




Model of cooperation

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- Quality improvement
 - International relation office
 - Student Service
 - IT service

Quality improvement

Mission

- Mission of the Quality improvement service is to offer study programs in accordance with the Bologna process and to make constant improvements to meet all the standards.
- Also, our mission is to be equal with other Academies from the region and the EU countries.
- Our mission is to provide quality assurance of study programs, their modules and to provide the most effective way of studying.

Vision

- The vision of the Academy is to offer high quality education and to prepare students for future jobs and life.
- Our vision is the constant improvement of teaching staff regarding modern teaching methodologies and expertise in accordance with the requirements of the market
- Our vision is the improvement of professional practice in order for graduate students to be able to start their own businesses.



Jurisdiction of the Quality control service within the Academy

- The board responsible for the quality assurance, improvement and control will consist of 8 members (one staff member for quality control from each institution).
- The president of the board will be elected each year and will be responsible for quality management, assurance and improvement of quality and will have the obligation to submit the reports twice a year to the supervisory board of the Academy.

Rulebook

- All the rulebooks for the quality control will be unified at the level of the Academy.

EQUIPMENT

-software for the (on-line) surveys which will be organized at end of semester

FUNCTIONS-After each survey analysis, the commision will propose necessary corrective measures for the quality improvement

International relation office

- Mission:
- Our mission is to harmonize study programs with the study programs in other institutions in the region and EU countries in order to ensure mobility of students and teachers and make conditions for participation in international projects and research and development projects.

Vision: Our vision is constant improvement of teaching staff regarding modern teaching methodologies and expertise in accordance with the requirements of the market. Our vision is the improvement of professional practice in order for graduate students to be able to start their own businesses.

Also, the service will have the task to organize lectures by means of video-conferencing.



Jurisdiction

- To establish the office for international cooperation which will consist of two members. Their task will be to coordinate all the Academy members responsible for the IRO, track international projects, ensure student and teacher mobility, organize summer internship, volunteer activities, humanitarian activities, form and organize a language center within the IRO, prepare documentation for the incoming and outgoing students for mobility programs.

Rulebook

All the rulebooks for the international cooperation will be unified at the level of the Academy

- Equipment
- two computers
- video-conferencing equipment
- Printer, scanner
- Audio-video equipment

Function:

- To keep in touch with the responsible members for the IRO from each institution and be available for cooperation 24 hours a day
- To search for international projects, keep track of the procedures for applying for international projects and mobility programs and to prepare the documentation for projects and mobility programs
- To submit reports twice a year to the Board of directors within the Academy

Student Service

- Mission: Mission of the SS is to perform the activities in accordance with the Bologna process and to improve constantly to meet all the standards.
- Also, our mission is to be equal with other Academies from the region and EU countries in regard to Student services.
- Our mission is to provide the most effective way of studying.



Student service

- Vision: The vision of SS is to offer high quality service for students and respond to their needs.



Jurisdiction

- Student service will collect the data of all the students from all the institutions within a unique data base
- It will keep the records of students' practice(give instructions for the student' practice)
- It will provide other services common for the student service

Rulebooks

- All the rulebooks for the student service will be unified at the level of the Academy
- EQUIPMENT:
- Unique software for on-line application of exams and collecting student data
- One computer for each institution for the student service
- Special photo-copying machine for printing diplomas



Function

- Student service will send the diplomas to the president of the Academy to be signed twice a year
- It will submit all the relevant data and reports to the Quality control board and the Professional bodies if it is required to do so



IT service

- Mission: Our mission is to be equal with other Academies from the region and EU countries in the IT sector.
- Mission of the IT service is the constant improvement in order to meet all the standards.



IT service

- Vision: The vision of the IT service is to offer high quality information data bases and enable fast and high quality information flow.



Rulebook

- All the rulebooks for the IT service will be unified at the level of the Academy. The rulebooks must take into consideration the public procurement regulations.

EQUIPMENT

- 8 servers –one for each institution
- Back up server
- UPS
- AMRES connection
- Copying machine (for diplomas)
- Video-conferencing system
- Cobiss software, scanner (e-library)
- 8 laptops
- 2 notebooks
- One photo camera (DSLR)