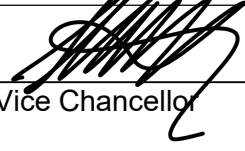| INTERNATIONALISATION POLICY				
Policy Group(s):	a. Governance and Administration (Registrar) b. Teaching & Learning c. Technology, Partnerships, Rese arch & Planning d. Risk Management e. Faculty of Business and Management Sciences f. Faculty of Engineering and the Built Environment g. Faculty of Informatics and Design h. Faculty of Education i. Faculty of Applied Sciences j. Faculty of Health and Wellness k. Quality Assurance l. Student Affairs			
Type:	Policy	x	Guideline	
	Procedure		Regulation	
CPUT (Cape Peninsula University of Technology) Statute and/or	Institutional Statute of the Cape Peninsula University of Technology (as amended) Government Gazette No 46382, Notice No. 1039 of 20 May 2022.			
Relevant Legislation and/or Policy, Codes of Practice, Professional Authorities:	1. Higher Education Act, No. 101 of 1997, as amended. 2. CHE (Council on Higher Education) Criteria for Programme Accreditation (2004, revised 2012). 3. Department of Higher Education and Training (DHET). 2014. Higher Education Qualifications Sub-Framework (HEQSF). Government Gazette Vol. 592, No. 38116 of 17 October 2014 (Online). Available from: https://www.greengazette.co.za/documents/national-gazette-38116-of-17-october-2014-vol-592_20141017-GGN-38116 4. National Qualifications Framework (NQF) Act, No. 67 of 2008 (Online). Available from: https://www.saqa.org.za/docs/legislation/2010/act67.pdf 5. White Paper for Post-School Education and Training: Building on Expanded, Effective and Integrated Post-School Education (January 2014). 6. Policy Framework for Internationalisation of Higher Education in South Africa (2019). 7. Intellectual Property Rights from Publicly Financed Research and Development Act, No. 51 of 2008. 8. Immigration Act, No. 13 of 2002, as amended. 9. International Education Association of South Africa (IEASA) Code of Conduct.			

	10. African Agenda 2063.
	11. National Development Plan 2030.
	12. Sustainable Development Goals (SDGs) by the United Nations in 2015.
	13. White Paper on Science, Technology, and Innovation (2019). Department of Science and Technology (Online). Available from: https://www.gov.za/sites/default/files/gcis_-document/201912/white-paper-science-technology-and-innovation.pdf
	14. National Academic Recognition Information Centre for the United Kingdom (UK NARIC).
Relevant Institutional Policies/ Documents/ Manuals/ Handbooks:	1. One Smart CPUT Vision 2030. Approval date 28 November 2020.
	2. Policy for International Students at CPUT. Approval date 26 June 2009.
	3. Policy to Promote International Collaboration and Networks. Approval date 26 June 2009.
	4. Language Policy. Approval date January 2008.
	5. Policy on the Recognition of Prior Learning. Approval date 29 May 2007.
	6. Policy on Policy Review. Approval date 24 November 2018.
	7. Policy on Admission of Students to Formal Qualifications. Approval date March 2011.
	8. Research Policy. Approval date 24 November 2018.
	9. Revised Research Policy. Approval date 25 July 2019.
	10. Policy on Conference Attendance Abroad. Approval date March 2011.
	11. Policy on Postgraduate Education and Research NQF levels 9 and 10. Approval date 24 November 2018.
	12. Policy on Appointment of Postdoctoral, Research, Innovation and Teaching Fellows. 28 November 2020.
	13. Policy on Learning, Teaching and Assessment. 27 November 2021.
Policy Reference and Version no.:	8/5/P 2.0

Consultation Process To be verified and signed off before approval	Internationalisation Policy Working Group (IPWG) meetings held:

9 February 2022	– Introductory meeting to the mandate of the Policy Working Group.
1 March 2022	– Follow up on the draft policy documents on SharePoint.
16 March 2022	– Follow up on the progress of the documents on SharePoint.
29 April 2022	– Follow up meeting and next steps.
7 June 2022	– Policy sent to Legal Services for legal review and ratification.
21 June 2022	– Policy sent back to the IPWG for review and comment.
21 July 2022	– Policy sent back to the IPWG for review and comments.
26 July 2022	– Draft policy was circulated on Newsflash for public comment and review. Closing date was 9 August 2022.
22 August 2022	– Meeting with the IPWG for discussion on the Blue Paper Draft.
23 August 2022	– Policy sent to two external critical readers for review.
23 August 2022	– Policy sent to the Assistant Deans for circulation to their formal structures for comments and review.
15 September 2022	– Policy sent back to the IPWG for comment and ratification after feedback from critical readers.
19 September 2022	– Policy sent back to Legal Services for review.
22 September 2022	– Feedback received from Legal Services.
26-28 September 2022	– Prof Judy Peter and Dr T Singh perused and verified the contents of the policy for accuracy, etc.

