



**Modernisation and Reconstruction of University
Management and Structure
145008-TEMPUS-2008-DE-JPGR**

**UNIVERSITY OF NOVI SAD
Office for Educational Affairs
and Public Relations**

Maribor, April 2010





Office for Educational Affairs and Public Relations



University Secretariat structure

- **TOTAL NUMBER OF EMPLOYEES WITHIN SECRETARIAT – 37**
- **EXPERT OFFICES WITHIN SECRETARIAT:**
 - ✓ **Office for Educational Affairs and Public Relations – 6 employees**
 - ✓ **Legal Office – 2 employees**
 - ✓ **International Office – 5 employees**
 - ✓ **General Affairs – 11 employees**
 - ✓ **Accounting Department – 4 employees**
 - ✓ **Central Library – 1 employee**
 - ✓ **Academic Computer Network – 8 employees**





Office for Educational Affairs and Public Relations



Vice Rector for Educational Affairs - responsibilities

- ❑ Monitors:
 - ❑ admission of students and any admission-related issues referring to interdisciplinary study programmes
 - ❑ documentation preparation for accreditation of interdisciplinary study programmes
 - ❑ the educational practice
 - ❑ the procedure of new study programmes' adoption
 - ❑ evaluation procedures at the University
- ❑ Coordinates:
 - ❑ activities regarding Open Competition for students enrolment at the University
 - ❑ activities regarding issuing diplomas and diploma supplements
- ❑ Chairman of the Body of Vice Deans for Educational Affairs and of the Board for Harmonization of Standards in the field of Education and Development of ECTS Credit System, he/she monitors the implementation of the boards' decisions





Office for Educational Affairs and Public Relations



Main activities within the Office

- ❑ ongoing reform at HE institutions resulted in integrated functions at the University that lead to multiplied tasks which are not followed by adequate growth in the number of employees at the Secretariat
- ❑ wide range of different tasks within the Office





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Main activities within the Office

Educational Affairs - 2 staff members

- making all sorts of database about teaching staff, students, equipment and teaching and research processes at the University
- preparing Open Competition for enrolment at the University
- making statistics on students' enrolment
- making analyses about ongoing reform at faculties
- administering student scholarships and other student affairs
- providing student service for students enrolled in interdisciplinary study programmes
- administering diploma recognition procedures
- preparing documentation for accreditation of interdisciplinary study programmes





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Main activities within the Office

Scientific Affairs - 1 staff member

- making database about ongoing projects at the University
- providing assistance for projects applications
- administering University projects
- organizing scientific forums
- corresponding with government bodies at the provincial and state level regarding scientific affairs





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Main activities within the Office

Public Relations - 1 staff member

Center for Career Development and Student Counseling - 2 staff members

Other activities

- preparing materials for different University academic bodies such as Senate, Expert Councils, Boards
- preparing and coordinating meetings, conferences and other events





Office for Educational Affairs and Public Relations



Relationship with other university offices

- high level of cooperation with other offices within the Secretariat
- well developed cooperation with faculties administration:
 - student services at faculties
 - PR officers at faculties
 - legal offices at faculties
 - international offices at faculties





Office for Educational Affairs and Public Relations



How to improve the Office functioning

- more staff members in the Office
- integrated information system would significantly improve cooperation between faculty and university administration
- introduction of new - and improvement of existing procedures that would increase the efficiency and quality of the work at the Office





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THANK YOU FOR YOUR ATTENTION

Questions?

