



UNIVERSITY OF MOSTAR

**ACADEMIC AFFAIRS OFFICE – ORGANIZATION
AND TASKS**

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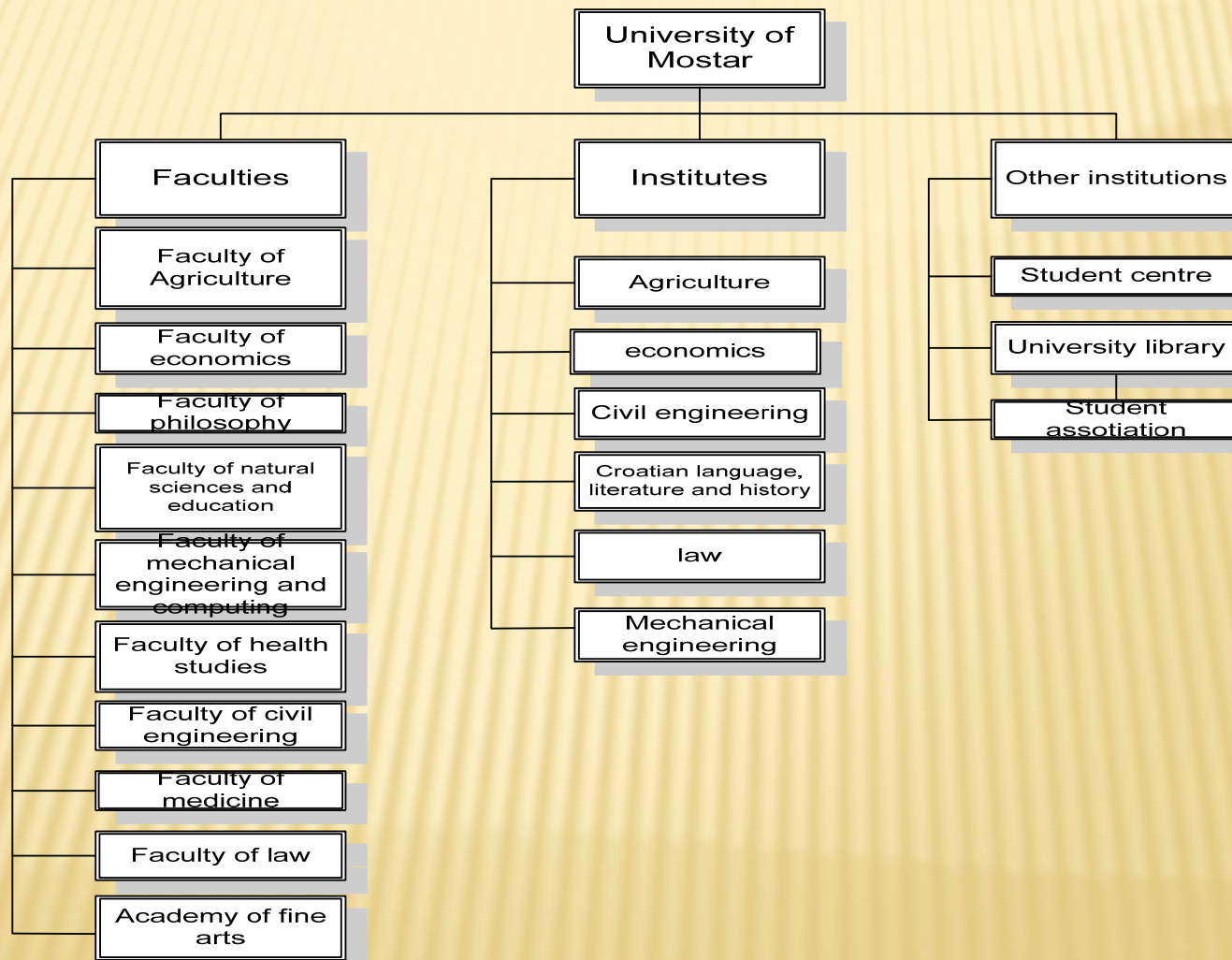
TEMPUS MOREM, Maribor, April, 13-17 2010

Introduction

University of Mostar is organized as an association of faculties with absolute academic and partial financial autonomy.