Policy Owner	Deputy Vice-Chancellor: Research, Technology, Innovation and Partnerships (DVC: RTIP).
Compliance Officers	Director – Strategic Initiatives and Partnerships Director – Quality Management Directorate. Manager – International Relations Manager – Risk Assessment

Certification of Due Process: To be verified and signed once approved by the relevant authority	_(signature)_ Vice Chancellor		27.07.2023 Date		
Approval Date	To be inserted	**Commencement Date**	To be inserted	**Review Date**	To be inserted
	24.06.2023		26.06.2023		26.06.2026

REVISION HISTORY: Only applicable to amended or reviewed policies. Record details of amendments/revision.					
Version No.	**Approved/ Rescinded**	**Date**	**Approving Authority**	**Resolution Number/ (Minute**	**Date for next review** (start date for review
2.0	Approved		Council	7.1.1	

For office use only	
Policy Group (Broad Policy field)	Governance and Administration
Subject (Policy sub-field)	Policies
Reference Number	8/5/P
Version Number	2.0
Keywords:	Policy, Policy template, Policy framework, Policy approval, Policy review

POLICY STATEMENT	
1.0 Intent	The CPUT Vision 2030 promulgates that "An internationalised university is characterised by the development of a multi-cultural ecosystem to provide an educational experience that prepares our staff and students at all levels, for a global environment" (V2030 Strategic Plan: 2021:20). This policy is in response to CPUT's Vision 2030 and the National Policy Framework for Internationalisation of Higher Education in South Africa (DHET, 2019). Furthermore, this policy gives meaning to CPUT's strategic positioning as a university of technology in the national and international higher education environment in the critical areas of teaching and learning, research, and engagement with society for global relevance.
2.0 Scope	The scope of this policy covers the Directorate of the Strategic Initiatives and Partnerships (SIP) and all members of the CPUT community directly or related in any way whatsoever in internationalisation of the institution. In addition, the policy is applicable to all academic staff, professional services staff, and undergraduate and postgraduate students who are in any way involved with internationalisation or internationalisation activities.
3.0 Objective(s)	The purpose of this policy is to: 3.1. Implement the CPUT Vision 2030 expressed under Focus Area 5 (Smart Internationalisation) and the National Policy Framework for the Internationalisation of Higher Education in South Africa (2019). 3.2. Increase national and global excellence, stature, and impact of CPUT as a world-class institution leading in technology. 3.3. Increase the quality and impact of academic research and research networks, teaching and learning. 3.4. Provide a governance framework to establish high-quality international partnerships with transformational benefits to the CPUT community. 3.5. Ensure compliance with relevant legislation and frameworks. 3.6 Establish guidelines and rules for the offering of joint and collaborative qualifications, research collaborations, and international student recruitment between CPUT and partner higher education institutions (HEIs). 3.7. Enhance the Internationalisation at Home (IaH) and Internationalisation of the Curriculum (IoC) activities of CPUT. 3.8. Provide student exchange opportunities to enhance learning opportunities at CPUT locally, regionally and internationally. 3.9 Produce globally relevant scholars who are engaged with society for transformational benefit. 3.10. Ensure comprehensive internationalisation objectives and activities are sustainable with transformational benefits for the CPUT community.
4.0 Definitions and Acronyms	**4.1. Co-badged qualification:** This means an accredited qualification that is awarded by a South African HEI where another HEI (or more than one other HEI) contributes a minor part of the curriculum in terms of a collaboration or partnership agreement, where the responsibility for the qualification rests with the awarding HEI but where the awarding HEI recognises the contribution of

the partner(s) by reference to them on the certificates it awards to successful candidates. This reference will usually include the badge(s) of the partner(s) on the qualification awarding certificate (DHET, 2019, p. 7).

4.2. Consecutive qualification: This means a qualification awarded by a HEI where it grants credit, and exemption, for up to 50% of the work required for the qualification on the grounds of equivalent work done for a completed qualification conferred by the HEI, or by another HEI recognised for the purpose, subject to the provisions of the HEQSF and any applicable law or regulation (DHET, 2019, p. 8).

4.3. Cotutelle (from French, meaning "co-tutor"): This means an agreement between a South African HEI and a partner institution, the candidate, and the candidate's supervisors, entered into within a collaboration or partnership and providing for the joint supervision of the candidate for a doctoral degree and regulating enrolment, supervision, and evaluation of the candidate, and the way in which a degree or qualification will be awarded (DHET, 2019, p. 8).

4.4. Cross-border education: This refers to "the movement of people, knowledge, programmes, curricula, etc., across national or regional jurisdictional borders through cooperation projects, academic exchange projects and commercial initiatives" (Knight, 2008: xi).

4.5. Exchange students (outgoing and incoming): *Outgoing (CPUT) exchange students* will pay fees at their home institution (CPUT) and will not be required to pay these fees at the partner institution. Outgoing exchange students will register for courses at the partner institution which will be credited towards their degree at CPUT. *Incoming exchange students* from international partner universities are categorised as non-fee-paying students who enrol for a period of 3-12 months at CPUT for credits, which will be applied towards their degree at their home institution. Incoming and outgoing exchange students are part of a collaboration between CPUT and another institution or organisation through a Memorandum of Understanding (MoU). This is a document signed by both partners for a specific purpose and a specific term. Both incoming and outgoing students will be registered for non-degree purposes at the visiting institution to obtain credits for the subjects that will count towards completing their qualification at the host institution.

