



International Staff Week

April 23 - 27, 2018

Overview of Central Services for Visits

You will visit two central services /departments in Graz.

Friday, 9:00 – 11:00 and Tuesday, 15.30 – 17:00 (optional)

Please choose 2 of the below listed central offices / departments which you would like to visit:

Library (BIZ):

The library provides students and staff with literature for their studies, teaching and scientific research (books, journals, theses, DVDs, CD-ROMS).

Facility Management (FMA):

Facility Management is in charge of construction and maintenance of all FHJ buildings. Further central tasks include central information desk, telephone hotline, issuing of student and copy cards...

Financing, Controlling, Accounting (FCO):

All the accounting, planning and controlling tasks are done in this department. This means close contact to all the degree programs and services, especially when establishing and monitoring the budget for the whole University of Applied Sciences based on a 3-years-forecast.

Personell and Legal Services (PER):

PER is responsible for all human resources issues (personnel policy, personnel planning, payroll accounting etc.) and legal examination of all contracts concluded by FH JOANNEUM.

PR and Marketing (PRM):

Public relations at FH JOANNEUM includes a variety of activities ranging from event and media management to the production of different publications and brochures, internal and external communication, website, media, social media, student advisory service and recruiting of students.

Quality Development and Management (QEM):

The department acts as an interface between quality management of academic and operational areas and thus covers the rather heterogeneous areas of science and administration. Along with the development of curricula and submission of reports and applications to the Agency for Quality Assurance and Accreditation Austria, the department deals with issues and problems related to teaching processes and all aspects of evaluation.

Research Organisation and Services (FUE):

The R&D Coordination department supports the management in strategic business planning for all R&D issues at company level, supervises operative implementation measures and carries out a wide range of coordinative and controlling tasks related to the activities of the FH JOANNEUM Centres for Research and Development.

Continuing Education and Student Administration (WSA):

The department is responsible for the administration of student data, the admissions procedure (proper matriculation, enrolment and nostrification procedures and the compilation of statistical data for the Ministry of Education and the FH Council) as well as all continuing education matters, organization of foreign language courses, language certification programmes (TELC and TOEFL) and qualification course for university entrance.

Central IT Services (ZIT)

The responsibilities of the Central IT Services (ZIT) Department include procurement and operation of the IT infrastructure of FH JOANNEUM, such as the procurement and maintenance of PCs, printers, file servers, mail servers, print servers etc., the maintenance and further development of the central student administration system, the SAP system and operation of the central helpdesk.

Innovative Learning Scenarios (ZML):

The competence center "ZML- Innovative Learning Scenarios" develops learning scenarios which cover the user requirements regarding technical implementation and didactical approach. Communication and cooperation in virtual rooms, gender mainstreaming in e-learning, MOOCs and the use of videos are explored in the core area didactics.

ZML supports degree programs in the conceptual design of "blended learning" scenarios, offers training on e-learning platforms, online courses and workshops and organizes the annual conference "e-learning day" at FH JOANNEUM.

International Relations (INT):

The department advises the management team, the rector and heads of degree programs on strategic aspects of internationalization and acts as a central service point for incoming, outgoing students, trainees and staff (Erasmus STT/STA). INT manages the partnership agreements, offers numerous training courses in German as a Foreign Language for exchange and international students and academic staff as well as intercultural competence workshops for incoming and outgoing students. INT organizes events promoting the social integration of students and International Staff Weeks.

Organizational Development (OD):

The main task of the Organizational Development Office is to identify and analyze crucial processes in the organization and the organization culture and develop new procedures and measure. Recent projects are the establishment of a job family model, training in the field of applied leadership and an internal staff mobility program.

Equality and Diversity Office (EDO):

The Equality and Diversity Office at the FH JOANNEUM is an active expert point for equality processes in administration (gender mainstreaming, accessibility) and in academic perspectives (research projects).

In addition to our central services you can also visit the degree programs which hold the partnership with your institution or degree programs you are interested in.

Here you will find all degree programs of FH JOANNEUM:

<http://www.fh-joanneum.at/aw/~a/home/?lan=en>