The University is a legal entity, but faculties are also individual legal entities.

UNIVERSITY STRUCTURE – PRESENT STATE

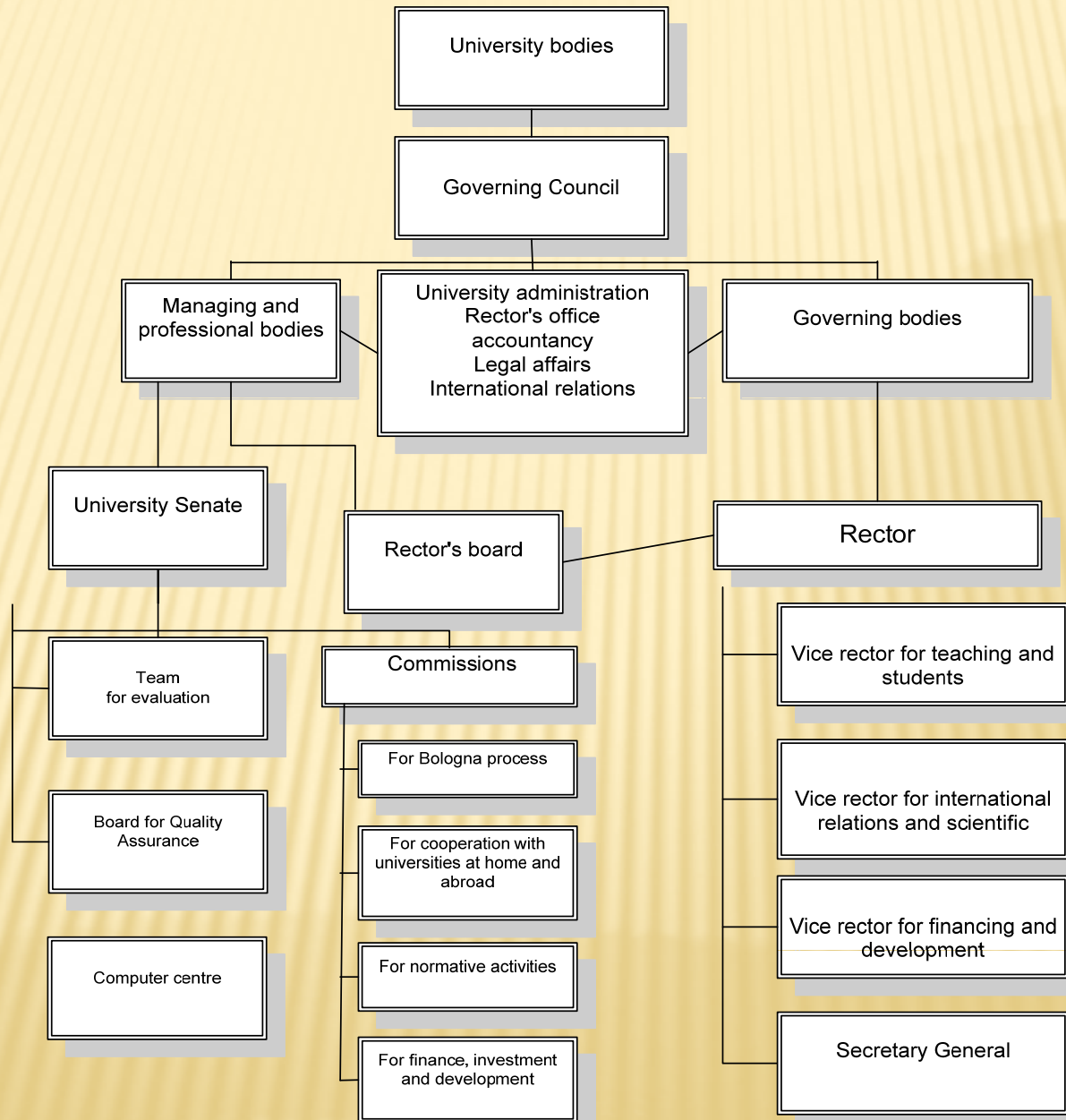


UNIVERSITY STRUCTURE – PRESENT STATE



- ✘ Faculties are still legal entities
- ✘ Employment at the faculty level
- ✘ Students' enrollment at the faculty level
- ✘ Small number of services (offices) at the university level (International Relations Office, QA office)
- ✘ Commissions at the university level:
 - + For Bologna process
 - + For normative acts
 - + For interuniversity cooperation
 - + For finance, investment and development

UNIVERSITY MANAGEMENT – PRESENT STATE



As it can be seen from the previous slides the University of Mostar does not have a specially organized Academic Affairs Office. The Vice-Rector for teaching process and students or in the present situation Rector's assistant for teaching process and students is authorized for those activities. He also has at his disposal an employee for administrative-technical tasks.

Vice-Deans for teaching process and accompanying services are authorized for these activities at the Faculties.

The next slides will show academic affairs activities at the level of University – Rectorate and at the level of Faculties.

No.	Activity	University	Faculty
