Classification Structure

1 Control and audit

1.1 Handling external control
      1.1.1 Handling external control
1.2 Handling internal control
      1.2.1 Drawing up and handling internal regulatory documents
      1.2.2 Designing and staffing the organisation
      1.2.3 Administering meetings and making decisions
1.3 Planning, following up and reporting
      1.3.1 Planning and budgeting
      1.3.2 Following up and reporting
1.4 Evaluating university operations
      1.4.1 Handling external control and audit
      1.4.2 Handling internal audit
1.5 Developing operations
      1.5.1 Developing operations
1.6 Handling external circulations of reports
      1.6.1 Handling external circulations of reports

2 Operational support

2.1 Administering internal and external groups and networks
      2.1.1 Administering internal and external groups and networks
2.2 Handling staff issues and payroll processes
      2.2.1 Recruiting staff
      2.2.2 Administering employment
      2.2.3 Developing professional competence
      2.2.4 Handling work adaptability and rehabilitation
      2.2.5 Handling staff liability issues
      2.2.6 Handling work environment and personal/social issues
      2.2.7 Cooperating with employee unions
      2.2.8 Calculating and paying out salary
      2.2.9 Handling pension and social insurance
      2.2.10 Handling career development
      2.2.11 Handling practical placement and work rehabilitation
      2.2.12 Handling international exchange of staff
2.3 Administering finances
      2.3.1 Handling incomes
      2.3.2 Handling costs
      2.3.3 Accounting for finances
      2.3.4 Handling funds and foundations
      2.3.5 Administering facilities
2.4 Acquiring goods and services
      2.4.1 Handling procurement
      2.4.2 Handling purchase
2.5 Providing and managing IT support and tele communications
      2.5.1 Managing and providing support for IT and IT systems
      2.5.4 Managing technical infrastructures
2.6 Handling official documents
      2.6.1 Handling and accounting for official documents
      2.6.2 Handling and providing official documents

2.6.3 Handling personal data
2.7 Managing premises and safety
    2.7.1 Planning and managing premises
    2.7.2 Handling physical safety and shell protection
    2.7.3 Handling crisis/disaster incidents
    2.7.4 Handling insurances
    2.7.5 Handling reports and applications for permissions
    2.7.6 Handling IT security
    2.7.7 Handling data security
2.8 Communicating university activities
    2.8.1 Handling graphic profile and trademark
    2.8.3 Handling internal and external communications channels
    2.8.4 Producing publications, printed material and marketing material
2.9 Handling general inquiries, complaints and opinions
    2.9.1 Handling general inquiries, complaints and opinions
2.10 Handling celebrations and events
    2.10.1 Organising celebrations and events
    2.10.2 Participating in external arrangements
2.11 Providing library services
    2.11.1 Providing literature and information resources

3 Student and doctoral student affairs
3.1 Handling individual cases
    3.1.1 Providing study guidance
    3.1.2 Providing support to students with disability
    3.1.3 Providing student health care
    3.1.4 Handling transfer of credits
    3.1.5 Handling individual cases during studies in progress
3.2 Investigate reports
    3.2.1 Handle investigations of disciplinary measures
    3.2.2 Handling investigations of discrimination, harassment and
    offensive acts
3.3 Administering international exchange
    3.3.1 Administering exchange programmes and international cooperation
    3.3.2 Handling outgoing student matters
    3.3.3 Handling incoming student matters
3.4 Handling scholarships
    3.4.1 Handling scholarships

4 First and second cycle education management
4.1 Handling first and second cycle education
    4.1.1 Designing and handling first and second cycle education
    4.2 Handling admission of students
    4.2.1 Handling admission of students
    4.3   Planning and implementing first and second cycle education
    4.3.1 Planning study programmes and courses for first and second cycle
    education
    4.3.2 Handling first and second cycle courses
    4.3.3 Handling practical placement
    4.3.5 Handling degree applications for first and second cycle education
    4.3.6 Conducting contract education