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Based on Article 17 Paragraph 1 Item 22 of the Statute of the School of Electrical and Computer Engineering of Applied Studies in Belgrade (reg. number 2546/1 of November 15, 2018) and the recommendation of the Teaching and Professional Council of the School of Electrical and Computer Engineering in Belgrade of March 14, 2019, the Council of the School of Electrical and Computer Engineering of Applied Studies in Belgrade, at a sitting held on March 14, 2019 adopted the following:

ACTION PLAN FOR THE REALISATION OF THE STRATEGY OF INTERNATIONALIZATION OF THE SCHOOL OF ELECTRICAL AND COMPUTER ENGINEERING OF APPLIED STUDIES IN BELGRADE 2019 - 2024

INTRODUCTION

Strategy of Internationalization of the School of Electrical and Computer Engineering of Applied Studies in Belgrade (hereinafter referred to as: Strategy) proclaims the commitment to internationalization of activities and international cooperation as one of the most promising ways to future development. The Strategy is to be followed up by the adoption of a corresponding action plan for internationalization, which would determine further steps and activities in more detail and facilitate the attainment of objectives set in the Strategy. Therefore, the hereby given Action Plan for the Realisation of the Strategy of Internationalization 2019 2024 defines, in detail, activities and specific steps to be taken by the School of Electrical and Computer Engineering of Applied Studies in Belgrade (hereinafter referred to as: School) with the aim of reaching all the objectives determined by the Strategy, as well as the bearers of such activities, progress indicators and anticipated results for each of the activities. This Action Plan also determines the manner of financing activities listed therein, as well as the mechanism for monitoring the process of realisation of the Action Plan.

OBJECTIVE		1. LOCAL IMPROV	EMENT OF INTERNA	TIONALIZATION	
NAME OF ACTIVITY	STEPS	OUTCOMES	PROGRESS INDICATORS	DURATION OF ACTIVITY	BEARERS OF ACTIVITY
1.1. Improvement of course content of study programme in alignment with the global trends and development	 Improvement of study programmes in accordance with the global standards aligned with the labour market demands in Serbia Monitoring development and innovation, as well as software tools, equipment and its application, related to School's courses Introduction of novelties in the field in the courses and the adjacent literature 	 Modernised course content Modernised course materials New editions of handbooks for laboratory classes, practice sets and course books Modernised bibliographical course references 	 Number of modernized courses in terms of content Number of new lesson units Number of new publications Number of new bibliographical course references 	2019 - 2024	 Heads of study programmes Teachers Teaching assistants
1.2. Improvement of language skills of students, teaching and non-teaching staff	 Increasing the number of English lessons in undergraduate studies or providing English language courses to students Creating and implementing English languages courses for teaching 	 Improved language skills of students, teaching and non- teaching staff Increase in participation in international projects, conferences, journals and trainings 	 Increased number of the courses offered in English Increased number of the students who have been on mobility programmes Increased number of teaching and non- teaching staff who 	2019 - 2024	 Teaching and Professional Council and School Director Students, teaching and non-teaching staff Foreign language centres

	 staff with the aim of developing their capacity for teaching in English Creating and realising English languages courses for non-teaching staff 		 took part in international projects in general, as well as mobility projects Increased number of publications in English 		
1.3. Increasing the number of courses realised in the English language	 Gathering information on which undergraduate courses could potentially be offered in English Gathering information on which master courses could potentially be added to the list of master courses which may be realized in English, as well Adding a mark that a course is offered in a foreign language in the Catalogue on the School's webpage 	 Completed list of courses offered both in Serbian and English in undergraduate studies Extended list of courses offered both in Serbian and English in master studies Modernised Course Catalogue 	 Increased number of courses offered in English in undergraduate studies Increased number of courses offered in English in master studies 	2019 - 2024	 Organisational Unit for International Cooperation Department of IT and Support Teaching and Professional Council
1.4. Introduction of a study programme in	• Identifying the conditions for a	• Accredited study programme in the	 First study programme in the 	2019 - 2024	• Teaching and Professional