1.	Enrolment of new students in the undergraduate and graduate studies	<ul style="list-style-type: none"> -Preparation of decision on enrolment quotas -Conducting of activities for regular preparation and holding of University fairs -Making of publication “Guide for future students” -Preparation of enrolment competition, its adoption in the Senate and its publishing 	<ul style="list-style-type: none"> -Defining of enrolment quotas -Participation in the University fairs -Participation in preparing materials for the “Guide for future students” -Participation in preparing enrolment competitions -Receiving of requests for enrolment, organization and holding of entrance exams and enrolment of new students.
2.	Analysis of new students enrolment	<ul style="list-style-type: none"> -Overview of the enrolled students “PLAN – REALIZATION” -Overview of secondary schools from which the students come -Overview of success in secondary schools -Overview of countries, cantons from which the students come -The above mentioned is considered and adopted by the Senate. 	Analysis of data about enrolment results in accordance with official letters sent from the University level

SVEUČILIŠTE U MOSTARU



VODIČ ZA BUDUĆE STUDENTE

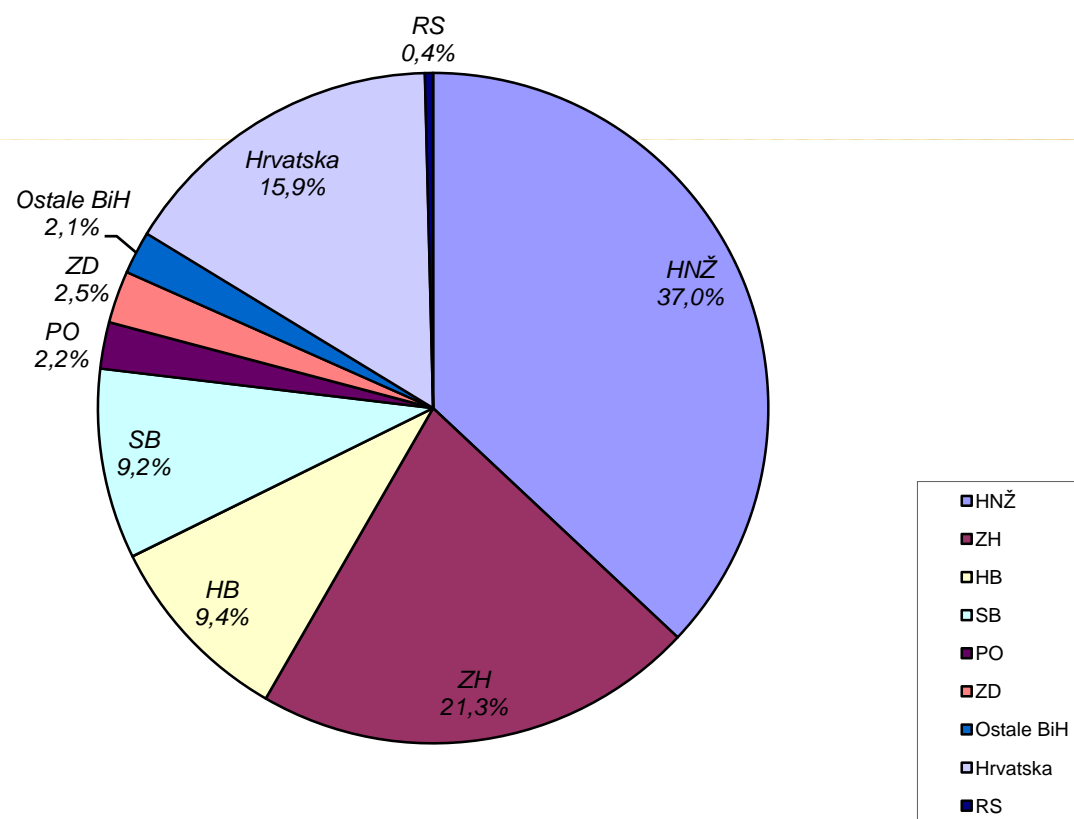
ZA AKADEMSKU GODINU 2008./2009.



