

UNIVERSITY OF KRAGUJEVAC

Jovana Cvijića bb.
34 000 Kragujevac, Serbia

Number of students at the University: 17000

Number of faculties within the composition of the University: 12

University Centre for Career Development and Counselling of Students of University of Kragujevac

Jovana Cvijića bb. Kragujevac, Serbia

www.razvojkarijere.kg.ac.rs

+381 34 300 425

razvojkarijere@kg.ac.rs

The activities of the University Centre include:

- developing competencies, knowledge and skills of students which are crucial for their employment;
- provision of information to students on opportunities for additional education, scholarships in the country and abroad, and job offers;
- ensuring liaison of students and employers by organizing vocational practice and training programs in leading companies and organizations in the country for potential employment;
- organizing presentations on companies, their business ethics and recruitment policies;
- consultancy to students having dilemma with respect to choosing career or positioning at the labour market after graduation;
- other counselling services with respect to career development;
- coordination of work of career development centres at the faculties within the University;
- monitoring of accomplishment of strategic objectives in the sphere of employment in cooperation with the Committee for Strategic Development within the University Council.

Number of permanently employed / persons engaged on a different basis in the Centre: 0/2

Average number of contacts / interactions with clients/students (personal, by phone, e-mail): 50-100

Current units / services in the Centre:

- ✓ Career information
- ✓ Career counselling
- ✓ Career education
- ✓ Liaison of academic and business community/ services for employers

The following is available to students:

INFORMATION:

- ✓ Access to information on practical work and job competitions
- ✓ Information on companies and employers
- ✓ Information and guidance on finding post-graduate courses
- ✓ Information on scholarships
- ✓ Access to information on continuation of studies in the country and abroad
- ✓ Simulation of interviews (with employers and counsellors in the Centre)
- ✓ Receipt of job advertisement by e-mail
- ✓ Information brochures, guides, leaflets for students

COUNSELLING:

- ✓ Scheduling career counselling /face-to-face session
- ✓ Short counselling on the spot / open door – counsellor on duty
- ✓ Career counselling and information with the use of a computer in the Centre
- ✓ Career counselling and information by phone
- ✓ Career counselling and information by e-mail
- ✓ Reviewing and correcting CVs
- ✓ Reviewing and checking motivation and cover letters, references
- ✓ Guidance in applying for scholarships

EDUCATION:

- ✓ Workshops, e.g., career education, job-seeking, etc.
- ✓ Meetings/interviews with faculty students
- ✓ Interviews / meetings with employers
- ✓ Trainings for career guidance skills and development of employability
 - Library
 - Post-Graduate Courses Database
 - Employers Directory
 - Internet Access
 - Website
 - Employers Presentation
 - Fairs
 - Reference to other institutions

The following will be available to prospective students:

- ✓ career information and guidance in relation to choosing a study program

The following is available to graduate students:

- ✓ access to all services for students for a certain period of time after graduation

The following is available to employers:

INFORMATION AND PROMOTION:

- ✓ provision of information on companies for students
- ✓ publishing job vacancies and other advertisements
- ✓ promotion of advertised permanent and occasional job posts
- ✓ promotion of opportunities for practical work
- ✓ targeted distribution of job advertisements
- ✓ targeted promotion of events at which employers take part
- ✓ possibility of holding presentations for students by companies
- ✓ possibility of attending fairs at universities

ASSISTANCE AND CONSULTANCY:

- ✓ ensuring space for interviewing candidates at the University
- ✓ ensuring space for testing candidates at the University
- ✓ availability of employees in centres for meetings with employers
- ✓ special section at the site dedicated to employers
- ✓ collection of candidates' applications
- ✓ pre-selection of candidates
- ✓ communication of selection results to candidates



University Centre for Career Development
and Student Counseling
University of Kragujevac
www.razvojkarijere.kg.ac.rs
razvojkarijere@kg.ac.rs

What is Centre?

University Centre for Career Development and Student Counseling is an organizational unit of the University of Kragujevac whose main goal is to prepare students for the labor market, to connect them with employers and to provide support for them in acquiring skills and knowledge needed in modern business society.



