

FACULTY OF PSYCHOLOGY

STRUCTURE OF ACADEMIC AFFAIRS

Manuel Méndez, Head of Office for Academic
Affairs Lola Caballero, Manager of Mobility and
Exchange



UAB

Universitat Autònoma de Barcelona

FACULTY OF PSYCHOLOGY

GENERAL INFORMATION

Our Faculty in figures (2008)

- ✓ Undergraduate students: 2137
- ✓ Postgraduate students: 111
- ✓ Foreign students: 79
- ✓ Graduates: ?
- ✓ Teaching and research staff: ?
- ✓ Administration of Office for Affairs Academics : 9

FACULTY OF PSYCHOLOGY

GENERAL INFORMATION

Undergraduate courses

- ✓ Speech Therapy (EHEA Degree)
- ✓ Psychology

Postgraduate courses : Official Master's Degrees

- ✓ Cognitive and Communication Psychology
- ✓ Educational Psychology (MIPE) Inter-University
- ✓ Management of Human Resources in Organisations
- ✓ Psychosocial Intervention
- ✓ Research in Clinical Psychology
- ✓ Research in Health Psychology
- ✓ Research in Psychology of Sports and Physical Activity
- ✓ Research in Social Psychology

FACULTY OF PSYCHOLOGY

GENERAL INFORMATION

Departments

- Health sciences

- ✓ Department of Clinical and Health Psychology
- ✓ Department of Psychobiology and Methodology of Health Sciences