4.6. Full-time international students: These are categorised as sponsored or self-funded incoming international students who register at CPUT for full undergraduate or postgraduate programmes.

4.7. Home institution: This refers to the university of origin where the student originally registered.

4.8. Host institution: This refers to the university that will host the student for the duration of the exchange period where the student will register for non-degree purposes.

4.9. International student: This means an individual registered as a student at a public or private HEI in a country other than their country of citizenship or residence (permanent residents are South Africans).

4.10. Internationalisation at home (IaH): This means the intentional integration of international and intercultural dimensions into the formal and informal curriculum for all students, within domestic learning environments. IaH focuses on all students – not just those who are mobile – reaping the benefits of international higher education.

4.11. Internationalisation of the curriculum (IoC): This is the incorporation of intercultural, international, and/or global dimensions into the content of the curriculum as well as into the learning outcomes, assessment tasks, teaching methods, and support services of a programme of study.

4.12. **International postdoctoral fellow:** A scholar who has recently completed a PhD and has been afforded a fellowship/scholarship to do research at an institution for a limited period of 12 (twelve) months. This may be renewed or extended for an additional year or as deemed appropriate.

4.13. **Joint degree:** This refers to a degree awarded in terms of an agreement of partnering institutions on successful completion of a jointly offered single study programme by two (or more) HEIs. If the partner(s) cannot come to a joint decision to award the joint degree, none of the partners may then proceed to award the degree as a single-institution degree outside of the agreement.

4.14. **Study abroad students:** These students are categorised as direct fee-paying incoming international students who register at CPUT for a period ranging from 3 to 12 months for non-degree purposes for credits that will be applied towards their qualification at their home institution. There is no compulsory exchange or MoU in place. The fee charged will be a negotiated once-off amount by both partners.

Acronyms

4IR	Fourth Industrial Revolution
ARC	Applications and Registration Centre
CHE	Council on Higher Education
COIL	Collaborative Online International Learning
CPUT	Cape Peninsula University of Technology

	DHET Department of Higher Education and Training DVC: RTIP Deputy Vice-Chancellor: Research, Technology, Innovation and Partnerships FEBE Faculty of Engineering and the Built Environment FTLC Faculty Teaching and Learning Committee HEI Higher Education Institution HEQC Higher Education Quality Committee HEQSF Higher Education Qualification Sub-Framework IaH Internationalisation at Home IEASA International Education Association of South Africa IELTS International English Language Testing System IoC Internationalisation of the Curriculum IPWG Internationalisation Policy Working Group ITS Integrated Tertiary Software ManCom Management Committee MoA Memorandum of Agreement MoU Memorandum of Understanding NQF National Qualifications Framework SADC Southern African Development Community SAQA South African Qualifications Authority SDG Sustainable Development Goal SIP Strategic Initiatives and Partnerships SLTC Senate Learning and Teaching Committee TOEFL Test of English as a Foreign Language UK NARIC National Academic Recognition Information Centre for the United Kingdom.
5.0 Policy/ Procedure Principles	This section provides the guiding principles for international students, joint collaborations, and international partnerships. **5.1. Africanisation** In line with the National Plan for Higher Education, which proposes increased linkages within the Southern African Development Community (SADC), CPUT strives to increase its number of full-time SADC students. The Policy Framework for the Internationalisation of Higher Education in South Africa specifically expands collaboration in Africa through cross-border offerings, student exchange programmes, and the need to harmonise credits in the offering of joint programmes. Africanisation within the CPUT context will be understood as a paradigm to increase mobility of staff, students and researchers on the African continent. **5.2. Commitment and values** Any bilateral or multilateral agreement with institutions outside South Africa must be based on mutual respect and honesty between and amongst the partners. CPUT recognises that it is the loyalty and enthusiasm of the

participating individuals, departments, and institutions that empower international linkages. CPUT will enter linkages where there is enthusiastic commitment from partners and partnerships with transformational benefits for the larger CPUT community.

5.3. Decolonisation
The decolonial project in higher education gained impetus in the year 2015 marked by the #Fees Must Fall and #Rhodes Must Fall student movements. The political agenda of the decolonial project is to develop a strategy for internationalisation in Africa. The notions of the Global South, Global North and South South relationships are interrogated to expand geopolitical readings to include the diasporas, post-apartheid, and post-socialists' regions to critically redefine and develop global and decolonial strategies for cultural diversity curricula, mobility, and the destination countries. As an imperative the decolonisation strategy for internationalisation at CPUT would adopt an approach that privileges partnerships in the Global South and in Africa developing a solidaristic social justice ethic.

5.4. Diversity
International partnerships entered at CPUT will be used to enhance the element of diversity on campus and enrich the internationalisation at home dimension allowing for more inclusive and equitable approaches to internationalisation. The SIP Directorate shall actively participate in the recruitment of international students/staff to attract students that will add value to the academic delivery of the institution. Moreover, diversity will be an integral aspect of the decolonial project and elements of diversity inclusion into the curriculum or social transformation aspects of university life will strive to embrace a social justice approach. Diversity in its broad mandate will not be reduced to simply celebrating differences - benign multiculturalism.