the English language	 study programme to be accredited in the English language Providing the conditions for a study programme to be accredited in the English language Preparing documentation for the accreditation commission 	English language	English language introduced		Council, School Council and School Director • Working group for accreditation • Head, secretary, teachers and teaching assistants of the study programme being accredited • Commission for Accreditation and Quality Assurance
1.5. Introduction of a joint master programme in cooperation with a foreign partner (<i>Joint</i> <i>and/or double master</i> <i>degree</i>)	 Identifying the conditions for a joint master programme with a foreign partner Providing the administrative-legal framework for the introduction of joint master programmes with foreign partners Identifying an appropriate foreign partner for a joint master programme 	 Completed and adopted Rulebook on Creating Joint Master Programmes Established cooperation and prepared materials for accreditation of a master programme in cooperation with a foreign partner Accredited joint master programme 	• First accredited joint master programme with a foreign partner introduced	2019 - 2024	 Teaching and Professional Council, School Council and School Director Working group for accreditation Head, secretary, teachers and teaching assistants of the study programme being accredited Commission for Accreditation and Quality Assurance
1.6. Introduction of foreign mentorship in master studies	• Identifying the conditions for the introduction of	• Completed and adopted Rulebook for the introduction	• Number of master theses with mutual mentorship	2019 - 2024	Teaching and Professional Council, School

	 foreign mentorship in master studies Providing the administrative-legal framework for the introduction of foreign mentorship in master studies Identifying appropriate foreign partners for the introduction of foreign mentorship in master studies 	of foreign mentorship in master studies • Established cooperation as well a network of potential partners for the implementation of foreign mentorship in master studies	 Number of partners for the implementation of foreign mentorship in master studies Increased rate of international mobility 		Council and School Director • Organisational Unit for International Cooperation • Head, secretary, teachers and teaching assistants of master study programmes
1.7. Improvement of international cooperation in research, development, publishing and expert/consulting activities (secondary activities)	 Realising functional, organizational, structural and normative improvement with the aim of creating the conditions for intensified secondary activities Identifying areas of activity in which international cooperation in secondary activities could be established Generating project proposals for international cooperation in 	 Established functional organisational structure enabling the implementation of secondary activities at a satisfactory level of intensity Established normative framework of secondary activities at a satisfactory level of intensity Signed agreements and contracts on mutual international realisation of projects in 	 Number of signed agreements and contracts on mutual international realisation of projects in secondary activities Number of ongoing and realised international projects in secondary activities Positive results achieved in the realisation of international projects in secondary activities 	2019 - 2024	 School Council School Director Organisation Unit for International Cooperation Heads of all organisational units of the School Teachers, teaching assistants and staff in professional departments

 secondary activities Finding specific opportunities, projects and partners for the realisation of international cooperation in secondary activities Establishing international cooperation with the aim of realising projects in secondary activities, as well as follow-up projects Monitoring the results achieved through the realisation of international projects in secondary activities 	 secondary activities Realised international projects in secondary activities Submitted reports on the results achieved in the realisation of international projects in secondary activities 	
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OBJECTIVE	2. IN	2. INCREASE IN THE RATE OF INCOMING AND OUTGOING MOBILITY				
NAME OF ACTIVITY	STEPS	OUTCOMES	PROGRESS INDICATORS	DURATION OF ACTIVITY	BEARERS OF ACTIVITY	
2.1. Legal and administrative preparation of mobility projects	 Carrying out a detailed analysis of the rules of international mobility projects, particularly Erasmus+ programmes, assessing the capabilities of the School, as well as those segments which require improvement Analysing and improving School rulebooks related to international mobility (Rulebook on International Mobility, Language Policy, Rules and Conditions for the Selection of International Mobility Candidates) with the aim of attaining better and more efficient 	• Improved rulebooks related to international mobility of the School (Rulebook on International Mobility, Language Policy, Rules and Conditions for the Selection of International Mobility Candidates)	• Number of analysed rules and programmes of international mobility and compliance of the general School acts with such rules	2019	 Legal Affairs Department Organisational Unit for International Cooperation Teaching and Professional Council School Council 	

	performance				
2.2. Strengthening the Organisational Unit for International Cooperation	 Forming a corresponding organisational unit within the Department of Marketing and International Cooperation (Office for International Cooperation or similar) with a narrower focus Precise defining of work structure related to international mobility – Coordinator for International Mobility and Academic ECTS Coordinator, as well as student team members Holding regular meetings with relevant departments with the aim of improving performance Increasing the number of team 	 Increased number of the members of the Organisational Unit for International Mobility Defined activities of individual members of the Organisational Unit for International Mobility 	 Increased level of efficiency of the Organisational Unit for International Mobility, and, at the same time, the Department of International Cooperation Number of meetings of the Organisational Unit for International Mobility 	2019 - 2024	 School Director Department of Marketing and International Cooperation Legal Affairs Department Department of Student and Teaching Service Affairs Department of Accounting Student Parliament

