

1. Do you have an equivalent to the International Office at your home University? If yes, how do you call this unit? If no, which department is responsible for internationalization at your home university?:

- University of Liberal Arts (Bangladesh): Office of International Affairs (OIA).
- Daffodil International University (Bangladesh): Office of the International Affairs.
- Varna University of Management (Bulgaria): International Cooperation Department.
- NIMIMS Deemed to be University (India): International Department.
- University of Hilderabad (India): Office of International Affairs (OIA)
- University of Zaragoza (Spain): International Relations Section.
- The University Of Danang (Vietnam): Department of International Cooperation.
- Quang Binh University (Vietnam): Department for Technology and International Relations.

2. How many employees there are at your International Office? What are the main responsibilities each of them has?:

- University of Liberal Arts (Bangladesh): director – oversees partnerships, study visits, student exchange, visa applications, etc., senior officer – supporting the Director, correspondence, meet+greet, campus visit.
- Daffodil International University (Bangladesh): there are total 9 members in the team: Director – work as like mentoring and approval, Sr. asst Director – coordinator of all activities, 2 members for mobility (officers), 2 members for events, event management, virtual platform, 2 members for Erasmus, membership, content and others.
- Varna University of Management (Bulgaria): International Cooperation Director, International Mobility Coordinator, International Students Coordinator, Interns – 1-2 per Semester.
- NIMIMS Deemed to be University (India):director, executive, coordinator – coordinating with Partner Universities, Academic mapping done (school + partner univ), marketing and briefing, all corepondence relating to internationalization.
- University of Hilderabad (India): 3 additional staff members according to countries (10 at the faculties).
- University of Zaragoza (Spain): 10 people, 1 head of office, 2 IRO managers, 2 administrative positions, vicedirector, international director.
- The University Of Danang (Vietnam): we have 8 member staff at the Int Coop Dept, including the director – coordinate all activities of the department, the vice director – support the director in all activities, supervise some assigned tasks, officers – responsible for international partnerships with specific countries/partners, supervise the cooperation activities of member universities/affiliated units, manage international students among other international affairs tasks.
- Quang Binh University (Vietnam): there are 05 members. They are responsible for managing Lao students, establishing new dual agreements. Seek new information for scholarships, for students and lectures,, organizing international events, seek information for research study or projects, English website...

3. Do you have international offices (or equivalent units) at the Faculties? How many employees are there and what are the main responsibilities each of them has?

- University of Liberal Arts (Bangladesh): no.
- Daffodil International University (Bangladesh): we don't have in a structured way, but we have a "communication coordinator" for each Academic Department to support International office in terms of Internationalization activity.
- Varna University of Management (Bulgaria): no, VUM is a very small university with only 2 faculties. Therefore all internationalization related activities are run at international level.
- NIMIMS Deemed to be University (India): no- each school has faculty who by virtue of interest seek to have contacts for various activities. They move ahead through the central international department.
- University of Hilderabad (India): 10 at faculties.
- University of Zaragoza (Spain): yes, they are called ORI's (Office For International Relations). 1 or 2 per faculty + vice dean.
- The University Of Danang (Vietnam): my university has 13 member universities and affiliated units. Each member university has its international office which often has 3-4 staff. The hed of Office coordinates all tasks, and assigms tasks for the Vice Head Of Office and officers.
- Quang Binh University (Vietnam): no, we don't.

4. Which department at your home university is responsible for the recruitment of exchange students?

- University of Liberal Arts (Bangladesh): OIA and Communication Office.
- Daffodil International University (Bangladesh): Office of the International Affairs.
- Varna University of Management (Bulgaria): International Cooperation Department.
- NIMIMS Deemed to be University (India): International Department.
- University of Hilderabad (India): by each academic unit facilitated by OIA.
- University of Zaragoza (Spain): each faculty has its own responsibility.
- The University Of Danang (Vietnam): Department of International Cooperation, Dept of Academic Affairs, Department of Student Affairs.
- Quang Binh University (Vietnam): Office for Technology and International Relations.

