

## **International relations office**

The Academy of applied studies Šabac (AASS) has lately made significant efforts 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.

It provides strategic support to the management of AASS regarding the opportunities for and implementation of international cooperation. The IRO members introduce the AASS Units, 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, mostly through meetings, workshops and presentations for the AASS staff and students and ensuring to meet 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, Units and/or Departments give their proposals on potential cooperation projects and partners, based on which a proposal is formulated for the Teaching 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 Teaching Council. 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 AASS 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 (these being the Head of the IRO, Mobility Officer and Project Officer) and a group of Erasmus+ coordinators who perform operational and administrative tasks mentioned above. 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 AASS website, where mobility opportunities and other relevant information are published. For a wider range of communication, we will also make use of our three Units' profiles on social media.

The current members of the International Relations Office are:

Sanja Vuletić, Mobility Officer (contact e-mail: [vuleticsanja01@gmail.com](mailto:vuleticsanja01@gmail.com))

Ana Matić, Project Officer (contact e-mail: [anci46@gmail.com](mailto:anci46@gmail.com))