INFORMING



PRESENTATIONS AND FAIRS



Presentations of foundations and organizations

Scholarship Fairs

Student Days Manifestation

Centre on other Fairs

Presentations of companies



WORKSHOPS, COUNCELING AND CENTRE'S RESOURCES



UNIVERSITY OF KRAGUJEVAC – CENTRE FOR CAREER DEVELOPMENT AND STUDENT COUNSELLING

Predrag Vukomanović,
University of Kragujevac

In view of meeting the needs of its students, in November 2007, the University of Kragujevac in cooperation with Crown Prince Alexander II Foundation for Education and Culture established the University Centre for Career Development and Student Counselling. The main role of the Centre is to provide assistance and information required by students and through conducting its activities liaise academic and business community. In order to achieve that objective, the Centre has organized and conducted numerous manifestations so that students could be informed on opportunities for further professional advancement (post-graduate studies, scholarship programs, study and professional visits, practical work and vocational trainings) such as presentations of foundations and institutions that organize different programs of vocational trainings, scholarship fairs, etc. The Centre also organizes different seminars, workshops, courses and lectures in order to ensure that undergraduate and graduate students could develop practical skills and competencies which they will need while making first career steps. Since the significance of practical skills and competencies becomes more and more significant during the studies, the Centre offers to its students the establishment of cooperation with companies in the city and in the surroundings in order to ensure programs for practical work and vocational training. In that way, companies and employers have the opportunity to promote and present themselves, and in particular to inform young people and shape their future staff in that way. Students, on the other hand, have the opportunity to see and experience how a company conducts its business, as well as to apply their knowledge in practice and supplement it with other skills and competencies.

ROLE OF THE CENTRE

The basic role of the Centre is to provide assistance to undergraduate and graduate students of the University in developing their skills and acquiring knowledge they will need for becoming employed or for continuation of education, as well as to assist them gain practical experience during studies. Also, the role of the Centre is to ensure liaison between students and employers, raise awareness of undergraduate and graduate students of modern business conditions. On the other hand, the Centre tries to assist the business community in articulating its needs in relation to education of its future staff and in that way contribute to a better efficiency of the educational process.

The Centre's services may be classified as follows:

For students:

- Information on potential employment and career development.
- Information on job offers, company profiles, programs for practical work and volunteering.
- Counselling of students and career guidance in relation to choosing an occupation.
- Assistance in writing CVs, job applications, preparation for an interview, etc.
- Organizing seminars, courses, workshops and trainings in view of acquiring skills and competencies significant in job seeking and employment processes through informal education.
- Information on the opportunities for additional or further education, scholarships, seminars, summer schools, etc., in the country and abroad.
- Organizing mobility and career fairs, company presentations.
- Individual work with students, verification of application documentation, preparation for an interview and simulation of the interview.

For employers:

- Liaison with undergraduate and graduate students of the University in Kragujevac.
- Advertising job vacancies, occasional jobs, student internship programs and opportunities for volunteering-publishing job competitions of companies/enterprises, forwarding information to students, collection of applications and conducting pre-selection process of candidates at the company's discretion.
- Presenting companies at career fairs organized by the Centre.
- Organization of tribunes, workshops and lectures which are an ideal opportunity for a company to present its needs and expectations from future staff.

All the services of the Centre are free of charge and no membership fees are paid by users of the Centre's services. The Centre is available to students every day, appointments should not be booked in advance, and if they wish, students may schedule individual counselling by phone or e-mail. Since the departments of the University of Kragujevac are numerous and since 6 faculties are located outside of Kragujevac in the neighbouring towns, the Centre tries to make all the services equally available to all students, so that students who are not based in Kragujevac could attend individual counselling sessions by electronic means. Also, the Centre visits all faculties twice during a semester, delivers presentations, workshops and interested students may contact an associate of the Centre at a relevant faculty and propose that a certain workshop should be delivered and then the Centre will come to meet their requests and needs of students at faculties outside Kragujevac.

STUDENT INFORMATION:

In order to inform students as efficiently as possible, the Centre pays special attention to its web page and updates information on a daily basis on competitions which might be useful for students, seminars, courses, workshops, trainings, summer and winter schools, conferences, tribunes, scholarships for Serbia and abroad, opportunities for professional advancement and continuation of education abroad, on practical work, jobs, as well as on all the activities of the Centre. The Centre also uses the social network Facebook in order to make contacts with students, as well as with faculties and student organizations that have their FB profiles for the purposes of better information of students. The Centre has information boards on all faculties of the University in Kragujevac where notifications and information on the above items are regularly posted, while this task is allocated to the Centre's associates at the faculties outside Kragujevac, and notifications and promotional materials are sent by mail, as appropriate.