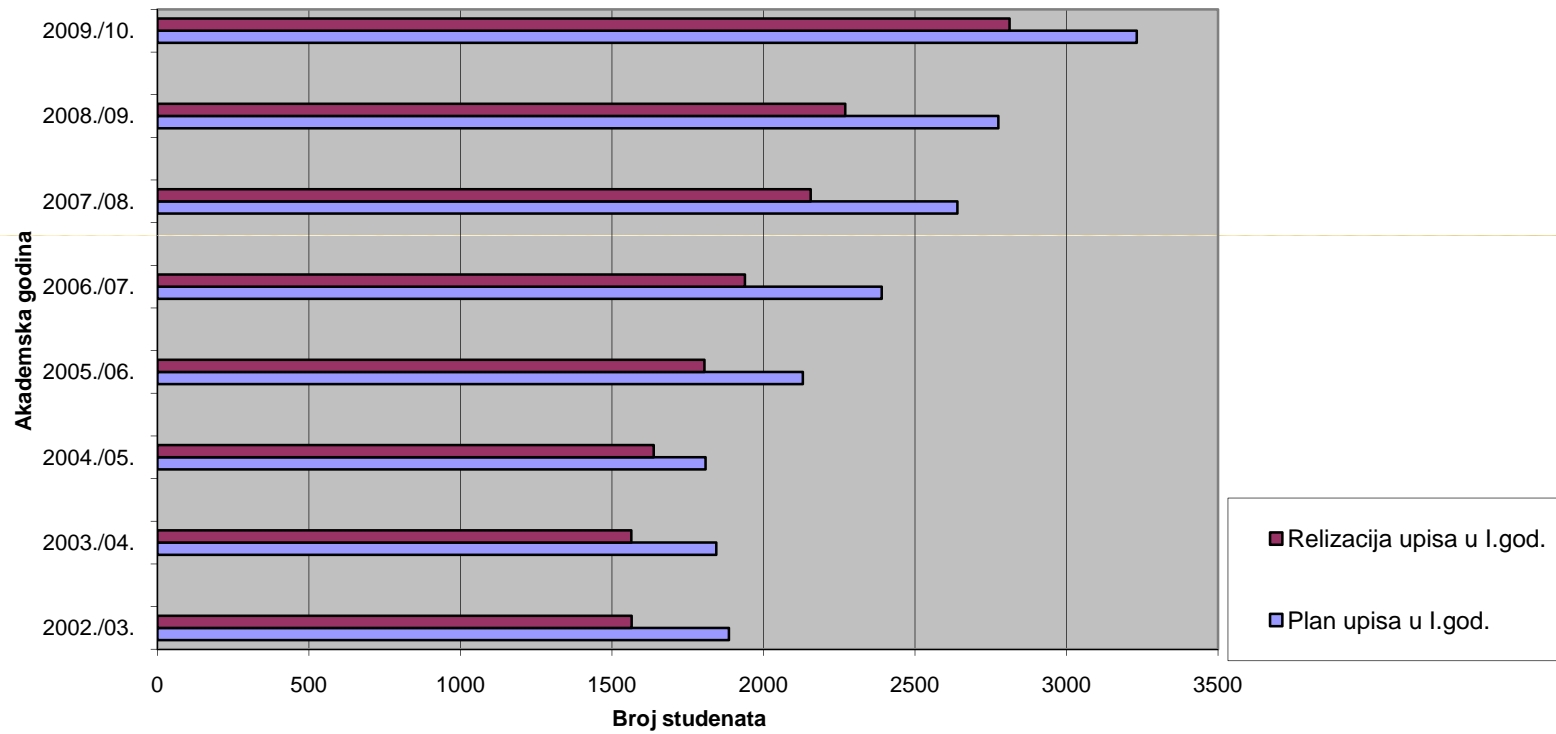
MOSTAR 2008.

