

GLOSSARY

of terms and expressions used in the area of internationalization of higher education

accountability	transparency and responsibility in financial management
accreditation	certification of quality standard, esp. in education
accumulation	gathering of training records/notes
admission	intake, enrolment; number of places offered and candidates accepted by the HEI; selection of candidates
admission universities	HEIs selection of the best candidates from the number of applicants exceeding the number of places available
allocation	give or share, distribute, e.g. credit allocation
alternate training	periods of education at HEI interchanged with practical placements or internships
apprenticeship	professional/practical placement or internship
area of study	subject, field of study
assessment	evaluation, validation
assurance	providing rationale, tools and resources to achieve a goal, e.g. quality assurance
attractiveness	ability to meet interest of a significant group of people/students
audit	visit of experts in order to verify compliance with regulations and standards, present the findings and propose improvement steps
autonomy	independence from state
benchmarking	referring to the best examples
Bologna, Bologna Process	complex process of changes, harmonization and modernisation of European higher education according to the Bologna Declaration
Bologna Declaration	key document signed by 29 signatory countries in 1999.
bottom up	initiatives emerging from practical experience at local level and proposed to higher authorities
comparability	possibility of making reference to some standard
compatibility	accordance, equivalence
competencies	professional background that enables sb. to perform certain tasks (e.g. field, generic, interpersonal, language c.)
competitiveness	being competitive, i.e. equal or better in quality, attractiveness
convergence	making opinions closer, approaching to common solutions
co-tutelage	studies, esp. doctoral, accomplished under supervision of two universities from different countries
counselling	service for students, psychiatric and/or pedagogic
credentials	diplomas and certificates confirming certain skills, references
credit system	system of points allocated to study courses to reflect student's workload
cultural difference	difficulties in cooperation/communication due to different tradition, religion, attitude
curriculum	set of study courses necessary to achieve a diploma
cycle descriptors	presentation of study programme with expected learning outcomes
cycles of studies	1st (bachelor), 2nd (master) and 3rd (doctoral) studies
degrees	qualification of bachelor, master or doctor, engineer, medical doctor, architect etc.
diploma supplement	document accompanying a diploma presenting study records and extracurricular activities
diversity	variety, freedom of choice (e.g. learning pathway)
double diploma	diplomas of 2 cooperating HEIs issued to students who have successfully completed a joint study programme
double/ joint degree	an arrangement where partner institutions in different countries collaborate to offer a programme for which a student receives a

qualification. Arrangements for programme provision and criteria for awarding the qualifications are customised for each collaborative initiative in accordance with national regulations in each country. Broadly two types of qualifications can be granted:

1. A joint degree programme awards one joint qualification upon completion of the collaborative programme.
2. A double/dual degree programme awards two individual qualifications at equivalent levels upon completion of the collaborative programme.