Undergraduate and graduate students of the University in Kragujevac may become registered in the Centre's database, in order to make information as efficient as possible. Interested students may register by phone, e-mail, Facebook, directly at the Centre's site and may come to the Centre in person. During each activity of the Centre, interested students in all faculties may fill in a registration form or register with the associate of the Centre at their faculty. Since this academic year, the Centre will be present at the receipt of first year students in all faculties through its associates, where the promotional material of the Centre was distributed to them and where the students were informed on the registration methods. At registration, we receive an e-mail address of a user which we add to the mailing list and in that manner the Centre achieves an efficient communication and equal information of all users irrespective of whether they are based in faculties in Kragujevac or in faculties outside Kragujevac. In addition to that, several times during a month and depending on quantity of new information published in the site, the Centre prepares a journal which students receive directly by email. Special notifications are sent to service users attending final years of studies at the University of Kragujevac and to students engaged as associates and assistants at the faculties on all possibilities for their further professional advancement.

The Centre has established a network which makes connections among students and student organizations in individual faculties. An associate of the Centre has been engaged in each faculty, in view of quality promotion of services and actual programs, as well as in view of direct communication with all faculties within the University of Kragujevac.

PRESENTATIONS AND FAIRS:

During an academic year, the Centre organizes a series of presentations of different organizations and institutions which conduct programs of practical work, professional trainings, scholarships for students. The presentations are organized in the Centre, as well as at individual faculties depending on the target group. Around 20 presentations are organized at faculties of the University of Kragujevac on the annual basis.

As of 2010, the Centre has been organizing the Scholarship Fair under the slogan “Choose a Tailor-Made Scholarship”, attended by representatives of foundations and organizations providing scholarships to students, internship programs and student exchange during studies. Interested students may be informed on the opportunities, deadlines for application and obtain advice from the first hand in relation to the application. The Centre has organized 3 Scholarship Fairs to date with the participation of the following organizations:

- **Tempus Office**, presenting Erasmus Mundus 1 and 2 programs, as well as other programs for studying in the EU countries.
- **World Learning**, implementing Forecast and UGRAD programs of one-year student exchange at universities and colleges in the United States of America.
- **Embassy of the Republic of France and Campus France**, presenting scholarships for studying in France, funded by the Government of the Republic of France.
- **DAAD**, presenting numerous programs and scholarships for professional advancement in Germany.
- **Foundation of Zoran Đinđić PhD**, with its programs for vocational training through practical work in Germany, Austria and Italy.
- **Italian Embassy, Cooperazione Italiana and Italian Centre for Culture**, presenting programs for pursuing studies in Italy.
- **The British Council**, presenting scholarship programs for professional advancement in Great Britain, as well as language exams and certificates for pursuing studies and career abroad.
- **Crown Prince Alexander II Foundation for Education**, presenting the activities of the Foundation and scholarship programs implemented by the Foundation.
- **Coca – Cola Hellenic**, presenting scholarships for Coca – Cola talents.
- **Ministry of Youth and Sport-Fund for Young Talents of the Republic of Serbia**, presenting scholarships of the Serbian government for students that continue education abroad.
- **Young Researchers-Serbian Volunteers Service**, presenting volunteers camps worldwide, as well as the opportunities for short-term and long-term volunteering.
- Student organization **AEGEE**, representing programs of Summer Universities worldwide.
- Student organization **AIESEC**, with its programs of vocational practice abroad.
- **Infostud**, the most visited portal dedicated to youth education.
- **Portal poslovi.rs**, Internet portal with jobs database and electronic magazine “Career”.
- **S4WB**, electronic database of programs for professional advancement, studying, research practices at universities and other educational institutions in Europe, for which Serbian students can apply.
- **South Moravian Region of the Czech Republic**, presenting programs for pursuing studies in the Czech Republic.

As of 2011, the Centre has been organizing the manifestation under the name "**Student Days**", symbolically illustrating a student path from the first student days until the first employment day. The manifestation takes place at the Plateau in front of the Rectorate of the University of Kragujevac. The program of manifestation is divided in three days in order to maintain the symbolic first year student-graduate student- employee. The first day of the manifestation is dedicated to the promotion of the University of Kragujevac and its study programs for future students and on that occasion all faculties of the University of Kragujevac present themselves in stalls in front of the Rectorate.

The second day of the manifestation is dedicated to undergraduate and graduate students who wish professional skills improvement and the structure of exhibitors on that day is similar to those at the Scholarship Fair, which is a good time moment for introducing students with opportunities, so that they could have enough time to get prepared for the competition and application for all programs, which is particularly important for obtaining language certificates.

