

Proposal of the Regulation for the operation of the “Carrier development and consultation center for students of professional studies”

Basic provisions

Article 1

This regulation defines the internal organization, the jurisdiction and operating principles of the “Carrier development and consultation center for students of professional studies” (hereinafter referred to as: Center).

Article 2

The Center is an organizational unit of the school facility without the status of legal entity. Within the school it is responsible for the development and realization of all activities with the aim of achieving a quality education.

Through the Center, the school is responsible for organizing courses, professional development, seminars, special forms of education and other activities.

The activities of the Center are:

1. Working on development of the skills, knowledge, which are necessary to students for successful employment.
2. Providing information to students on further education, scholarships in Serbia and abroad as well as job offers.
3. Connecting students with employers by organizing programs for professional practice and training in leading companies.
4. Organizing company presentations.
5. Providing counseling services to students who have dilemmas regarding their career after graduation.
6. Active cooperation with the National Employment Agency.
7. Other activities regarding student counseling in terms of career development (job search techniques, writing a CV, writing a cover letter, preparing for job interviews, job opportunities, etc..).
8. Working on “Life Learning” programs.
9. Developing cooperation with the academic community in Europe through international projects.
10. Developing cooperation with the academic community in Serbia
11. Fostering publishing activities and improving the quality of information provided to students.

Organization and bodies

Article 3

Activities and tasks defined in Article 2 of this document shall be performed by teachers, staff and other employees of the School, in the area of their expertise.

Coordinating council

Article 4

The Center is managed, organizing and coordinating by the Coordinating council, which is appointed by the Director of the school, and which consists of three members, One of the members is the representative of the Student Parliament.

The membership of the members can end:

- On personal request.
- Due to retirement.
- Based on Director's decision.
- Due to termination of employment.
- Due to misconduct.
- Due to other reasons.

The Coordination council makes the decisions by majority votes.

The Coordinating Council has to meet at least once every 60 days.

Responsibilities of the Coordination Council are:

- Organizing and managing the work of the Centre.
- Preparing a work plan and activities of the Centre.
- Coordinating the involvement of teachers in the organization of the parts of study programs and other forms of teaching
- Performing other duties in accordance with the law and general acts of the school.

The operating method of the Center

Article 5

Teaching and other activities of the Centre are carried out in the school and with the equipment of the school involving the teacher and other employees.

Article 6

Financial, accounting and other administrative activities for the Center are provided by the school's services.

Article 7

The funding of the Center is provided by the school in the form of direct funding or by donations from local and international projects and from other sources.

Closing remarks

Article 8

This Regulation is valid on the eight day of publication.