

Education Support System (EDS) and European Credit Transfer and Accumulation System (ECTS) Coordination Office: Role Description

The primary function of the Education Support System (EDS) Coordination Office is to ensure that the timetables of, and all related data for, the Preparatory Unit are accurately entered into the Pusula Information System.

Duties of the EDS Coordinator

1. Ensure an equitable distribution of tasks within the Office, and be accountable for the timely completion and quality of all work undertaken.
2. In cooperation with the designated officers, ensure the orderly workflow and coordination of the Office's activities; supervise the work carried out and provide oral or written updates to the relevant Vice Director.

Responsibilities of EDS Office Staff

1. Each academic year, define academic terms in the Pusula Information System; complete term-opening actions and examination-information settings.
2. For each term throughout the year, prepare class and room allocations for each level in Excel on the basis of results received from the Examinations Office and management.
3. At the start of term, create and open student class groups in the Pusula Preparatory Information System.
4. Transfer students into their designated classes in the Pusula Preparatory Information System in line with the Excel lists.
5. Assign to each class the courses that will be delivered during the term.
6. Enter teaching assignments into the Preparatory Information System for each term.
7. Enter instructors' timetables into the system via the learning management system.
8. Carry out update tasks for the School of Foreign Languages website.
9. Record meetings held within the Office and notify the relevant Vice Director of the decisions taken.

10. Where applicable, ensure that course and timetable data are aligned with ECTS credit allocations.