



Fostering Internationalization at Montenegrin HEIs through Efficient Strategic Planning – IESP

Title of Work package	WP 3 Development of Tools for Enhanced Internationalization
Activity no.	Dev. 3.3 - Know-how transfer related to the design of catalogues for courses offered in English
Title of outcome	On-line Training on design of catalogues for courses offered in English organized by the University of Ljubljana
Activity date	2 & 5 March 2021
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During the on-line training related to internationalization organized for teaching and administrative staff of Montenegrin universities the University of Ljubljana presented their course catalogue in English, especially their experience with planning, designing and preparation of courses, financial planning, preparation of teaching materials, support staff and services, implementation, evaluation, reporting and promotion. Workshop was carried out by the representatives of the School of Economics and Business, the Faculty of Maritime Studies and Transport, the Faculty of Arts and the Academy of Music ([recording](#)).

Catalogue of courses in English are an important instrument for attracting international students, but also one of the activities that support the so-called “internationalization at home”. Courses in English are prepared, organized and implemented at the University of Ljubljana members - faculties and academies, which offer approximately 800 courses at bachelor and master level each academic year. At Phd level the lecturers and students settle the language of the lectures. International students and mentors communicate in English or in another agreed foreign language.

Representatives from the School of Economics and Business, the Faculty of Maritime Studies and Transport, the Faculty of Arts and the Academy of Music of the University of Ljubljana shared their rich experience; while the central services of the University of Ljubljana presented the way they monitor and promote activities. The presentations contained all academic and practical aspects important for the successful planning and implementation of the courses in English from the preparation, development, quality assurance, financial planning to the support services, reporting, promotion and the importance of preservation of the Slovenian language in the process of internationalization. Colleagues from Ljubljana also shared the challenges that they encounter and the lessons they learned with concrete examples.





Responsible persons at the Rectorate level collect data from academies and faculties, publish catalogue of courses in English at the University of Ljubljana website and take care of promotion of catalogue of courses and English at the central level through website, social media, on fairs and conferences, online presentations, through lectorates of Slovene language, Slovene association abroad, under umbrella Study in Slovenia, within already established partnerships and networks and Government office for Slovenians abroad.

56 representatives of the Montenegrin institutions (University of Montenegro, University of Donja Gorica, Mediterranean University, Agency for control and quality assurance of higher education) through interaction with colleagues from Ljubljana actively participated in the training. As the preparation and implementation of courses in English is one of the important aspects of internationalization of Montenegrin universities, training of colleagues from Slovenia and their experience will be useful in planning this segment at the organizational units of the Montenegrin universities in the future.