5.5. Fourth Industrial Revolution (4IR)
Technology will be used as the mainstream tool to create more accessible and equitable internationalisation opportunities for students and staff who would otherwise not have the privilege of an internationalisation experience. Technology will be used as a means to enhance IaH and IoC within the CPUT community and with partners abroad. Technology will be used to foster virtual exchanges and cross-border collaborations. Using technology to participate in Collaborative Online International Learning (COIL) projects will not only enable the global classroom but also enhance the IaH and IoC paradigms of comprehensive internationalisation. Through technology "blended mobility" will also be encouraged, allowing physical and virtual mobility to enhance the overall impact and experience of comprehensive internationalisation.

5.6. Transformation

Transformation at CPUT can be expressed as the ability to "Create a smart CPUT community that will contribute to a unified CPUT collective and unified identity – known for mutual respect, and a deep appreciation for diversity and issues of transformation". (Vision 2030: 2021:19)

Internationalisation at CPUT will be used as a tool to develop and upskill staff and students from previously disadvantaged backgrounds and contexts, thus contributing towards the longer-term transformation goals of the University. Exchanges and development opportunities will take cognisance of the limited options and challenges for women and Black South Africans.

5.7. General conditions governing exchange students

The academic activities, the onboarding process, the duration of each exchange, the number of students, fees, health insurance, credit transfer and transcripts, as well as the services to exchange students, such as, for example, accommodation, transport, and orientation will be framed within legally binding agreements between CPUT and the international partner. All university rules and regulations are applicable to exchange students at both the home and host institution.

All exchange students, both incoming and outgoing, will register for non-degree purposes and qualify for fee-waivers at the host institution. This means that the student or home institution is responsible for travelling and living expenses for each exchange student. The host institution shall provide accommodation (if applicable) and a tuition fee-waiver as per each legally binding exchange agreement. Each exchange student pays the appropriate and applicable fees at the home institution as per the terms and conditions of each exchange agreement. Each student exchange agreement with tuition and accommodation is waived (if applicable). This arrangement allows for more financially viable exchanges with partner institutions abroad. The opportunities for local CPUT exchange students will be made available on the University's website and advertised to the faculties.

The conditions of each student exchange shall be undertaken within legally binding agreements between partner institutions (SIP and international partner). The information detailed in the agreement will include but not be limited to the following:
5.7.1 Preamble
5.7.2 Objective
5.7.3 Definitions
5.7.4 Scope

5.7.5 Commencement, Duration and Termination
5.7.6 Exchange of Students
5.7.7. Indemnity
5.7.8 Funding
5.7.9. Administrative Fees
5.7.10. Medical Insurance
5.7.11 Confidentiality
5.7.12 Cancellation
5.7.13. Intellectual Property
5.7.14 Data Protection
5.7.15 Force Majeure
5.7.16 Termination and Renewal

5.8. Application procedures for exchange students
All completed application forms are sent directly to the SIP Office for evaluation. These forms are sent directly from the international partner institution or any of CPUT's faculties. The SIP Office forwards the completed form to CPUT's Applications and Registration Centre (ARC) to capture the information on the Integrated Tertiary Software (ITS) system and to generate a valid student number. An acceptance letter and a letter in support of the study visa is provided by the SIP Directorate. At registration, the student first reports to the SIP to complete the international clearance and copies of the documents retained. The student proceeds with a copy of the registration checklist and international documents to the registration desk, where a student card will be issued.

5.9. Criteria for student visits where no coursework is required – only research purpose visits
Outgoing CPUT students who go on an exchange visit to a partner university must provide proof of their subsistence funds to the SIP Office who is the overall custodian of incoming and outgoing exchange to CPUT.

If CPUT is to receive international students for research purposes only, i.e. they want library access but do not need supervision, this arrangement must be entered into within a framework agreement. The SIP Office will coordinate this administrative process.

In the case where incoming international students (postgraduate) would receive academic supervision from a faculty at CPUT and access to facilities of CPUT, they will be charged a monthly fee. Additionally, such visits to CPUT should not exceed six months, and such visiting students would be called 'international affiliates.

5.10. Attending classes for no credit

Requests for students to sit in on classes without formal enrolment, exams, or transcripts will not be considered by CPUT. To be in a class, students must be formally registered for coursework or modules, either as exchange students through an approved negotiated fee waiver, or as fee-paying students who study abroad. CPUT does not issue any unofficial records of attendance – only the standard CPUT transcripts.

5.11. General conditions for full-time international students
Processing of applications for full-time international students:
International students may access application forms from CPUT's website or from CPUT's Application Office. Application forms for full-time international students shall be captured by the ARC to generate a student number. The form, together with previous qualifications, student number, and a South African Qualifications Authority (SAQA) evaluation is submitted to the relevant faculty for evaluation. CPUT considers 10% to be the maximum international student component of the student body. Diversity in CPUT's international student population should be emphasised through ongoing programmes on CPUT's campuses such as Diversity Week, Cultural Day, Africa Day, etc., amongst others.

