



## **WORK PLAN OF THE CENTER FOR IR SERVICE**

**September 2015 - August 2016**

In the current academic year 2015/2016, the Center for the development of international cooperation of the Network of vocational colleges "*First Academy of vocational studies*", will focus its activities on its institutionalisation, elaboration of the rulebooks, staff selection and their professional development as well as improvement of international cooperation both at vocational colleges within the network and the Network itself. The aim of the Network is to become recognisable as a relevant body which has capacities in the framework of regional cooperation and European integrations of Serbia to meet all the demands placed by the modern developing society.

The main tasks of the Network are defined in the Cooperation Agreement which was signed by the members of the Network during the ECBAC Tempus project consortium meeting held in Nis in the end of April 2015. The said tasks that bear reference to this service are encouragement, support and advice to the teaching staff and students in relation to different international cooperation projects through: preparation of annual (short-term) and long-term action plans, analysis of the fulfilment of the set goals, preparation of the needed decisions and other types of documents for application in international projects and other forms of international cooperation, establishment of bilateral contacts on behalf of the Network and the individual colleges that are members of the Network, close cooperation with the Student service center of the Network and the student administrations of individual colleges, all in view of monitoring and promotion of the student mobility.

Center for IR, encompasses all the employees at higher education institutions -members of the Network who are engaged in international cooperation activities.

In the text to follow, an overview of the planned activities per each month is given together with the responsible and the deadlines for implementation of these activities.

**September 2015**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
Development of action plans for the IR Center	Center for IRO,	I-IV week
Development of rulebooks and procedures for the operation of the Center	Center for IRO,	I week
Analysis of the operation of the international relations centers at Universities in the region as well as the IR offices at Universities of applied studies in the EU	Center for IRO,	II week
Dissemination	ICT service, Center for IRO	IV week

**October 2015**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
Approval of the action plan of the IR Center	Senate	I week
Development of visual identity of the IR Center	Center for IRO	IV week
Development of the plan for training of the IR Center members	Center for IRO	IV week
Dissemination	ICT service, Center for IRO	IV week

**November 2015**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
Training for the employees of the IRO center	Center for IRO, Senate	I week
Report on the realisation of plans for the IR Center	IR office, Senate,	II week
Dissemination	ICT service, Center for IRO	IV week

**December 2015**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
Development of the 2016 activity plan for the IR Center	Center for IRO, Senate	I-IV week
Development of the financial plan of the IR Center	Center for IRO, Senate	IV week
Round table discussion with the international cooperation representatives of the University	Center for IRO, Senate	II week
Analysis of the results of the Center	Center for IRO, Senate	III week
Dissemination	ICT service, Center for IRO,	IV week

**January 2016**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
IRO report	IR office, Senate, Council	II week
Training for the employees of the IRO center	Center for IRO	IV week
Dissemination	ICT service, Center for IRO,	IV week

**February 2016**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
Presentation of the results of the IR Center to the representatives of the local government and the districts	Center for IRO, Council	III week
Participation in defining new integrated study programmes	Center for IRO, Quality assurance center, Senate	III week
Training for the employees of the IRO center	Center for IRO, Senate	IV week
Dissemination	ICT service, Center for IRO,	IV week

**March 2016**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
IRO report	IR office, Senate	II week
Presentation of the guidelines for international student mobility	Center for IRO	III week
Dissemination	Center for IRO	I-IV week

**April 2016**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
Presentation of the results of the IR Center to KASSS, Ministry of education, HERE team and National Council for Higher Education	Center for IRO, Council	II week
Training for the employees of the IRO center	Center for IRO, Senate	IV week
Dissemination	ICT service, Council	IV week

**May 2016**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
Training for the employees of the IRO center	Center for IRO, Senate	IV week
Analysis of the results of the IRO Center	Center for IRO, Senate, Council	III week
Dissemination	ICT service, Center for IRO	IV week

**June 2016**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
IRO report	Center for IRO, Senate, Council	II week
Installation of the new platform model on the web page (www. pass.ac.rs) for the needs of students	ICT service, Center for IRO, Center for Career Guidance	II week
Dissemination	ICT service, Council	IV week

**July 2016**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
Training for the members of the IRO center	Center for IRO	I-II week
Dissemination	ICT service, Council	I-II week

**August 2015**

<b>activity</b>	<b>responsibles</b>	<b>deadline</b>
Preparation activities for the academic year 2016/17	Center for IRO, Council	IV week
Presentation of the results of the IR Center to KASSS, Ministry of education, HERE team and National Council for Higher Education	Center for IRO, Council	IV week

IRO coordinator