ECTS	European Accumulation and Transfer Credit System
educational services	education perceived as a kind of business, students as clients and graduates as product
employability	attractiveness and professional ability of graduates to be employed
entrepreneurial skills	ability to be innovative and creative; openness to new situations and readiness to deal with them
EuroPass	document to evidence all achievements of graduates in the area of vocational preparation
European Area of Higher Education	concept of building a strong and attractive system of higher education in Europe, compared to or better than in the US
European dimension	openness to wider perspective; European scale approach
evaluation (internal, external)	assessment by representatives of the evaluated unit or by experts invited from outside
excellence	representing the highest quality, scientific and organisational perfection (e.g. centre of excellence)
exchange students	students from another country who spend a certain period of time in another HEI and go back to get diplomas of their home HEI
extracurricular activities	in diploma supplement - additional activities beyond the compulsory program of studies - internships, voluntary job, student organisations
extramural studies	part-time, evening classes, often fee paying
fee-paying courses	commercial studies that enable HEIs generate income (contradictory to fee-free courses)
flagship	key, leading, most important, of highest quality (e.g. flagship universities or research centres)
framework of qualifications	indications concerning knowledge, skills and attitudes that the graduates should acquire in the process of education
free mobility	transfer of students/staff not financed by any mobility scheme
full-time studies	regular, on-campus, „day“ studies, usually free in public HEIs
gender studies	curriculum on social opportunities of men and women, gender equality or inequality
generic skills	general competences, unrelated to the field of study (e.g. art. of presentation, communication, intercultural, managerial s.)
globalisation	trends in the world' s economy and social life to network countries from all continents
good practice	procedures and implementation perfected in practice, a pattern to follow by other units/institutions
guidance	advising, esp. in career and vocational sector
guidelines	indications, recommendations, instructions
harmonization	relevance to a common standard, taking into account local diversity, in contradiction to unification
HEI - higher education institution	institutions of higher education providing training for high school graduates (above baccalaureate)
higher education	tertiary education, above upper secondary level
horizontal mobility	students go to another HEI to perform part of their studies of the same cycle
indicators	factors of performance and achievements
informal training	abilities and skills acquired by practice or experience beyond the institutions of education (schools, universities etc)
information	key issue in the modern world (i. exchange, literacy, management, technology)

integrated study programme	curriculum leading to double, multiple or joint diploma, or including vocational training (e.g. sandwich courses)
intercultural activities	events that facilitate communication, break prejudices and enhance cooperation (i. dialog, awareness, dimension)
international students	students from another country who come to study and get a diploma; long-term exchange
internationality	the state/advancement of the internationalisation process
internationalization	activities to develop international cooperation in the field of research and education
internship	practical placement, esp. after graduation, highly appreciated by employers
joint diploma	diploma of 2 or more cooperating HEIs issued to students who have successfully completed a joint study programme
knowledge-based society	social effect where education becomes a product accessible to the whole of the society
label	certificate of quality (e.g. ECTS label)
labour market	requirements of employers
learning outcomes	effects of training
legislative reforms	new law, changed according to the changes in a certain field of public life
lifelong learning	complex approach to education from primary school till 3rd age university
linguistic preparation	providing language courses preceding mobility or during exchange in order to facilitate communication and studies
Magna Charta Universitatum	document signed in Bologna in 1988 (on the 900th anniversary of the University) by 388 rectors outlining a new mission of universities
mandatory course	compulsory in the curriculum, prerequisites
matriculation	official admission of new students to the academic community
mentoring	individual guidance and help offered to exchange students by home students
mission statement	document presenting main goals of the HEI and it' s role in the society
mobility	transfer, travelling from one university to another (e.g. Individual, group, study, professional m.)
mobility schemes	programmes that facilitate and finance mobility
moderation of marks	verification of records by external, objective teachers
monitoring	surveillance, checking, controlling
multidisciplinary	studies covering items from many disciplines of knowledge
multilateral	agreement or partnership signed by more than two parties
multiple diploma	diplomas of more than 2 cooperating HEIs issued to students who have successfully completed a study programme
network	establish multilateral cooperation in order to strengthen educational potential, develop new training courses, enrich study offer
non-degree courses	additional training offered to home students or to trainees from another environment
non-formal training	abilities and skills acquired in course of additional training, outside regular education, not leading to diploma
on-line	directly connected; education with the use of modern ICT technologies
on-site visit	monitoring at the evaluated institution by representatives of auditory institution or accreditation committee
opportunities	chances offered
optional courses	elective, up to students' individual study pathway
orientation course	reception activities at the beginning of study period in a hosting institution in order to help overcome difficulties
outcomes	effects of training
outflow	loss of students (e.g. due to lack of competitiveness) or better opportunities for graduates elsewhere (brain drain)
package	set of information and promotion materials offered to candidates in order to facilitate orientation in study programmes and student life
peer review	evaluation by staff members of comparable competencies, mutual

