



ERASMUS Policy statement

DOBA, Vocational College Maribor is a vocational college which contributes to the development of a knowledge society through the encouragement of life long learning. We are well aware that the volume of interchange, cooperation and mobility needs to be fostered in the field of education. With the development of qualitative new study programmes for a wider target group and shorter training programmes, adjusted to the needs of specific target groups (adult learners, SMS, deprived groups) we contribute to the quality of life long learning and to personal fulfilment and social cohesion. By implementing new learning approaches and teaching methods with the help of IT in the form of online learning we improve the accessibility and attractiveness of our learning programmes. Every student, enrolled in our programmes, is individually supported by a tutor throughout the whole study process. Tutors offer support in adjusting study requirements to student's needs and abilities. Our special pedagogical approaches facilitate an environment that encourages participation and integration of older students and students with special needs into the study programmes. Our study programmes are very practice oriented and designed for ambitious and innovative people who possess a strong awareness of knowledge importance and appreciate opportunities offered by life long learning. Students involved in our programmes increase their competitiveness in labour market and employability. In all our programmes students develop foreign languages competences, while our interdisciplinary subjects raise their cross-cultural awareness.

Through the EU dimension of our educational programmes we are creating a sense of European citizenship. Our vision is to become a well-recognized European business school for the development of innovative individuals and e-learning. We intend to publicize our Erasmus activities by using media, conference presentations, articles and presentations.

Education quality assurance and close cooperation with economy and employers is one of the main priorities of our college. We constantly monitor and evaluate the execution of our study process and work placements. We enhance the quality of educational process and work placement conditions by consistently implementing a series of different measures, e.g. interviews with employers, surveys and questionnaires. The process of quality assurance is supported by constant and systematic self evaluation. All quality measures are also implemented to ensure high quality in academic and student mobility. We have established cooperation with colleges in the Netherlands, Czech Republic, Finland, Lithuania and Italy. Cooperation has been established in following fields: staff mobility, work placement, exchange of good practice, study materials, e-learning and virtual mobility.

In the last years vocational programmes in Slovenia have been significantly changed in accordance with Bologna process requirements. They have been accredited by ECTS. The information on changes in study programmes and curricula is provided via college website and also virtual learning environments. The ECTS accreditation enables comparability of programmes and student mobility. We provide all the necessary support and counselling of outgoing and incoming students. We will continue with tutoring and integration of incoming students by providing accommodation services and language courses. Our vocational college will also provide special services for students with special needs, including counselling, information and personal tutoring.

The strategy of cooperation with educational institutions as well as companies in other EU countries, mobility of students through work placement, exchanging good practices and e-learning is an important part of our future plans. With the development of qualitative new study programmes for a wider target group and shorter training programmes, adjusted to the needs of specific target groups



(adult learners, deprived groups) we contribute to the quality of life long learning and to personal fulfilment and social cohesion.

Our strategy defines methods of ensuring high quality education by:

- Implementing new learning approaches and teaching methods with the help of IT in the form of online learning
- improving the accessibility and attractiveness of our programmes.
- Developing special pedagogical approaches facilitate an environment that encourages participation and integration of older students and students with special needs into the study programmes. Our study programmes are very practice oriented and designed for ambitious and innovative people who possess a strong awareness of knowledge importance and appreciate opportunities offered by life long learning. Students involved in our programmes increase their competitiveness in labour market and employability.
- Creating environment in which students can develop foreign languages competences, while our interdisciplinary subject raise their cross-cultural awareness and sense of European citizenship.
- Encouraging students to participate in the international projects, such as "Virtual mobility" and mobility through placements by providing all the necessary information and help. We encourage our students to join the international week in the virtual summer school which is organized by DOBA Faculty and free of charge for students of the Vocational college.

With its offer of education and training programmes and programmes of non-formal education, Doba substantially contributes to the realisation of the main strategic objectives of Slovenia and the Europe 2020 programme in the region, i.e. to raise the educational level of the population and to realise lifelong learning.

The Vocational College implements distance study and thus enables the inclusion of a broader spectrum of people and of sensitive groups (women, persons with disabilities, etc.).

The Vocational College employs modern teaching approaches and simultaneously sees to information technology strongly supporting the teaching process, which also enhances access to education, especially for employed students, both in Slovenia and abroad, and for special needs students.

At the Vocational College, each enrolled student is assigned a personal tutor who helps them prepare their personal study plan. The tutor monitors the student and his progress with regard to the personal study plan throughout the duration of the study, which means that deviations are quickly discovered and their causes identified and eliminated.

As implementers of the teaching process, college lecturers are responsible for the quality implementation of the process in accordance with the standards and norms of the Vocational College. The excellence of the teaching process is further increased by instructors and tutors in distance/e-study and visiting practising experts.

The Vocational College participated in the Framework international project whose aim was to set up a network of schools and companies for the exchange of students for practical education with the intent of ensuring the highest possible quality of practical education that was accompanied by the continual monitoring and evaluation of students' work.

Students of the Vocational College also attend the international virtual summer school that includes students from various European countries.

From the start of its operation, the Vocational College has been supporting the cooperation with the economy through student projects and by hosting practicing experts in the implementation of the



study process. We cooperate with the Maribor Regional Chamber of Commerce with the aim of contributing to a faster development of the environment and the operation of companies in the Podravje Region and beyond, offering companies free development solutions for their operation and to facilitate the transfer of practical experiences of companies to the study process.

We are a private school that has obtained a concession for the implementation of the Business Secretary vocational college programme. Own resources are used to focus on students on an individual level. Each programme has a programme manager. Programme managers continually further their education in the fields of management, counselling, communication. These modern approaches are used to ensure a high quality in the organisation and implementation of the teaching process.

Date of last review: November 19, 2018