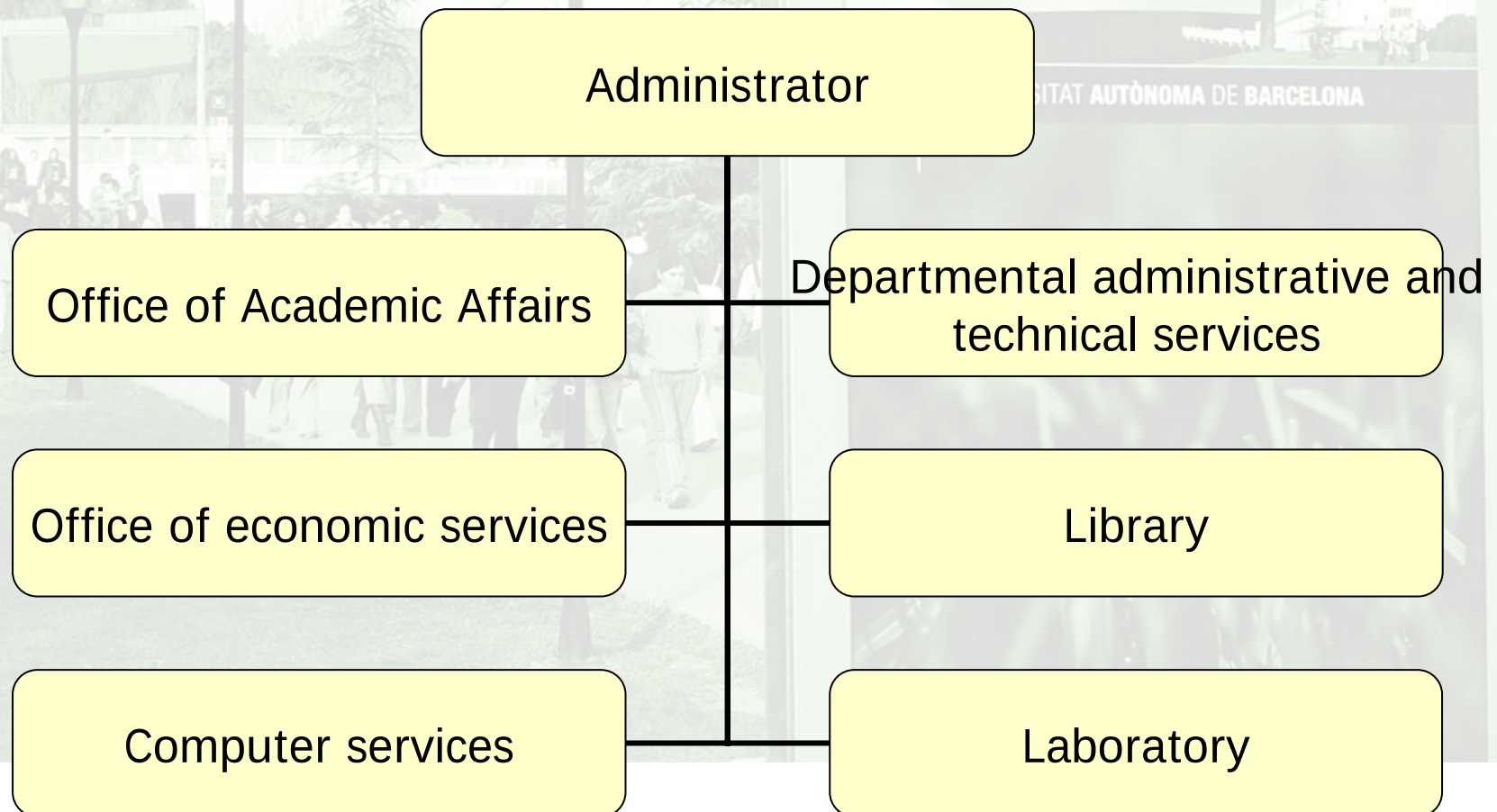
- Social sciences

- ✓ Department of Social Psychology
- ✓ Department of Basic, Developmental and Educational Psychology