The third day of the manifestation is dedicated to undergraduate and graduate students who are interested in vocational practice and who prepare themselves for the labour market. On that occasion, local companies present themselves (Fiat Automobili Srbija, Telenor, Wacker Neuson Kragujevac, Ernst & Young Belgrade, Takovo Osiguranje Kragujevac, Sunce Marinković Kragujevac, Forma Ideale Kragujevac, JKP Zelenilo Kragujevac, Biznis inovacioni centar Kragujevac, ComTrade IT Solutions and Services).

COOPERATION WITH COMPANIES AND STUDENT INTERNSHIP PROGRAMS:

The Centre for Career Development and Student Counselling tries to establish cooperation with local companies that are interested in opening their doors to students and provide internship programs. The Centre also responds to requests of companies who need to involve final year students and young graduates in their development programs and on that occasion the Centre informs the target group, collects applications and forwards them to the company. In cooperation with certain companies, the Centre announced job competitions, distributed information to target groups, collected applications and conducted pre-selection of candidates at the company's request. The Centre also opened its doors to students and conducts an active program "Practitioners-Volunteers" who are engaged in the daily activities of the Centre, and with respect to which additional new activities have been introduced. During the following period the Centre will implement the program "Practice for One, Knowledge for the Other", where foreign language courses will be delivered by final year students and graduate students of the Faculty of Philology and Arts, in order to acquire practical experience, while on the other hand it will be the opportunity for colleagues from other faculties to learn a new foreign language or improve their knowledge. The similar program is planned for undergraduate/graduate students of informatics who will deliver computer courses to colleagues from other faculties. The idea for these programs originates from the fact that language knowledge and computer literacy are necessary for everyone today, irrespective of the educational profile.

In relation to establishing liaison with companies, the Centre has established a successful cooperation with the following companies:

Fiat Automobili Serbia: the Centre and the Human Resources Department of this company have a very good cooperation and organize the activity of collecting professional resumes of undergraduate and graduate students at the University of Kragujevac. Several activities of this type have been organized to date, and numerous resumes have been collected for the following profiles: graduates in informatics and economics, lawyers and philologists for the purposes of developing *HR* and *IT* sector in FIAT Automobili Serbia. The Centre expects that the activities of this type will take place in future as well.

Wacker Neuson Kragujevac (Austrian-German Concern): is also one of the companies opened for students and final year students for completing internship programs, where several competitions were

conducted through the Centre for engaging students/final year students and young graduates for different sectors (HR, logistics, finance, production, quality assurance). A certain number of students continued to work in the company upon completion of internship programs.

Muehlbauer d.o.o.: the University Centre for Career Development and Student Counselling participated in collection of applications for practical work and professional skills advancement for operating CNC machines for this company which established its plant in Serbia and which is interested in engaging young experts in the sphere of mechanical engineering, electrical engineering and technical sciences.

ComTrade-branch Kragujevac: in cooperation with this company, the Centre actively participates in the promotion of internship programs for students of Informatics and Mathematics, as well as for Edit ComTrade summer schools of programming.

Within the cooperation with the company “**Emisia Consulting d.o.o.**”, engaged in programming and computer systems, the internship program has been initiated for students of the Faculty of Philology and Arts in Kragujevac for testing program software for translation. The Centre actively collected applications for this program.

During its to-date activities, the Centre has established cooperation and completed internship programs in the following companies: “Hoedlmayr Zastava d.o.o.”, Knjaz Miloš a.d., “Limessoft i sportske.net”, “Tetra Pak“, “KMF Ekonomac“, Institute of Public Health Kragujevac, and provided a direct assistance during application of Kragujevac University students for vocational practice programs in Germany, Austria and Italy, within the programs of the Foundation Zoran Đinđić PhD.

WORKSHOPS:

In order to ensure as best preparation of undergraduate and graduate students for the labour market as possible, the Centre for Career Development has organized workshops in relation to career start, self-evaluation, excellent presentation to potential employers by writing efficient CVs and motivation/cover letters, as well as techniques of conducting a successful job interview. Two new workshops will be organized during the following period addressing the issues of time and project management. These workshops are organized in the Centre’s premises, as well as at individual faculties in cooperation with the Centre’s associates. Around 20 workshops addressing the above topics are organized during an academic year. Workshops, as well as individual counselling are conducted by the trained staff employed in the Centre.

CENTRE’S RESOURCES:

The Centre for Career Development has a mini library with books covering business skills and competences which are available to students on a daily basis. Within the cooperation with the British Council, the Centre was donated numerous books for the preparation of academic English language certificates, as well as other certificates for business English which students use as well. Students have computers and Internet access always at their disposal.