

## **International Relations Office**

The Institution strives to boost its international cooperation within European higher education area, especially regarding the European and international mobility. With this aim, the International Relations Office (IRO) has been established.

The IRO provides strategic support to the management of the Institution regarding the opportunities for and implementation of international cooperation. The IRO members introduce the school departments and management to the relevant and up-to-date information regarding the organization and implementation of various international activities, including EU scholarship and mobility opportunities for both teachers and students. All this is mostly done through meetings, workshops and presentations for the school staff and students, respecting the set deadlines for different project categories. Also, the IRO proposes to the departments potential partner institutions with which agreements can be made (even before the beginning of work on the preparation of projects), for the purpose of exchanging ideas and experiences or enhancing creativity in the project-making process.

Relying on the IRO expert assistance, Departments give their proposals on potential cooperation projects and partners, based on which a proposal is formulated for the School Council which then decides whether the proposal will be adopted. Alternatively, the IRO may submit its own project and partner proposals to the Departments. All adopted project and partner proposals enter a one-year plan for the realization of international activities, and it is approved by the school Council and authorize the Dean of the school to sign the contract of cooperation. At the end of each school year, the IRO writes a report on the implementation of international activities for the current year.

The IRO provides technical support in the preparation of project documentation (e.g. Learning Agreements, Mobility Agreements) and deals with technical issues related to the implementation of different stages of projects (e.g. providing accommodation and food, preparing and implementing language courses, providing information to students, etc.). It also strives to improve networking of the school at national level, by connecting itself with offices and other relevant bodies that deal with internationalization within different HEIs in Serbia.

The IRO consists of three members who perform operational and administrative tasks mentioned above. They are: Head of the IRO, Mobility Officer and Project Officer and there are Erasmus coordinators for each Department at the school. All of them support the preparation, planning, coordination and implementation of projects/initiatives.

As for the operational and communication methods, our official communication tool is the school website, where mobility opportunities are published. For a wider range of communication, we will also make use of the social media: Facebook and Instagram profiles of each Department of the school.

The current members of the International Relations Office are:

Marko Vojvodić, Head of the IRO (contact e-mail: [m.vojvodic84@gmail.com](mailto:m.vojvodic84@gmail.com))

Aleksandra Malivuk, Mobility Officer (contact e-mail: [skola@vzsvisan.com](mailto:skola@vzsvisan.com))

Kristina Vojvodić, Project Officer (contact e-mail: [vojvodic.k@yahoo.com](mailto:vojvodic.k@yahoo.com))