5.12. Evaluation of documents
An application-checklist which specifies whether a student meets the minimum requirements will be attached to the application form and accompanied by certified qualifications.

5.12.1. External evaluation
Applicants at A level will require an evaluation by SAQA (www.saqa.org.za), except if their qualifications were obtained from public institutions in Commonwealth countries or if the faculty is familiar with the education system. Once SAQA evaluation has been obtained, the students can apply for acceptance and registration. Students should accept SAQA's evaluation as final. Students wishing to apply for programmes must have their qualifications evaluated by SAQA prior to submitting their application forms.

5.12.2. Academic acceptance
The application will be evaluated and reviewed by the CPUT ARC and then sent to the Faculty Officer associated with the department of the student's first choice. A selection decision regarding the acceptance of the student will be made by the academic department concerned. On receiving an acceptance message/letter, the ARC will generate a letter of undertaking/intent and will forward it to the student together with the letter of acceptance. The acceptance package of international students will include a letter of acceptance, a letter of undertaking/intent, and the registration booklet. The letter of offer/intent should include the clause that the student will do a practical internship if applicable to complete his/her study. This

should be recorded on the study permit.

5.12.3. Registration
All full-time international students must report to the International Senior Administrators at the ARC for international clearance and to produce the following documents: a valid study permit made out to CPUT/a refugee permit/proof of permanent residency and proof of annual subscription to a medical aid cover valid in South Africa.

The medical aid cover must include hospitalisation as well as day-to-day visits to other medical practitioners, e.g. dentists, general practitioners, pharmacists, etc., as well as a repatriation cover. Proof of payment of fees as applicable must also be supplied. The medical cover must be for the duration of the study period. The registration checklist must be signed and stamped by the faculty before the student proceeds with academic registration.

5.12.4. Orientation and support for international students
The SIP Directorate arranges a compulsory orientation programme for new international students at the beginning of the semester. The orientation programme includes information about campus resources, safety issues, immigration regulations, and a geographical tour of the campus and city.

The SIP Directorate is responsible for providing the following services to international students: assisting with information with respect to accommodation, documents required for international clearance, liaison with sponsors, attending to medical aid queries or relaying them to CPUT's appointed service provider, and supporting the activities of the international student committees as required.

For those students who cannot physically participate during the said orientation programmes and who choose to do a virtual exchange, they will also be onboarded virtually through the SIP Directorate.

5.13. Language Policy
All international students must accept the following language conditions:
CPUT is an English-speaking institution. All international applicants/students are required to submit one of the following: a recent score (obtained within 3-5 years before application for admission) of at least 550 (paper-based test) or 230 (computer-based test) on the Test of English as a Foreign Language (TOEFL); or
A recent overall band score of 6.5 (with no individual element of the test scoring below 6.0) on the International English Language Testing System (IELTS). Students do not need to wait for the results of the TOEFL or IELTS test to apply to CPUT. If the results have not been obtained by the time of

submitting applications, a note could be attached to the application package stating that TOEFL or IELTS results will be sent separately. Applications will only be completely processed once the TOEFL/IELTS results have been received by the relevant CPUT department.

5.14. International visiting scholars and postdoctoral fellows

Any person who is neither a South African citizen nor a permanent resident requires a visa in order to enter and reside in South Africa. Postdoctoral fellows, visiting lecturers, research fellows, and so on, must apply for a visitor's visa with endorsement from the Department of Home Affairs to take up an associated position at CPUT. A postdoctoral fellow should be in possession of a visitors or research visa and the relevant medical aid cover for the duration of their postdoctoral research.

A postdoctoral fellow who has been offered a fellowship to conduct research at CPUT and does not register for studies may receive remuneration from the institution. He/she will not be a member of staff of the institution but will be captured on the CPUT ITS system for web access and will carry the status of visiting staff or visiting academic. All international postdoctoral fellows will comply with the CPUT policy on postdoctoral fellows.

5.15. The intern

The intern scholar who has been offered a fellowship to do service or experiential learning at CPUT will not receive a salary from the institution. He/she will not be a member of the institution's staff, but will be captured on the CPUT ITS system for web access, etc.

5.16. Guiding principles for international partnerships and collaboration

As a matter of policy, CPUT limits its agreements to those that are deemed to be strategically important and those that clearly benefit CPUT. Internationalisation at CPUT should promote academic excellence and should be guided by framework documents such as CPUT's Vision 2030, the National Policy Framework on the Internationalisation of Higher Education in South Africa (DHET, 2019), Southern African Development Community (SADC) Protocol on Education and Training (1997), especially Articles 7 and 8, and the Code of Ethical Practice in the Provision of IEASA. As a key guiding principle for partnerships and collaboration institutions in the Global South will be privileged as a commitment to the decolonial agenda. Faculties, centre's and Research Chairs are encouraged to actively work towards creating linkages in the Global South and not just the Global North. Measures will be put in place through the SIP Directorate for encouraging such partnerships.

