Approved by
Acting Rector of IKBFU
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THE PROVISION

of Federal State Autonomous Educational Institution of Higher Education "Immanuel Kant Baltic Federal University"

1. General provisions

1.1. The International Office (hereinafter IO) is a structural subdivision of the Immanuel Kant Baltic Federal University (hereinafter IKBFU, University).

1.2. This Provision regulates the activities of the IO, defines its goals, objectives, functions, rights, and obligations.

1.3. In its activities, the IO is guided by the legislation of the Russian Federation, the Charter of the IKBFU, this Provision, local regulations of the IKBFU.

1.4. The structure, number of staff, staffing table, as well as changes in the structure and staffing table of the IO are approved by the rector of the IKBFU in agreement with the supervising vice-rector. The working conditions of the workers of the IO are determined by labor contracts concluded with each employee, job descriptions, as well as the Internal Labor Regulations of the IKBFU.

1.5. The duties of the IO employees are determined by job descriptions developed by the IO director in agreement with the vice-rector and approved by the rector of the IKBFU.

1.6. In addition to its employees, the vice-rector, rector, and persons authorized by them to check or familiarize themselves with the activities of the IO have the right to access the documents of the IO.

1.7. The Provision for the IO, additions, amendments, and changes to it are approved by the order of the rector.

2. Main goals and objectives

2.1. The IO was founded in order to provide organizational and informational support for the international activities of the university.

2.2. According to the goal, the activities of the IO units are aimed at performing
the following tasks:

 2.2.1. implementation of state policy in relation to the international activities of Russia’s organisations of higher education;

 2.2.2. coordination and assistance in the implementation of strategic and tactical plans
for the international development of the University;

 2.2.3. assistance in promotion of the positive image and brand of the University both in regional and global markets;

 2.2.4. supporting the partner networks and the development of educational and
scientific collaborations in priority areas of cooperation;

 2.2.5. promotion of the Russian language and culture, as well as consolidation of the role of the IKBFU as an outpost of Russian culture in the Russian West of the Baltic Sea;

 2.2.6. strengthening of inter-institutional ties in the region and beyond in order to develop international cooperation and to form stable international relations in the IKBFU and at the level of the Kaliningrad region (interaction with the Regional Office of the Ministry of Internal Affairs, the Agency for International and Inter-regional Relations of the Government of the Kaliningrad region, the Representative Office of the Ministry of Foreign Affairs in Kaliningrad, consular offices, etc.).

3. The International Office’s functions

3.1. In accordance with the assigned tasks and objectives, the IO performs the following functions:
 3.1.1. realization of international educational programs and projects;
 3.1.2. promoting the development of international mobility programs;
 3.1.3. creation of the English-language content for University's activities and for printed publications, presentations, and the Internet (including the administration of the English-language pages of the IKBFU in social networks);
 3.1.4. providing of comprehensive support for international events (including summer schools);
 3.1.5. systematization and coordination of the international activities of the University by creating and administering online services, databases and other IT structures (including for preparing of answers and analytical materials).

4. The International Office’s rights and obligations

4.1. The IO has the rights to:
 4.1.1. request and receive information from the structural units of the IKBFU, necessary to perform the assigned functions of planning, implementation and reporting on projects and programs of international cooperation;
 4.1.2. request and receive from IKBFU’s structural divisions materials on issues within the competence of the IO, necessary for the performance of their duties by employees of the IO. The material on issues include reports on the results of events, referrals to quality control, realization of international programs and projects, information necessary for the analysis of the international activities of the University;
 4.1.3. submit proposals ( agreed with the supervising vice-rector) for the development of the IO to the rector of IKBFU;
 4.1.4. submit proposals on the participation of the IO’s employees in the implementation of research work, international programs and projects for higher education, to the rector of IKBFU;
 4.1.5. in agreement with the rector of the IKBFU, to involve relevant institutes, centres, services and other structural divisions and resources of the IKBFU in performing the main tasks of the IO.

4.2. The IO is obliged to:
 4.2.1. qualitatively, in full and in a timely manner perform the tasks and functions assigned to it;
 4.2.2. fulfill in time the decisions of the Academic Council of the University, orders and instructions of the rector of the IKBFU;
 4.2.3. maintain the confidentiality of the information contained in the documents of the IO and documents received from other structural units of the IKBFU.

Approved by:

Acting Vice-Rector for Social Communications E.S. Fidrya

Head of Legal Services Y.S. Karplyuk

Deputy of Vice-Rector for International Relations N.B. Milyavskaya