	members				
2.3. Improvement of services for foreign and local students who participate in mobility	 Improving all types of services related to foreign students who participate in international mobility (information on application and administrative procedures, the visa regime, insurance and healthcare services, food and accommodation in student dormitories, etc.) Offering language support to foreign students to learn the basics of Serbian as well as to local students to improve their knowledge of foreign language(s) Creating peer support systems for foreign students (<i>buddy network</i>) Creating ties between incoming students in Belgrade and existing student support groups for 	 Improved, extended and aligned relevant data for students who participate in international mobility Relevant data published on the webpage of the School Established student support working groups for incoming students as well as cooperation with existing support groups in Belgrade 	• Improved content as well as the quality of relevant services for students who participate in international mobility	2019	 Organisational Unit for International Coopration Department of Legal Affairs Department of Student and Teaching Service Affairs School Director

	incoming students				
2.4. Greater ties with foreign institutions of higher education in the field of international mobility	 Identifying potential partners for international mobility students, particularly in southeastern countries (sharing similar languages) and other European countries (particularly those offering courses in English) Contacting partners and creating the base for potential cooperation through mobility programmes 	• Finalized base of potential partners for international mobility programmes	• Number of potential partners for international mobility programmes	2019 - 2024	Organisational Unit for International Cooperation
2.5. Participation in international mobility projects	 Identifying study programmes which would take part in international mobility Raising the number of master studies included in international mobility programmes Preparing project applications for 	 Finalized list of potential participants in mobility in the form of a list of undergraduate study programmes Finalized extended list of courses available in master studies which are a part of international mobility 	 Number of interested study programmes of undergraduate studies for outgoing mobility Number of courses in applied studies which are a part of international mobility programmes Number of 	2019 - 2024	 Organisational Unit for International Cooperation Coordinators and individual project teams Department of Legal Affairs Department of Accounting Heads of study programmes Teaching and

	mobilityprogrammesSubmittingapplications	 Submitted applications for international mobility projects Approved international mobility projects 	international mobility projects of the School		Professional CouncilDirector and Assistant Directors of the School
2.6. Promotion of the School as a candidate for international mobility	 Informing students on current events in the field of international mobility through student organisations Improving the content on international mobility on the School's webpage Promoting current events in the field of international mobility via social media platforms Participating in international fairs of institutions of higher education Staff counseling Creating the alumni base of participants in international mobility, as well as all other alumni 	 Held meetings with the representatives of the Student Parliament with the aim of informing the students about the current events in the field of international mobility Improved webpage content, as well as additionally added 'FAQ' section Realised participation in international fairs of institutions of higher education Organised counseling meetings with staff Finalized alumni base of students with international experience 	• Increased visibility of the rules and the level of interest of the School in the field of international mobility in the eyes of students, staff, the public and potential partners	2019 - 2024	 Department of Marketing and International Cooperation Department of IT and Support

	with international experience				
2.7. Design of databases of international mobility	 Developing databases with a registry and information on mobility projects, outgoing and incoming students, outgoing and incoming staff Evaluating participation in international mobility 	 Finalized database with the information on mobility projects, realized international student and staff exchange programmes Inserted data on international mobility Finalized questionnaires for the evaluation of participation 	• Enabled reliable and simple reporting and access to quantitative and qualitative data on realizing mobility relevant to continuous self- evaluation and development	2019 -2024	 Department of Marketing and International Cooperation Department of IT and Support Department of Student and Teaching Service Affairs