5.16.1. Formal institutional agreements

In certain circumstances it is recognised that collaboration is only possible in

the context of a formal MoU at the institutional level. A formal MoU is a requirement where goods and services are exchanged, and the partner institution renders financial support. In such instances, specific partnership details will be entered into with project guidelines and timeframes. This will be signed where partner universities specifically require it, to facilitate raising funds for collaboration, accreditation, and transfer of credits. In all instances every student exchange arrangement will be governed by a formal student exchange agreement.

5.16.2. Departmental agreements or agreements between research entities/groups
Where the participating academics feel that it would be advantageous, CPUT will enter into partnership agreement proposals. However, it is mandatory that such agreements are sent through the SIP Directorate for the process of legal review through CPUT's Legal Office. Only the official delegated signatories for CPUT can sign international agreements. Where broader support is needed, especially with regard to fee waivers, airfare contribution, or administrative support from the SIP Directorate, the agreement needs to meet the criteria set forth by the SIP Directorate and be signed off by the DVC: RTIP.

Motivations for formal research and teaching agreements must specify the strategic advantages to CPUT and the attendant synergistic funding and research opportunities. Specific research groups or individuals should be identified to sustain and monitor the benefits of the arrangement. All agreements will need formal institutional approval.

It is mandatory for every international agreement to be facilitated through the SIP Directorate. The SIP Directorate will advise and guide faculties on the setting up of agreements.

5.17. CPUT's criteria for entering into a formal agreement.
Decisions to enter into general agreements should be informed by CPUT's latest Mission, Vision, and Strategic Planning Framework. Any such agreement should be of mutual benefit to CPUT and its partners. A general MoU must have manifold benefits:

It should be aligned to institutional policies such as language, assessment, curriculum development, quality assurance, joint qualifications, recruitment and selection of students, and staff development.

Special attention should be paid to developing relationships with other African countries, with a focus on quality and affordable education for African students. International students should be integrated into the community

through initiatives such as service learning, mentorship, and expanded learning opportunities.

The partnerships should promote best practices relevant to the African context. Research through partnerships should develop capacity and mobility. Partnerships should be developed with mutual benefit.

A bottom-up approach to partnerships should be promoted to assure buy-in and the sustainability of partnerships.

5.18. CPUT criteria for staff exchanges

Staff exchanges usually have minimal financial implications as costs are covered by the staff members themselves or through funded engagements. Visiting staff should be provided with office space, Internet access, access to the library facilities, and assistance with finding appropriate accommodation at the host institution. Staff exchanges should be reciprocal and balanced in number in a three-year period, usually limited to one funded exchange per annum. All staff exchanges need to be formalised through a staff exchange agreement signed by the Dean of the Faculty/Director of the Research Institute and the DVC: RTIP.

5.19. International linkages and collaborations

All International collaborations should be formalised through a Memorandum of Agreement (MoA). The MoA should have the following minimum signatures of the respective partners:

5.19.1 The Dean/Director – the responsible Dean/Director should sign that he/she/they take responsibility for the operationalising of the partnership.
5.19.2. The DVC: RTIP will monitor the relevance of the partnership.

The MoA should be developed according to the following procedures
5.19.3. The SIP Directorate shall prepare and coordinate the MoA (preparation for legal scrutiny by the legal office at CPUT) before the signing of the MoU as follows:
5.19.4. The MoA initiator to sign the LSC1 form.
5.19.5. Return the signed LSC1 and MoA to the SIP Directorate.
5.19.6. The SIP Directorate sends the MoA to the Legal Services Office for vetting.
5.19.7. Comments from the Legal Services Office will be considered by the initiator who submits the MoA to the partner for their vetting.
5.19.8. The partner returns the MoA to the initiator (if any further changes are to be made, the SIP Directorate sends it back to the Legal Services Office, etc.).
5.19.9. On final receipt of the MoA between the two parties, the SIP Directorate prepares the MoA for the DVC: RTIP's signature.

5.19.10. The SIP Directorate shall prepare and arrange for the signing of the MoA by the respective parties and/or partners.

5.19.11. One signed original of the memorandum shall be kept by the Registrar.

5.19.12. The other original memorandum shall be sent to the partner institution.

5.19.13. A signed copy of the memorandum shall be kept at the SIP Directorate, the Office of the Dean, and the CPUT Legal Services Office.

The MoU/MoA should assist the partners to submit funding proposals to potential contributors.

5.20. Funding proposal content criteria:

All proposals must satisfy the following agreed criteria:

5.20.1. The project outline and background of the partnership should be described with clear objectives, deliverables, and timeframes.

5.20.2. The academic merits of the proposal should be clearly expressed.

5.20.3. A full explanation of the future sustainability of the project should be given.

5.20.4. A detailed breakdown of the financial benefits/obligations of the proposal, including capital outlay by the University(s)/institution(s), should be provided.

5.20.5. The appointment of specific Project Co-ordinators with clearly defined roles and responsibilities for each institution should be provided.