Finished secondary school	Faculty of Agriculture	Academy of Fine Arts	Economics	Civil Engineering	Philosophy	Natural sciences and education	Mechanical and	Engineering	Medicine	Law	Health studies	Σ	Total (%)
							Mechanical Engineering	Computing					
Grammar school	41,67	21,05	34,00	66,00	40,30	36,10	31,58	26,62	92,00	61,20	18,00	468,52	42,94
Economic	20,83		54,20	2,00	27,86	26,67	2,63	12,99		20,00	2,00	169,18	15,50
Medicine	5,56		0,73		6,47	5,56	1,32	1,30	8,00	2,60	78,00	109,54	10,04
Electrical engineering	4,86		1,96	5,00	5,64	6,35	23,68	44,81		4,70	2,00	99,00	9,07
Mechanical engineering	2,08		2,69	1,00	2,82	1,43	22,37	10,39				42,78	3,92
Civil engineering	3,47		0,49	25,00	0,98	1,43	13,16	0,65				45,18	4,14
Traffic	2,78		2,94	1,00	4,81	2,22	5,26	1,95		4,20		25,16	2,31
Art		78,95			1,16					0,50		80,61	7,39
Agriculture	14,58				1,33	0,95				0,50		17,36	1,59
Touristic			0,49			5,24				5,30		11,03	1,01
Catering			1,47		6,30								
Food technology								0,65				0,65	0,06
Other	4,16		1,03		1,33	13,97		0,65		1,00		22,14	2,03
Σ	99,99	100,00	100,00	100,00	99,00	99,92	100,00	100,01	100,00	100,00	100,00	1091,15	100,00

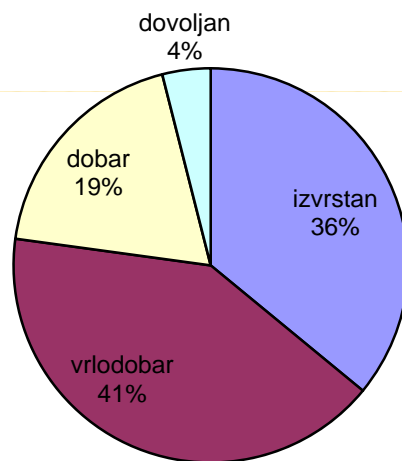
Ukupan pregled studenata po županijama za I.god.ak. 2009/2010



Usporedba plana i realizacije u pisa u I.god. od ak. 2002/2003 do 2009/2010



Ukupan pregled studenata I.god.ak.2009/2010 prema postignutom uspjehu u srednjoj školi



