



# International Relations Office *at* Beirut Arab University

International Relations Offices Models  
Tunisia, May 30-31, 2011



## Session 2:

# IRO INTERNAL MANAGEMENT

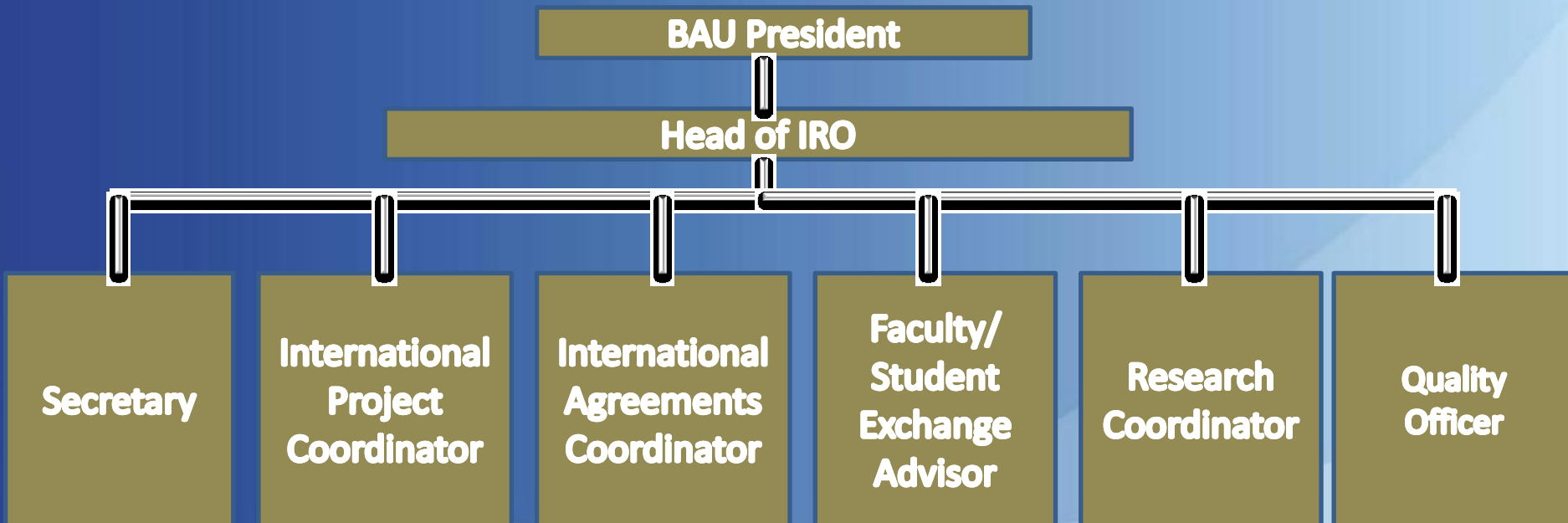


# IRO Management Structure

- Head of the IRO
- Secretary
- International Projects Coordinator (Tempus)
- International Agreements coordinator
- Faculty/ student exchange Advisor
- Research Coordinator
- Quality Officer

# IRO Management Structure

The Office of International Relations is coordinating the university's international collaboration in close contact with the university leadership, faculties and departments





## Head of IRO

**The head of the IRO :**

- \* Develops an international strategy for the university;**
- \* Develops strategic internationalization objectives for recommendation to the President;**
- \* Interacts, encourages and supports Deans and faculty members in the internationalization of their faculties.**



## Secretary

- \* Handles all budget transactions and balancing for the Office of International Relations;
- \* Arranges travel for the IRO head and other staff members when required;
- \* Arranges agendas for visitors;
- \* Schedules meetings and appointments for the head of the IRO



## Coordinator of International Projects (Tempus)

- \* Provides technical support concerning the management of all aspects of international development projects including project;
- \* designs and evaluates; project planning; proposal writing;
- \* submits proposals to funding agencies;
- \* coordinates project implementation;
- \* Assists in reporting required by international projects
- \* evaluates international projects outcomes



# International Agreements coordinator

Facilitates international cooperation activities for BAU through institutional partnerships; manages international agreements in terms of process, tracking and information;

Encourages and supports faculty international initiatives, maintains agreement database, organizes and prepares for international delegations and conferences, and assists with international funding applications.



# Faculty/ Student Exchange Advisor

- \* Responsible for promotion and marketing of the Faculty/Student Exchange program
- \* manages all aspects of the faculty/ student exchange for both incoming and outgoing faculty/students.
- \* The main areas of focus are liaison and coordination between the university and international institutions regarding exchange agreements.



## Research Coordinator

- \* Provides service and support to the University central management, the faculties, departments, research groups and individuals;
- \* Deals with research strategy issues and prepares policy documents for the University Council and the University Research Committee;



## Research Coordinator

- \* Works closely with the University president and the Deans of faculties on strategy issues concerning research and research funding, PhD education;
- \* Acts as a link to national and international councils, funding agencies and collaboration partners namely in connection with initiatives by the Research Council.



## Quality Officer

- \* Manage quality assurance procedures within the IRO department

- \* Work closely with the QAU staff to facilitate international accreditation procedures ;



**Thank You**  
*for your Kind Attention*

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