5.21. Cross-border collaborative programmes

The Qualification

CPUT enters into a collaborative agreement with one or more HEI(s) regarding the collaborative offering of an accredited master's or doctoral qualification. At CPUT, all co-supervised, joint and co-badged degree offerings will be decided upon through the appropriate academic Faculty structures (e.g., Dean, Assistant Dean, Head of School) before formalising such qualifications. The process will also involve consultation with the relevant stakeholders, such as the Quality Management Directorate (QMD), Strategic Initiatives and Partnerships (SIP) Directorate or any other CPUT structure.

The details in which these qualifications are certified is determined by the national and legal requirements in each country and explicated in the collaborative agreement.

The following academic principles apply in the case of a co-badged degree (Type 1), joint degree (Type 2), and consecutive degree (Type 3), with CPUT as the enrolling institution:

Registration for a qualification of study at CPUT for the minimum duration of a doctoral (two years) or a master's (one year) degree qualification.

5.21.1. Type 1: Co-badged degrees

Type 1 qualifications are termed "co-badged" degrees or qualifications. They are the result of collaborative or partnership programmes in terms of which a part of the curriculum is offered by a partner(s), but where the degree is (a) accredited by the relevant quality assurance authority in the country in which the enrolling institution is located; and (b) awarded by the enrolling institution only.

A Type 1 co-badged degree certificate is accompanied by a transcript supplement which will contain more information on each subject (module) passed and indicate the contribution of the partner institution to this module.

The degree-awarding HEI recognises the contribution of one or more other institutions by a reference on the degree certificate, which may include the name(s) and/or badge(s) of the other partner(s).

5.21.2. Type 2: Joint degrees

Type 2 qualifications are joint degrees. A joint degree is awarded by an agreement of the partner institutions on successful completion of a jointly offered single study programme by two (or more) HEIs. If, for any reason, the partners cannot come to a joint decision to award the joint degree, none of the partners may then proceed to award the degree as a single-institution degree outside of the agreement.

Ordinarily, the partner institutions shall issue the same qualification. In exceptional circumstances, and with the approval of Senate, the partner institutions may issue joint degrees with different degree designators.

In the case of a joint degree, a single certificate is issued and signed jointly by the authorised officers of two (or more) HEIs involved in the programme; and a degree supplement that explains the nature of the collaborative programme and that the collaborative programme led to a single piece of work (a single deed) and a single, jointly awarded qualification.

5.21.3. Type 3: Consecutive degrees or qualifications

South African HEIs may enter into agreements with international partners where two degrees are completed consecutively, where the work done at each of the two institutions involved is recognised as part, but not more than half, of the work required by the other institution. All collaborative qualifications must comply with national legislation and CPUT policies and procedures.

5.21.4. Cotutelle Agreement

In the case of a Cotutelle arrangement between the partner institution and CPUT, the following protocols are mandatory:

The student needs to sign the Cotutelle Agreement which is legally binding and is a separate agreement from the institutional partnership agreement.

A single degree certificate is awarded, and the degree certificate should read as PhD (CPUT & UPEC), where UPEC is an example of the partner institution.

5.22. Agreement between the partner institutions

The agreement must be concluded at an institutional level and must include at least the following items and stipulations:

5.22.1. Full compliance with all the national and institutional regulations for the conferral of master's or doctoral degrees at CPUT and the partner institutions.

5.22.2. Full compliance with the quality assurance requirements and procedures of both CPUT and the partner institutions.

5.22.3. A liaison mechanism for coordinating the qualification between appointed representatives from the different institutions.

5.22.4. The requirements and procedures for the recruitment, admission, selection, and registration of students.

5.22.5 Regarding the minimum period of residency at CPUT and the partner universities/institutions.

5.22.6. Supervisory details.

5.22.7. Funding details.

5.22.8. The student's responsibilities, including compliance with relevant immigration legislation and other travel documents.

5.22.9. Dispute resolution mechanisms.

5.22.10. Procedures for the handling of student complaints.

5.22.11. Disciplinary measures.

5.22.12. Intellectual property rights:
Intellectual property rights resulting from the collaborative offered programme

	shall be dealt with in accordance with the collaborative agreement signed by the institutions involved.
	5.22.13. Applicable legal aspects.
	5.22.14. Examination arrangements.
	5.22.15. Details regarding the certification and graduation ceremony.
	5.22.16. Using of credentials by the graduates.
	5.22.17. Awarding of the degree.
	5.22.18. Handling of student queries, disputes, and grievances.

6.0 Responsibility	6.1. The structure, reporting relationship, role and function of the SIP Directorate are as follows: 6.1.1. The SIP Directorate comprises a director, two managers and administrative staff to coordinate, administer, support, and report strategic initiatives and partnerships at CPUT. 6.1.2. Managers: International Relations and Research Uptake will provide a support and oversight function in study abroad, international, and national research partnerships; joint degree offerings; and staff and student mobility. 6.1.3. The SIP Directorate reports to the DVC: RTIP. 6.1.4. The SIP Directorate reports its activities to the Senate Learning and Teaching Committee (SLTC) which reports to Senate. 6.1.5. The SIP Directorate reports its activities to the Management Committee (ManCom) which reports to Senate. 6.1.6. The SIP Directorate reports its activities to the Deans' and Directors' Forum. 6.1.7. The SIP Directorate reports its activities to the Senate Research and Innovation Committee.