OBJECTIVE	3. IMPROVEMENT	3. IMPROVEMENT OF COOPERATION WITH FOREIGN INSTITUTIONS OF HIGHER EDUCATION, THE ECONOMY AND OTHER PARTNER INSTITUTIONS					
ACTIVITY NAME	STEPS	OUTCOMES	PROGRESS INDICATORS	DURATION OF ACTIVITY	BEARERS OF ACTIVITY		
3.1. Connecting with relevant European and global programmes and relevant associations for the realisation of international projects	 Identifying the base of relevant associations and programmes for international projects Learning the administrative and financial rules of those associations and programmes Becoming a member of and improving School performance with the aim of becoming a member of relevant associations and programmes 	 Finalized database with relevant associations and programmes for international cooperation, their rules and conditions Membership in relevant European and global programmes for the realisation of international projects 	 Increased diversity in School's projects Increased number of projects 	2019 - 2024	 Organisational Unit for International Cooperation Department of Legal Affairs Department of Accounting Teaching and Professional Council School Director 		
3.2. Extension of the base of potential partners for international projects among foreign institutions of higher education, the economy and other partner institutions	 Identifying potential partners among southeastern countries (sharing similar languages) and other European countries Contacting partners and creating the 	• Finalized base of potential partners among foreign institutions of higher education, the economy and other partner institutions	• Number of potential partners	2019 - 2024	• Organisational Unit for International Cooperation		

	base for potential cooperation				
3.3. Increase in the number of international projects	 Continuing active participation in current projects and taking part in future Erasmus+ projects in the action titled Capacity Development in Higher Education Joining Erasmus+ projects from the category of Strategic Partnerships with the aim of setting good examples, as well as projects from the category of Sector Skills Alliances relevant to applied studies and projects from the category of Knowledge Alliances for better cooperation with the economy Identifying and joining other types of international projects through various programmes 	 Prepared applications and participation in international Erasmus+ projects and international projects of other programs 	• Number of international projects	2019 - 2024	 Organisational Unit for International Cooperation Coordinators and individual project teams Department of Legal Affairs Department of Accounting Teaching and Professional Council Director and Assistant Directors of the School

3.4. Legal and administrative improvement of project realisation	• Adopting a Rulebook on the Realisation of International Projects	• Defined institutional procedures for project applications and the realisation of international projects in Erasmus+ and other programmes	 Efficient project realisation Increased number of projects 	2019	 Organisational Unit for International Cooperation Department of Legal Affairs Director and Assistant Directors of the School Teaching and Professional Council School Council
3.5. Platform for monitoring realisation of international projects	• Creating a software for project monitoring and management at the level of the School	• Facilitated project implementation, communication with partner institutions, preparation of reporting documentation, etc.	• Efficient platform	2019 - 2024	 Organisational Unit for International Cooperation Department of IT and Support Coordinators and individual project teams School Director
3.6. Increase in participation visibility of the School in international projects	 Improving content on international projects on the webpage of the School Promoting current event in the field of international projects via social media platforms Creating promotional 	 Improved existing content on international projects on the webpage and social media platforms of the School Realised participation in international fairs of institutions of higher education 	• Scope of realisation of promotional activities (number of webpage visits, outreach of the video on international cooperation, numbers of shares on social media, etc.)	2019 - 2024	 Department of Marketing and International Cooperation Coordinators and individual project teams

materials on international activity of the School	• Finalized promotional materials on the realized and ongoing projects		
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OBJECTIVE	4. COMMITN	4. COMMITMENT TO INTERNATIONALIZATION AND INTERNATIONAL COOPERATION				
NAME OF ACTIVITY	STEPS	OUTCOMES	PROGRESS INDICATORS	DURATION OF ACTIVITY	BEARERS OF ACTIVITY	
4.1. Functional, organisational and structural improvement of the School	 Analysis of the functional, organisational and structural set-up of the School and its alignment with international activities Suggesting measures for the improvement of the existing, functional, organizational and structural set-up and its alignment with international activities Preparing recommendations and adopting amendments to the existing general acts and 	• Established functional, organizational and structural set-up of the School aligned with reliable, predictable, efficient and regular implementation of international activities in the School	 Number of analysed general acts, processes and procedures Number of amended and adopted general acts, processes and procedures Number of realized international activities Satisfactory level of effectiveness, reliability, predictability, efficiency and regularity of international activities of the School 	2019 - 2024	 Heads of all existing organizational units and departments, permanent commissions and working groups of the School Coordinators and individual project teams Director and Assistant Directors of the School Teaching and Professional Council School Council 	