FACULTY OF PSYCHOLOGY

ORGANISATION

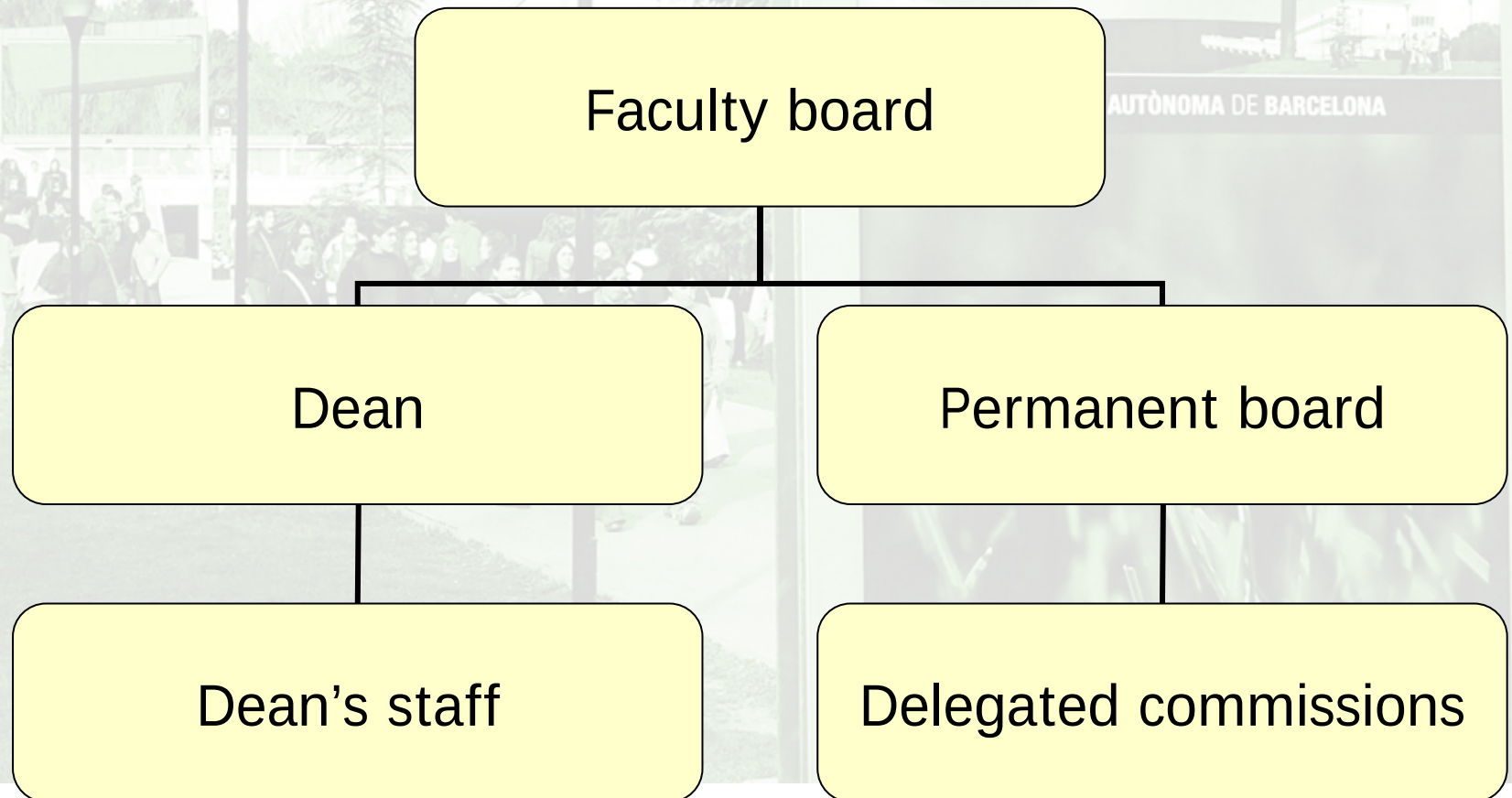
Administrative structure



FACULTY OF PSYCHOLOGY

ORGANISATION

Governing bodies



FACULTY OF PSYCHOLOGY

OFFICE OF ACADEMIC AFFAIRS

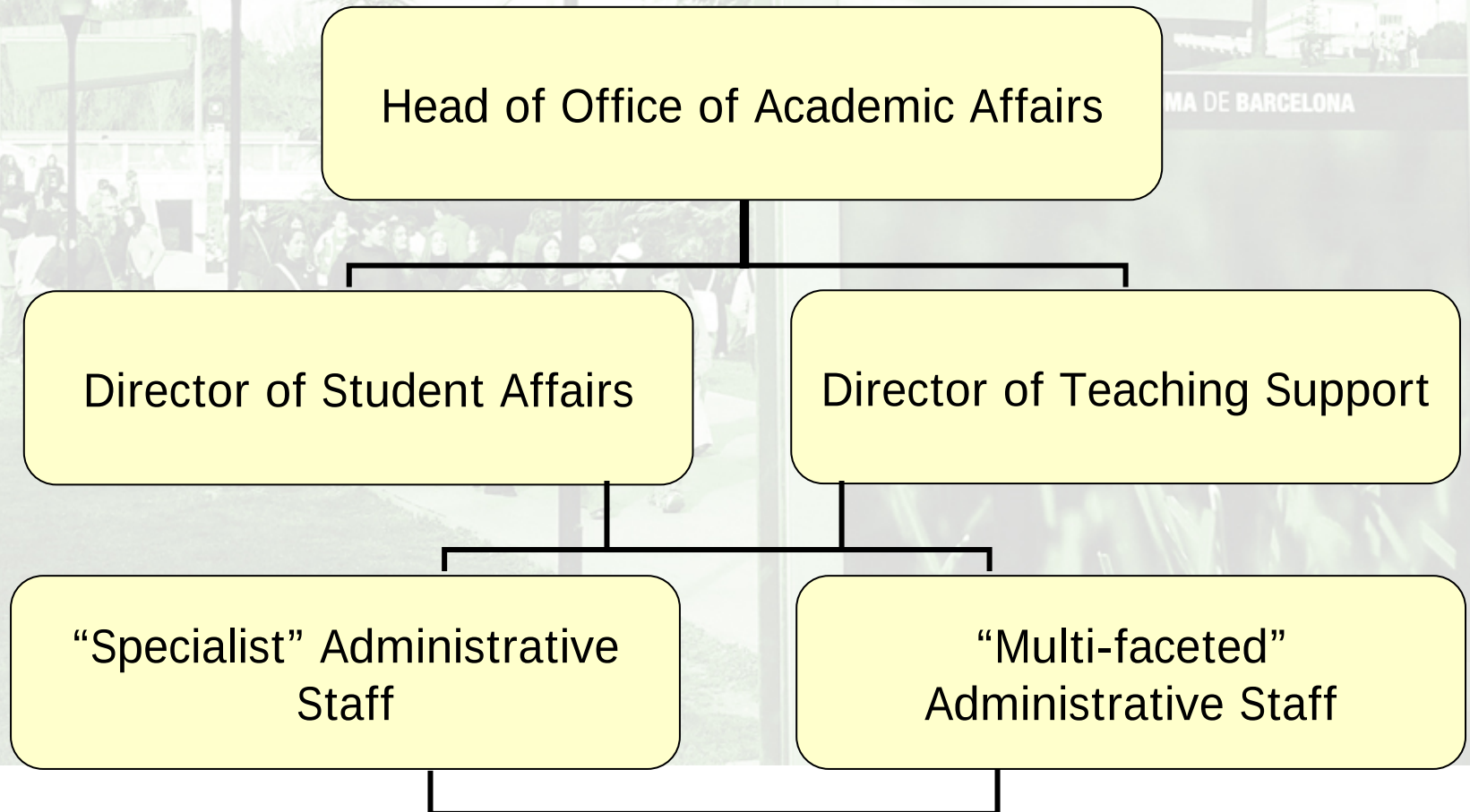
Organization

- **OUR MANAGEMENT:** We are responsible for supporting, advising and assisting students at every required stage from admission to the completion of official degrees, and support for the organization of teaching affairs.

FACULTY OF PSYCHOLOGY

OFFICE OF ACADEMIC AFFAIRS

Administrative structure



FACULTY OF PSYCHOLOGY

OFFICE OF ACADEMIC AFFAIRS

Organization

1. Structured into two thematic, but highly cross-linked, axes.
2. We are in a process of change (from specialization to multi-faceted). The creation of the European Higher Education Area implies a change in working habits for teaching, staff and students.
3. Approach to an operative model involving personalized attention and coordination with central areas.

FACULTY OF PSYCHOLOGY

OFFICE OF ACADEMIC AFFAIRS

Organization

4. Changes to the UAB model began as follows:
 - TOOLS: Many processes have been reorganized. Improve transparency of ground rules.
 - Multi-facet approaches have been increased with respect to the past (when the most of the staff were involved in very few affairs, or only small amounts of a small number of affairs).