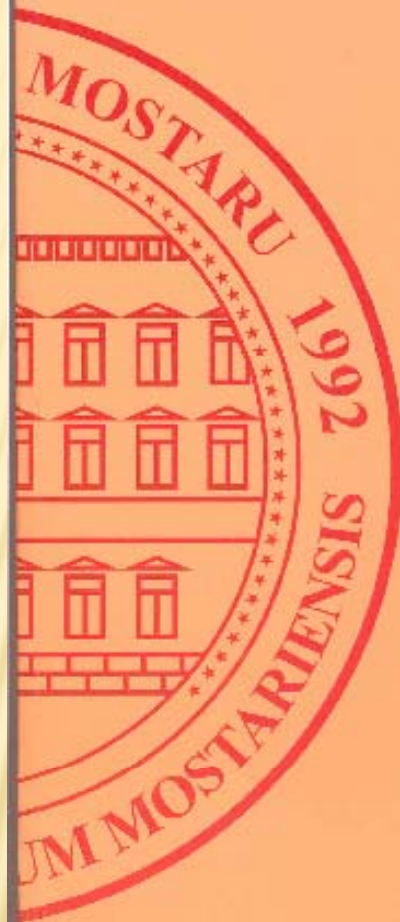
- izvrsan
- vrlodobar
- dobar
- dovoljan

No.	Activity	University	Faculty
3.	Overview of total number of students enrolled in an academic year	<p>Tabular overview of total number of students, who study at the University in an academic year, is made on the basis of data collected from the Faculties. The overview is given in terms of:</p> <ul style="list-style-type: none"> -Total number by categories and Faculties - Overview of number of students according to the place from which they come (state, entity, canton) 	Preparation of data and sending to the University
4.	Overview of number of graduated students in an academic year	Overview is made on the basis of lists of graduated students received from graduation ceremonies and the names are published in the publication called "Schedule of classes"	Updating

No.	Activity	University	Faculty
5.	Overview of teachers and associates who participate in the teaching process in an academic year	This overview is made in the beginning of each academic year and the basis for its making is the already mentioned publication "Schedule of classes"	Preparation of data and sending to the University
6.	Editing and publishing of "Schedule of classes"	<p>Sending official letters to the Faculties with precise instructions which data they must give how they can be published in the "Schedule of classes". This publication gives overview of:</p> <ul style="list-style-type: none"> - Curricula of all Faculties - Teachers and associates who participate in the teaching process - Graduated students - Accompanying documents of Bologna process 	Updating

Fakultet		R.prof.	Izv.prof.	Doc.	Dr.sc.	V.z.s.	V.P.	P.	V.A	A.	M.A.	V.L.	Lektor	T.	S.S	Dr.m	Edk.	D.i.	D.n.	D.s.r.	Z.N.	Prof.	UKUPNO	%	
Agronomski		22	19	13			0	3	1	15	11											2	86		
Muško		19	14	6				1		8	6											1	55	63,953	
Žensko		3	5	7				2	1	7	5											1	31	36,047	
Ekonomski		17	6	7			0	2	0	9	8											0	49		
Muško		16	3	1			0			5	2												27	55,102	
Žensko		1	3	6				2		4	6												22	44,898	
Gradevinski		12	4	5			4	4	0	6	18											3	56		
Muško		11	3	3			3	3		5	12											1	41	73,214	
Žensko		1	1	2			1	1		1	6											2	15	26,786	
Filozofski		29	29	31	4	1	1	3	0	25	33	0	7						1	2	6	4	176		
Muško		25	23	23	2	1		2	0	8	9		0									1	2	96	54,545
Žensko		4	6	8	2		1	1		17	24		7						1	2	5	2	80	45,455	
FPMOZ		47	29	36			5	3	1	10	49		1									7	188		
Muško		36	24	17			3	2		4	26		0									1	113	60,106	
Žensko		11	5	19			2	1	1	6	23		1									6	75	39,894	
Pravni		12	3	7			1	1	1	4	8												37		
Muško		7	3	5			1			2	1												19	51,351	
Žensko		5	0	2				1	1	2	7												18	48,649	
FSR		25	9	13			5	1		10	18												81		
Muško		23	4	9			3			7	17												63	77,778	
Žensko		2	5	4			2	1		3	1												18	22,222	
Medicinski		32	48	36				1	6	31	71				6			1				4	236		
Muško		20	32	24				1	3	17	38				4							4	143	60,593	
Žensko		12	16	12					3	14	33				2			1					93	39,407	
ALU		4	3	3			3	3		1	6			1								1	25		
Muško		4	3	2			2	2		1	4			1									19	76	
Žensko				1			1	1			2											1	6	24	
FZS		12	14	12			4	9	2	9	13				1								76		
Muško		8	11	9			2	3	2	2	9												46	60,526	
Žensko		4	3	3			2	6		7	4				1								30	39,474	
2009/10	Ukupno	212	164	163	4	1	23	30	11	120	235	0	8	1	7	0	0	1	1	2	23	4	1010		
																		UKUPN O MUŠKI						622	61,584
																		UKUPN O ŽENSKI						388	38,416

