

International Relations Coordination Office: Role Description

The International Relations Coordinator is primarily responsible for the duties set out below.

Duties and Responsibilities of the International Relations Coordinator

1. 1. Work to increase and enhance the unit's international activities.
2. 2. Where the status of our students permits participation in student exchange programmes, provide advice and guidance on such opportunities.
3. 3. Handle the equivalency of studies for outgoing students and, in cooperation with the University's central International Relations Office, resolve issues that incoming students may encounter within departments.
4. 4. Where international agreements are concluded, ensure inter-institutional communication and conduct the necessary discussions.
5. 5. Ensure coordination between the School of Foreign Languages (SFL) and the University's International Relations Office regarding the annual Erasmus+ language examination.
6. 6. Record meetings held within the Office and inform the SFL Directorate of the decisions taken.