	assessment
performance	academic achievements of individuals or institutions
placement	professional training outside the university at employers in the real labour environment
policies	perspective thinking concerning the directions of further development expressed in a document
pre-departure activities	classes to prepare exchange students for the come-back shock after a study period abroad
prerequisites	courses required to precede other courses of higher or more specific level
prestige	high position in rankings, international reputation and fame
public expenditure	costs generated and covered from public money; see growth/ reduction
public ownership	responsibility/ liability to the state and accountability to tax payers
qualifications	skills and knowledge confirmed by a certificate, ability to perform certain profession
quality	expression of good level or result, success in terms of compliance with standards, aim to enhance goodness or worth
questionnaire	inquiry form to collect data or opinions
rankings	classification tables of HEIs, where their performance is expressed in numbers as indicators of quality
reciprocity	well balanced exchange, close to equal numbers and level in both directions
recognition	acceptance of credits/ study periods performed in another HEI
records	achievements of student work - credits, grades and credentials
recruitment	activities to ensure satisfactory intake of candidates, attracting students
recruiting universities	HEIs that actively search for candidates
referencing procedures	system of transition from one system to another, e.g. from European Qualification Framework to National Qualification Framework
relevance	quality accurate to imposed indications
retraining	changing job or qualifications, esp. in response to the new needs of the labour market
self-assessment	activity program to evaluate an institution/ unit/individual done by himself according to given procedures
short-cycle courses	training programme that does not provide a diploma
short-term mobility	a trimester, semester or a year spent outside home university, usually for study or practical placement
skill	ability to make use of acquired knowledge in practice, high level of competence in solving problems and finding solutions
SMART	as applied to projects: Specific, Measurable, Accurate, Realistic, Timebound
special educational needs	training programmes prepared for or adapted for people with disabilities, less favoured groups, immigrants, socially excluded etc.
stakeholders	people interested in, players, actors of educational process, active or passive participants
standard	set of rules concerning education according to the level, reference of quality
statutes	written laws of the HEI approved by the highest authority, usually the Senate
strategic planning	activities deployed in order to reach the lines of the policy and mission
student-centred learning	education based on self-instruction of students with the help of teachers and educational resources
subsidy	funding, money allocated by programme managers for research or education
supervision	control, evaluation and advise
survey	collecting and examining opinions, measuring the level of satisfaction
syllabus	description of the content of a course
targeted programmes	studies supported by the state in order to diminish deficit of certain professions, e.g. engineers
tools	in assessment - means/resources to improve quality: self-evaluation,

top-down	peer review, audit, site visit, recommendation report Initiatives launched by high authorities (e.g. Ministry) and executed at local level
transcript	a document confirming students' records, usually issued by a host HEI or institution
transfer	move of values from one unit to another, e.g. credits, records, good practice, learning outcomes
transition	change from one state to another (e.g. from school to work), adaptation period
transnational education	education providing multi-national dimension, e.g. double, multiple or joint diplomas, e-learning
university-industry cooperation	placements and joint studies performed in liaison with companies, employers, institutions
validation	confirmation, testifying achievement of a certain standard according to clear procedures
valorisation	assignment of certain position in the ranking; evaluation; also dissemination, promotion of results
vertical mobility	students go to another university to continue studies of a higher cycle
virtual	using ICT tools, distance, on-line, e.g. v. learning
visiting professor	outstanding scholar invited to teach and contribute to research for a defined period of time to provide international dimension
workload	time in hours necessary to perform certain task, achieve certain level
workplan	schedule of activities and division of tasks in a project
xenophobia	fear of strangers, foreigners, unknown people or situations
youth	time of being young or state of the mind

Source

Quality Assurance Tools for the Management of Internationalization – Mohyliv - Podilskyi - Kyiv: Hoverla – CEL, 2011. – 130 pp. Available at: http://www.c3l.uni-oldenburg.de/qatmi/QATMI_Booklet_Final.pdf