 - Start changing the model for serving students. This is an ongoing reconstruction process.

FACULTY OF PSYCHOLOGY

OFFICE OF ACADEMIC AFFAIRS

Organization

5. Some examples of “Specialist” administrative officers:

- ✓ Mobility and Exchange
- ✓ Practical Training (Practicum)

Practical training

Our office organizes everything needed to send students to other institutions & enterprises

- Our Faculty has 490 places available to students
- Bilateral Agreements: 462

FACULTY OF PSYCHOLOGY

OFFICE OF ACADEMIC AFFAIRS

Organization

● TARGETS & MAJOR VALUES OF THIS MODEL

- ✓ Quality
- ✓ Customer-oriented service
- ✓ Team work

● OPPORTUNITIES & CHALLENGES OF THIS MODEL

- ✓ Communication (within the office, & between the Faculty and central areas)
- ✓ Continuing Training as required by the staff

FACULTY OF PSYCHOLOGY

OFFICE OF ACADEMIC AFFAIRS

Organization

Mobility and Exchange:

1.- EXCHANGE MANAGEMENT (UAB MODEL).

There is a decentralized structure for management of International Relations:

- Each center (faculty or school) has an international coordinator.
- Each center has its own administrative staff.

In order to internationalize all areas of the university, everybody must be implicated.

Everybody must strongly believe in it.

