finding information about international mobility of students and academic staff;
- D. Planning/organizing visits of international delegations to the University;
- E. Ensuring coordination of joint grant, scholarship and research projects on behalf of the University;
- F. Implementing other functions of the Service determined by the University Statute, Service Regulations, applicable legislation and legal acts of the University's management bodies;
- G. Participates in the process of forming the University's budget.

2.4. Functions of the Chief Specialist of the Service:

- A. Establishing business relations with higher education institutions, educational and scientific centers, cultural, sports, creative and other types of organizations and institutions, famous scientists and public figures;
- B. Assisting international students in engaging in the University's educational programs;
- C. Ensuring participation in the discussion of social, cultural, environmental and socially important topics;
- D. Planning and organizing international conferences and various events;
- E. Promoting cultural and creative activities at the University;
- F. Performing other tasks of the Head of the Service.

2.5. Functions of the Advisor

- A. The Advisor shall issue recommendations within the scope of his/her competence, which will contribute to the sustainable development of the University in the international arena;
- B. The Advisor may represent the University in the process of relations with partners.

Article 3. Transitional and Final Provisions

3.1. This Regulation is approved by the University Senate;

3.2. This University Regulation shall enter into force upon signing;

3.3. The adoption, cancellation, amendments and additions to the Regulation shall be carried out by the Senate;

3.4. This regulation shall cease to be valid upon approval of new regulations.