7.0 Accountability and Authority:	
Implementation:	DVC: Research, Technology Innovation & Partnerships
Compliance:	All Departments and units
Monitoring and Evaluation:	DVC: Research, Technology Innovation & Partnerships

Development/Review:	DVC: Research, Technology Innovation & Partnerships
Approval Authority:	Council
Interpretation and Advice:	DVC: Research, Technology Innovation & Partnerships

8.0 Who Should Know This Policy?
All staff and students at CPUT.

9.0 Policy/Procedure Implementation Plan	9.1. Implementation Plan: 9.1.1. The relevant stakeholders and officials in policy implementation are the DVC: RTIP and the Director: SIP. 9.1.2 Clarification of roles and responsibilities in relation to the implementation of the policy will be the responsibility of an Internationalisation Forum Working Group (to be established once the policy is adopted). 9.1.3. An Internationalisation Forum Working Group will be established with representation from the six faculties of CPUT as the overarching institutional internationalisation group. 9.1.4. Four meetings a year will be held with the Internationalisation Forum Committee to discuss and evaluate the activities of faculties with respect to the policy. 9.1.5. The approved policy will be circulated on Newsflash once adopted. 9.1.6. The SIP Office will convene meetings with the Deans and Deputy Deans of the six faculties of CPUT to workshop the policy as well as other forums such as the Faculty Teaching and Learning Committees (FTLCs) and any other appropriate committee. 9.1.7. The policy will be reviewed after three years. 9.1.8. The quality management process of the policy will be monitored by the SIP Office.
10.0 Resources Required	The SIP Directorate must be capacitated in terms of human and financial resources to promote a comprehensive internationalisation agenda to CPUT students and staff.

11.0 Answers to FAQ	

	11.1. Who is an international student? This means an individual registered as a student at a public or private HEI in a country other than their country of citizenship or residence (permanent residents are South Africans). 11.2. What fees are paid by exchange students? Exchange students do not pay fees at the host institution. Fees are normally paid at the home institution and exchange students register for non-degree purposes at the host institution upon a tuition fee waiver basis. 11.3 What fees are paid by study abroad students? Study abroad students are direct fee-paying students who normally pay the dollar rate per module once they are registered at the host university. 11.4. What documents are required for international clearance? A valid passport. A study permit. Proof of health insurance for the duration of the study programme at CPUT. 11.5. Is there a template to enter into a MoU? Yes. 11.6. Is there a template to enter into a Student Exchange Agreement? Yes. 11.7. Is there a template to enter into a Staff Exchange Agreement? Yes. 11.8. Is there a template for joint degrees and joint collaborative programmes?

EFFECTIVENESS OF THE POLICY	
Performance Indicator(s):	Annual internationalisation report to Executive Management. Yearly reporting on the internationalisation annual targets set by the SIP Directorate. Increase in international student numbers. Increase in international partnerships in Africa and abroad. Increase in social integration activities between local and international students (Internationalisation at-home activities).

MOTIVATION OF A NEW POLICY

The proposal for the new policy shall be submitted to the Registrar's Office, which serves as clearing point for all new policies, to vet the policy in accordance with the Policy Register and Schedule for Review of Policies.

Policy motivation addressed to	The Registrar
Initiator of policy	DVC: RTIP
Name of new policy	Internationalisation Policy
Rationale for the new or revised policy	The current policy on student exchange is dated and requires a re-evaluation of its principles. There has been significant interest from academic staff in the Faculty of Engineering and the Built Environment (FEBE) to collaborate with national and international partners on joint degrees or cross-border degree offerings. At this point, the policy is required to comply with institutional, national, and international regulations. Presently, CPUT does not have such a policy in place. Further, it is now mandatory for HEIs to formulate an internationalisation policy with clear reporting criteria for DHET. The institutional internationalisation policy is an overarching policy framework for cross-border collaborations and degree offerings. In response to the national policy imperative, CPUT's Vision 2030, and the FEBE to partner towards joint degree collaboration, it is recommended that an internationalisation policy will form the umbrella in the promotion of joint offerings and collaboration. In addition, CPUT's Internationalisation Policy which embraces cross-border and collaborative degree offerings, student and staff mobility, research collaborations across continents will enhance the institution's international excellence and stature and increase the internationalisation footprint of the institution nationally and internationally.

Outline the key issues to be addressed	To achieve CPUT's Vision 2030 expressed under Focus Area 5 and the National Policy Framework for the Internationalisation of Higher Education in South Africa, the following points are addressed. To increase national and global excellence and stature. To increase the quality and impact of academic research and research networks. To establish high quality international partnerships with transformational benefits to the CPUT community. To ensure compliance with relevant legislation and frameworks. To establish guidelines and rules for the offering of joint and collaborative qualifications, research collaborations, and international student recruitment between CPUT and partner HEIs.
Identify the significant risk/s that the policy will mitigate	Compliance with immigration policies for inbound and outbound study abroad, and staff and student mobility. Annual reports on internationalisation to DHET. Compliance with DHET policies for cross-border degree offerings.
Approved by **(Policy** **Sponsor):**	_____ _____ _____