	 procedures of the School, preparing recommendations and adopting new general procedures and acts of the School Constant monitoring and recommendation of further measures for the improvement of the functional, organisational and structural set-up of the School and its alignment with international activities 				
4.2. Establishing a corresponding normative framework in the sphere of international cooperation	 Analysis of the existing normative framework regulating the domain of international cooperation of the School Preparing measures for the improvement or the establishment of a corresponding normative 	 Adopted rules defining the normative framework for international cooperation, starting from initiative- making to establishing some form of international cooperation, to realisation, monitoring and control over the 	 Number of analysed general acts, processes and procedures in the domain of international cooperation Number of amended and adopted general acts, processes and procedures in the domain of international 	2019 - 2024	 Heads of all existing organizational units, permanent commissions and working groups of the School Coordinators of individual international projects Director and Assistant Directors of the School

	framework regulating the domain of international cooperation of the School • Adopting general acts contained in the normative framework in the domain of international cooperation of the School • Ongoing monitoring and recommending measures for further improvement of the normative framework regulating the domain of international cooperation of the School	realisation of some form of international cooperation	 cooperation Number of realized international activities Satisfcatory level of effectiveness, reliability, efficiency and regularity of international activities of the School 		 Teaching and Professional Council School Council
4.3. Continuous improvement of linguistic competencies of students and staff	• Carrying out an analysis of the opportunities for learning the new and improving the existing knowledge of students and	 Gained new and improved existing knowledge of students and staff with regard to global languages Increased number of 	• Number of realized courses and other forms of knowledge transfers with the aim of learning global languages	2019 - 2024	 Director and Assistant Directors of the School Heads of all existing organizational units and

	 staff with regard to global languages, that is, languages widely used on a global scale Creating an encouraging environment as well as the conditions for gaining the new and improving the existing knowledge of students and staff, with regard to global languages 	students and staff with the gained knowledge of global languages	 Number of students and staff who attended the courses and other forms of knowledge transfers with the aim of learning global languages Number of students and staff who gained new and improved existing knowledge with regard to global languages 		departments of the School • Teaching and Professional Council • Staff • Students
4.4. Providing reliable and sufficient financial means	 Regularly analysing the existing and potential sources of financing for activities of internationalization and the development of international cooperation Regularly planning the financial means necessary for activities pertaining to internationalization and the 	 Provided reliable, sufficient and regular financing of activities pertaining to internationalization and the development of international cooperation Prevented negative financial effects pertaining to internationalization and the development of international cooperation Provided stable and positive financial 	 Expenditure for financing activities pertaining to internationalization and the development of international cooperation Income made through activities pertaining to internationalization and the development of international cooperation 	2019 - 2024	 Director and Assistant Directors of the School School Council A person designated to monitor the process of internationalization and the development of international cooperation Department of Accounting Organisational Unit for International

	 development of international cooperation within the scope of the financial means of the School Regularly monitoring and analysing expenditure of the planned financial means for activities pertaining to internationalization and the development of international cooperation Regularly monitoring and analysing the financial outcomes achieved in the realisation of the projects pertaining to internationalization and the development of internationalization and the financial outcomes achieved in the realisation of the projects pertaining to internationalization and the development of internationalization and the development of internationalization and the development of international cooperation 	situation of the School			Cooperation
4.5. Establishing a mechanism for monitoring the process	• Carrying out an analysis with the aim of finding a	• Designated person for monitoring the process of	• Number of reports submitted by the person designated	2019 - 2024	School DirectorSchool CouncilPerson designated

of internationalization and the development of international cooperation	 corresponding way of monitoring the processes of internationalization and the development of international cooperation Designating a person in charge of monitoring the process of internationalization and the development of international cooperation as well as defining his/her duties and responsibilities Analysing the reports submitted by the designated person on monitoring the process of internationalization and the development of internationalization internationalization and the development of internationalization internationalization and the development of international cooperation 	 internationalization and the development of international cooperation with defined duties and responsibilities Identifying and removing obstacles, problems and inconsistencies in the process of internationalization and the development of international cooperation Realising the process of internationalization and the development of international cooperation in accordance with the planning documentation 	 on monitoring the process of internationalization and the development of international cooperation Acceptable or non-existent deviation from the planning documentation and the process of internationalization and the process of international cooperation Number of recommended and realised measures and recommendations for the improvement of the process of internationalization and the development of internationalization		for monitoring the process of internationalization and the development of international cooperation
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the process of internationalization
and the
development of
international
cooperation and
the removal of the
identified
obstacles,
problems and
inconsistencies in
such processes

PRESIDENT OF THE COUNCIL

PhD Svetlana Strbac Savic, prof.