SVEUČILIŠTE U MOSTARU



**RED
PREDAVANJA**

2009./2010.

MOSTAR, 2009.

No.	Activity	University	Faculty
7.	Analysis of information about holding of lectures and examination terms	At least twice a year the Senate analyzes information about holding of lectures and exams at the University of Mostar. The information is prepared in cooperation with Vice-Deans for teaching from all the Faculties. Besides this the Senate permanently analyzes problems of teaching and students.	Preparation of data, sending them to the University and participation in making of the information. Each Dean explains the situation at his/her Faculty during the meeting of the Senate.
8.	Occasional publishing of publications	Publications which are occasionally published, but closely related to teaching are the following ones: -ECTS Guide – Information package - Internal analysis of the University - Guide through quality assurance	Updating of data, their sending and participation in preparing publications published by the University and in the same time making of their own publications: ECTS Guides and Internal analyses



SVEUČILIŠTE U MOSTARU



ECTS VODIČ
Informacijski paket

Mostar, rujan 2004.



UNIVERSITY OF MOSTAR



ECTS GUIDE

Information
package

Mostar, June 2006

UNIVERSITY OF MOSTAR



ECTS GUIDE
Information package

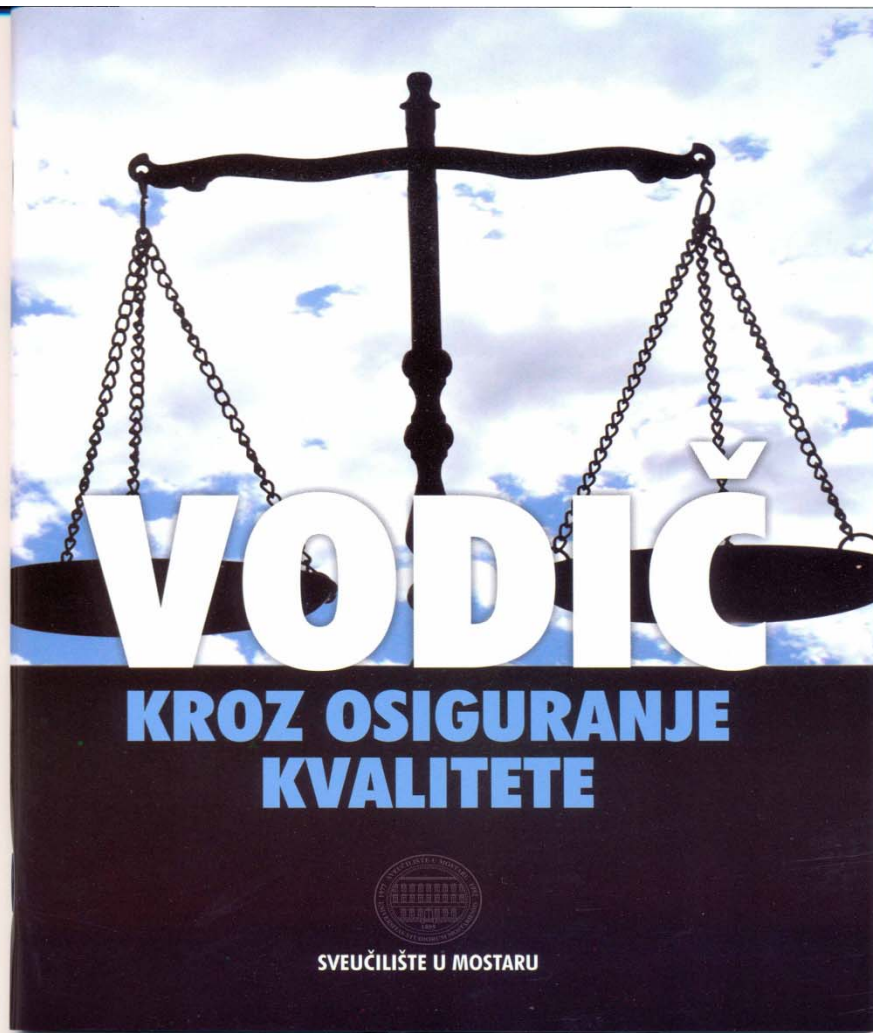
Mostar, October 2008



UNIVERSITY OF MOSTAR

INTERNAL SELF-EVALUATION OF THE UNIVERSITY OF MOSTAR





SVEUČILIŠTE U MOSTARU



No.	Activity	University	Faculty
9.	Elections of teachers and associates	<p>The unique rulebook about minimal conditions for promotion with scientific-teaching and teaching titles was made at the University of Mostar. On the basis of that the form of Report was made and it was adopted in the Senate. After the elections are conducted at the Faculties, Commission composed of Vice-rector for science, Rector's assistant for teaching and students and Secretary General, check all the materials and then they are sent to the Senate for their consideration and adoption.</p>	<p>Conducting of election procedures. Competition, making of Report by the commission which the Faculty Council forms. Consideration and adoption of Report and its sending to the Senate.</p>