5. Which department at your home university is responsible for the recruitment of full time (degree seeking) students?

- University of Liberal Arts (Bangladesh): Communication Office.
- Daffodil International University (Bangladesh): Admission Office (there is a separate 2-3 member team to look after international Admission and look after.
- Varna University of Management (Bulgaria): Marketing and Admissions Department.
- NIMIMS Deemed to be University (India): International Department.
- University of Hilderabad (India): schools' deans
- University of Zaragoza (Spain): IRO.
- The University Of Danang (Vietnam): Department of Academic Affairs.
- Quang Binh University (Vietnam): Office for Academic Affairs.

6. Which department at your home university is responsible for the admission of exchange students?

- University of Liberal Arts (Bangladesh): OIA + Admissions Office.
- Daffodil International University (Bangladesh): Office of the International Affairs.
- Varna University of Management (Bulgaria): International Cooperation Department.
- NIMIMS Deemed to be University (India): each school has their rules. But international office is responsible.
- University of Hilderabad (India): deans of schools
- University of Zaragoza (Spain): each faculty (ORI).
- The University Of Danang (Vietnam): Department of Int Coop.
- Quang Binh University (Vietnam): Office for Technology and International Relations.

7. Which department at your home university is responsible for the admission of full time (degree-seeking) students?

- University of Liberal Arts (Bangladesh): Admissions Office.
- Daffodil International University (Bangladesh): Admission Office (there is a separate 2-3 member team to look after international Admission and look after.
- Varna University of Management (Bulgaria): Marketing and Admissions Department.
- NIMIMS Deemed to be University (India): International Department.
- University of Hilderabad (India): deans of schools
- University of Zaragoza (Spain): IRO + faculties.
- The University Of Danang (Vietnam): Department of Academic Affairs.
- Quang Binh University (Vietnam): Office for Academic Affairs.

8. Who (If) organizes free-time activities for international students?

- University of Liberal Arts (Bangladesh): Student Affairs Office.
- Daffodil International University (Bangladesh): International Affair Office and Student Affairs Office.
- Varna University of Management (Bulgaria): International Cooperation Department, Student Welfare Department, Student Council .
- NIMIMS Deemed to be University (India): each school.
- University of Hilderabad (India): the Student welfare and OIA takes care of some activities (window for Indian studies)
- University of Zaragoza (Spain): students network association.
- The University Of Danang (Vietnam): the officer at the Department of International Cooperation.
- Quang Binh University (Vietnam): Office for Technology and International Relations.

9. Do you cooperate with other private or public institutions in your city, which organizes free-time activities for international students?

- University of Liberal Arts (Bangladesh): no.
- Daffodil International University (Bangladesh): sometime, yes! Like Partnership Development and Erasmus+ Projects.
- Varna University of Management (Bulgaria): ESN.
- NIMIMS Deemed to be University (India): no.
- University of Hilderabad (India): University coordinates activities with clubs, foreign missions
- University of Zaragoza (Spain): students network association.
- The University Of Danang (Vietnam): no.
- Quang Binh University (Vietnam): yes, we do. We cooperate with Medical College; College of Agriculture and Technology.

10. What recent change you have recently implemented as a good practice in the field of integration of international students (can be anything – structural change, set of events, new partnership developed) – please write as concrete as possible.

- University of Liberal Arts (Bangladesh): hostel/dorm (secured residence), restructuring the OIA with a faculty advisor, senior manager, executives and student volunteers.
- Daffodil International University (Bangladesh): scholarship for Students from Developing and Financially unstable Countries, Virtual Mobility Programs, Coordinator to maintain timely visa renewal Issue of the International Students.
- Varna University of Management (Bulgaria): we run a blog for exchange of information between international students (former, current, future), VUM variety – union – multiculturalism / international days, spice up the day with Erasmus+ - culinary competitions.
- NIMIMS Deemed to be University (India): centrally coordinated, all events of the school is open to them, we facilitate all papers required for visa, accommodation through the international department, many dual degree technical progress started, international faculty recruited, student exchange going on for management programs, research seminar organized, faculty development progress organized, internships promoted with foreign universities, training programs for teachers organized.
- University of Hilderabad (India): Started a wide social network platform to reach alumni and current students. Customized homestays (for short-term international students), Sports events – run by student welfare and student council
- University of Zaragoza (Spain): -.
- The University Of Danang (Vietnam): organized cultural events for international students. For example, the university hosted The Lao New Year Festival for Lao students.
- Quang Binh University (Vietnam): exchange students with universities in Lao, Thailand, internship, access camp, sponsored by US embassy.