



WORK PLAN OF THE STUDENT SERVICE CENTER September 2015 - August 2016

In the current academic year 2015/2016, the Student service Center 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: making conditions for meeting different student needs, counseling activities for students, ensuring different forms of student organisation (clubs, sport and other societies, project groups, groups for campaign leadership and promotion of initiatives, groups responsible for conducting certain professional activities related to spreading of information, culture, science, arts and sport. Moreover, the center also makes conditions for organisation and operation of the Alumni organisation and provides info service to the students. Info service implies provision of services and information which have the goal to improve the standard of students (loans, scholarships and other standard instruments). Also, this implies initial orientation to provide information on the student life, student activities and responsibilities during the first year of studies and the rules of studies. Furthermore, the center provides information on other available services (psycho-social, educational, medical) and informs the teaching staff about the student experiences, effects of the existing practices in teaching, consultations, examinations, etc. This also encompasses the encouragement of students to represent an additional control factor for teachers.

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

September 2015

activities	responsibles	deadline
Development of action plans for the Student Service Center	Center for student service	I-IV week
Development of rulebooks and procedures for the operation of the Student service Center	Center for student service	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 student service	II week
Dissemination	Center for student service	IV week

October 2015

activities	responsibles	deadline
Approval of the action plan of the Student service Center	Senate, Council	I week
Development of visual identity of the Student service Center	Center for student service	IV week
Development of the plan for training of the SS Center members	Center for student service	IV week
Dissemination	Center for student service	IV week

November 2015

activities	responsibles	deadline
Training for the employees of the SS center	Center for student service, Senate	I week
Report on the realisation of plans for the SS Center	Senate,	II week
Dissemination	Center for student service	IV week

December 2015

activities	responsibles	deadline
Development of the 2016 activity plan for the SS Center	Center for student service, Senate	I-IV week
Development of the financial plan of the SS Center	Center for student service, Senate	IV week
Round table discussion with the international cooperation representatives of the University	Center for student service, Senate	II week
Analysis of the results of the Center	Center for student service, Senate	III week
Dissemination	Center for student service,	IV week

January 2016

activities	responsibles	deadline
Report of the SS center	Senate, Council	II week
Training for the employees of the SS center	Center for student service	IV week
Dissemination	Center for student service	IV week

February 2016

activities	responsibles	deadline
Presentation of the results of the SS Center to the representatives of the local government and the districts	Center for student service, Council	III week
Participation in defining new integrated study programmes	Center for student service, Quality assurance office, Senate	III week
Training for the employees of the IRO center	Center for student service, Senate	IV week
Dissemination	Center for student service	IV week

March 2016

activities	responsibles	deadline
Report of the SS center	Senate	II week
Presentation of the guidelines for international student mobility	Center for student service	III week
Dissemination	Center for student service	I-IV week

April 2016

activities	responsibles	deadline
Presentation of the results of the SS Center to KASSS, Ministry of education, HERE team and National Council for Higher Education	Center for student service, Council	II week
Training for the employees of the IRO center	Center for student service, Senate	IV week
Dissemination	Council	IV week

May 2016

activities	responsibles	deadline
Training for the employees of the IRO center	Center for student service, Senate	IV week
Analysis of the results of the SS Center	Center for student service, Senate, Council	III week
Dissemination	Center for student service	IV week

June 2016

aktivnost	responsibles	deadline
Report of the SS center	Senate, Council	II week
Installation of the new platform model on the web page (www.pass.ac.rs) for the needs of students	Center for student service, Center for career guidance	II week
Dissemination	Council	IV week

July 2016

activities	responsibles	deadline
Training for the members of the SS center	Center for student service	I-II week
Dissemination	Council	I-II week

August 2016

activities	responsibles	deadline
Preparation activities for the academic year 2016/17	Center for student service, Council	IV week
Presentation of the results of the SS Center to KASSS, Ministry of education, HERE team and National Council for Higher Education	Center for student service, Council	IV week

Coordinator of the Center for student service