



## INTERNATIONAL EUROPEAN UNIVERSITY

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### PLAN FOR THE RELOCATION

Chairman of the Academic Council of the  
International European University



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<i>PLAN FOR THE RELOCATION International European University</i>	<i>PLAN</i>
	<i>Quality Management System ISO 9001:2015</i>

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## **PREAMBLE**

To prepare for unforeseen changes in lease or rental terms, IEU should establish a network of potential alternative locations to ensure the university's operations can continue seamlessly. This network should prioritize accessibility, infrastructure quality, and alignment with IEU's mission and operational needs.

This network of alternative locations not only serves as a contingency plan but also strengthens IEU's resilience and adaptability, aligning with its commitment to digitalization and international standards in education. By being proactive and establishing these relationships, IEU can continue to serve its academic community effectively, regardless of potential disruptions.

Here's a structured approach to developing a network of alternative locations:

### **1. Identify Key Requirements for Alternative Locations**

**Infrastructure Needs:** Ensure locations have suitable classrooms, laboratories, administrative offices, and student amenities.

**Technological Capacity:** Verify that alternative sites have reliable internet access, IT infrastructure, and power sources to support digital learning and administrative functions.

**Proximity to Current Campus:** If possible, choose locations within a reasonable distance from the existing campus to minimize disruption for students and staff.

**Accessibility and Transport Links:** Evaluate the accessibility for students, faculty, and staff, including proximity to public transportation and parking facilities.

**Compliance with Legal and Educational Standards:** Ensure the location complies with relevant local and international standards for higher education.

### **2. Identify and Contact Potential Partners**

**Local Universities and Educational Institutions:** Approach other institutions willing to host IEU temporarily or through a shared campus arrangement. Universities with similar academic standards and complementary programs may be open to partnerships.

**Business Hubs and Co-Working Spaces:** Explore rental options in business hubs or shared working spaces, particularly those with conference facilities and flexible leasing arrangements.

**Government Buildings and Community Centers:** Engage with local government bodies to identify public facilities available for short-term educational use. Many community centers, for instance, have space that could be repurposed for classes and events.

Corporate Partners with Campus Spaces: Approach corporate partners who may have additional office spaces or training centers. Many corporations have campuses that could support temporary university operations.

### **3. Establish Partnerships and Pre-Arrange Agreements**

Memoranda of Understanding (MOUs): Secure MOUs with selected institutions, co-working spaces, and corporate partners to outline terms of temporary relocation, rental costs, and services available to IEU in case of emergency.

Lease Options and Flexible Agreements: Negotiate lease terms that allow IEU to activate temporary use when needed, specifying rates and space utilization.

Operational Continuity Plans: Outline an operational continuity plan with each partner, including security, data access, and IT support arrangements to ensure minimal disruption.

### **4. Evaluate and Monitor Alternative Sites Annually**

Annual Site Assessments: Regularly review and assess the identified sites to ensure they remain viable options, considering any infrastructure changes or shifts in availability.

Financial Feasibility Reviews: Assess the financial terms annually to ensure that rental agreements remain within budget should they need to be activated.

Site Readiness Drills: If feasible, conduct occasional site readiness tests to evaluate the speed and efficiency of relocating core university functions.

### **5. Consider Virtual and Hybrid Alternatives**

Digital Backup Campus: Set up a robust digital infrastructure to support online learning as a temporary solution during relocation.

Flexible Hybrid Learning Models: Equip faculty and students to continue studies virtually, ensuring continuity in case physical relocation is delayed or space is limited.