10.	Conducting of regular student survey/poll	<p>Cooperation with Student Union in conducting regular student survey about teaching. The survey is uniquely conducted at the entire University.</p>	<p>The survey is conducted at the Faculty level and after analysis of its results, the Deans are informed about them. They take further measures with a goal of increasing quality of teaching process.</p>

No.	Activity	University	Faculty
11.	Making of new curricula	<p>Help and cooperation with the faculties regarding respecting of necessary steps for this activity. They are different depending on:</p> <ul style="list-style-type: none"> -Initiating completely new study or - Reconstruction of the existing study <p>Final adoption at the level of Senate or Governing Council of the University.</p>	Making of feasibility study and its adoption in the Faculty Council
12.	Analysis of the Bologna Process implementation	The University commission, who meets constantly and introduces Senate with their analyses and proposals is in charge of this activity.	Work of Faculty commissions for Bologna process
13.	Quality assurance	Quality assurance board takes care of this activity through its office	Work of Faculty Quality assurance boards

No.	Activity	University	Faculty
14.	Making and adopting of the University calendar	Calendar is unique at the University level and it just gives basic parameters as for example: <ul style="list-style-type: none"> - Beginning and end of the academic year - Duration of semesters - Period of examination terms - Period of entrance exams 	Making of lectures schedules and their updating Making of exams schedules during regular examination terms Dates of entrance exams, enrolments of new students, etc.
15.	Occasional meetings with Vice-Deans for teaching and secretaries of the Faculties	Problems of issuing diplomas and diploma supplements	
16.	Occasional meetings with the presidency of the Student Union	The goal of these meetings is exchange of opinions regarding some activities of the Union: <ul style="list-style-type: none"> Representing of the University Problems in teaching Mobility 	

THANK YOU FOR YOUR ATTENTION!