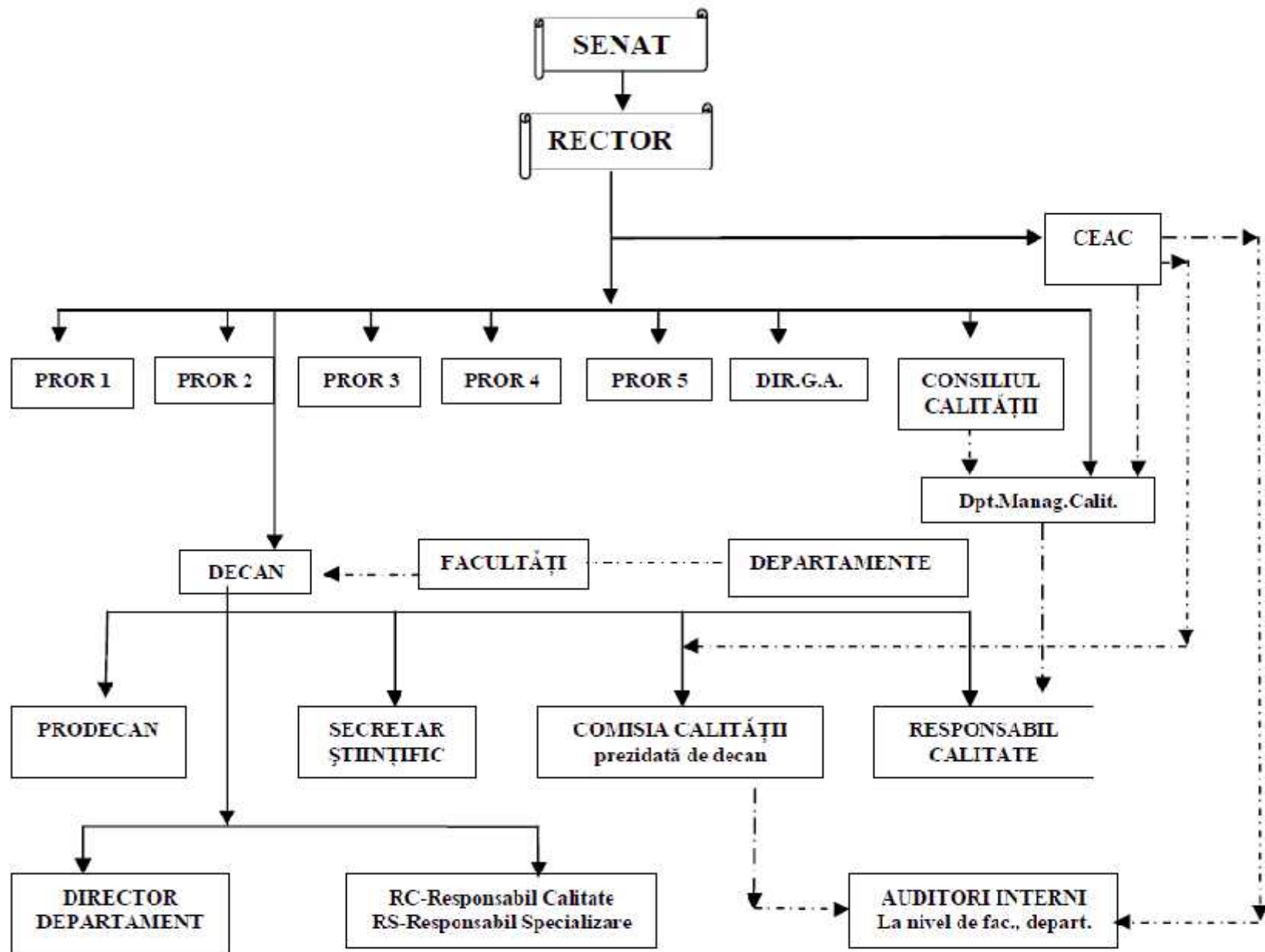




The Role of Administrative Staff in Internal QA The Romanian Experience

Tirana, 14th of February 2017

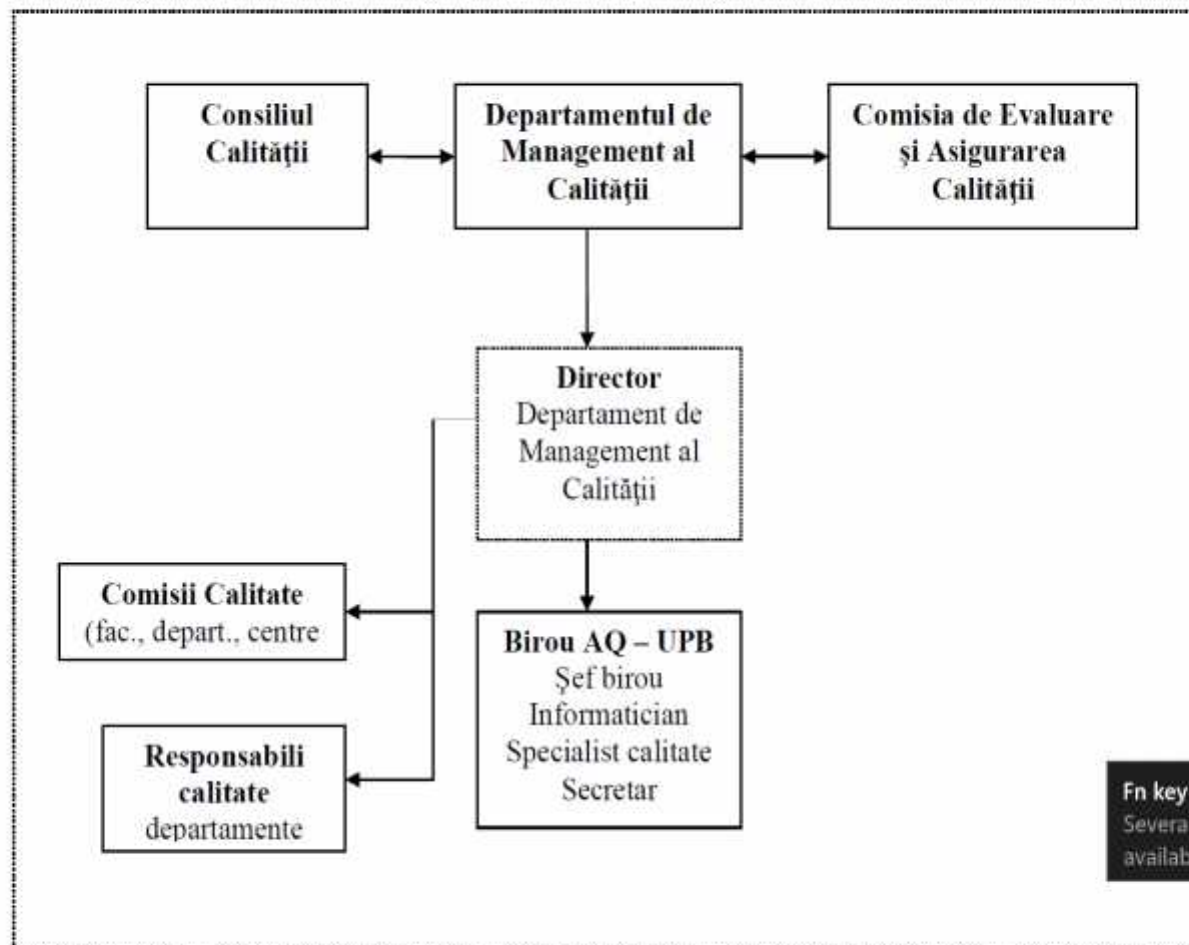


Organization of QA in the UPB

Quality Council

- President: Rector
- Vice-rector for Quality
- Executive President
- Faculties representatives

Organigrama Departamentului de Management al Calității



Fn key combinations

Several hidden Fn key combinations are available. Click here to learn more.

Roles of Administrative Staff

- Support for research – Personnel; Acquisition procedures;
- Support for teaching – Secretariat
- Support for students activities
- Resource management

Expectations

- Communication skills
- Professionalism
 - Knowledge about reporting
 - Knowledge about different (research) project types
 - Knowledge about legal requirements

Thank you for your attention!