UNIVERSITAT AUTÒNOMA DE BARCELONA

UAB
Universitat Autònoma
de Barcelona

FACULTY OF PSYCHOLOGY

OFFICE OF ACADEMIC AFFAIRS

Organization

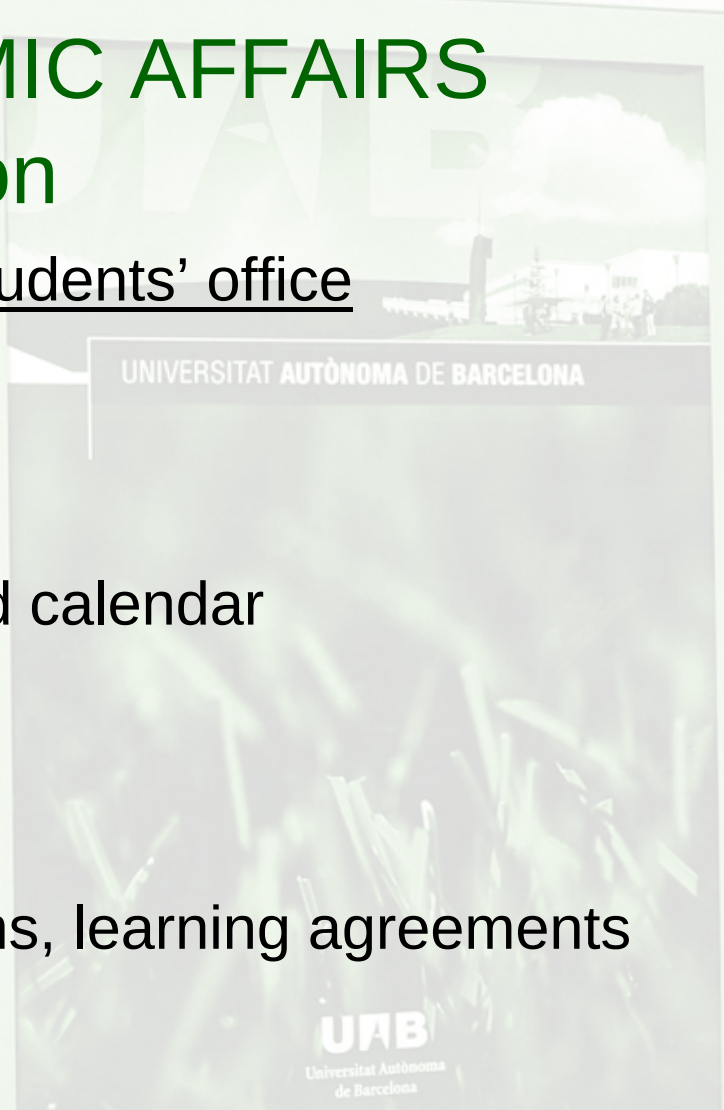
☐ Services in the international students' office

Academic/General information:

- Cultural and leisure activities
- Learning languages
- Choose subjects/timetable and calendar
- Classrooms and departments

Academic issues:

- Filling in forms: residence forms, learning agreements
- Registration
- Records: Certificates/Marks
- Communication with partners



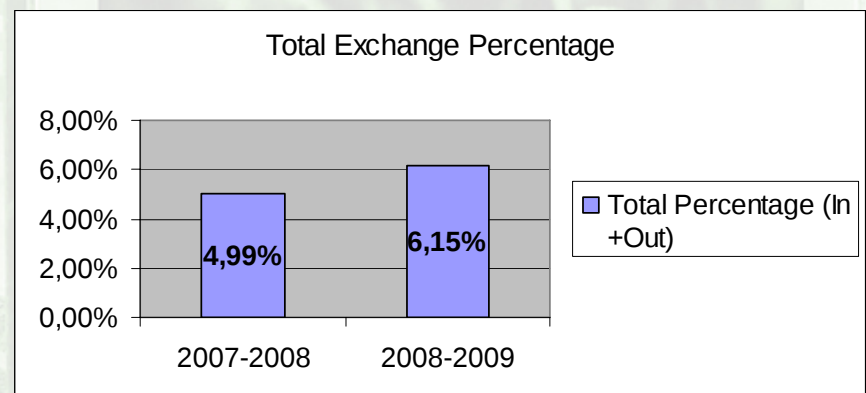
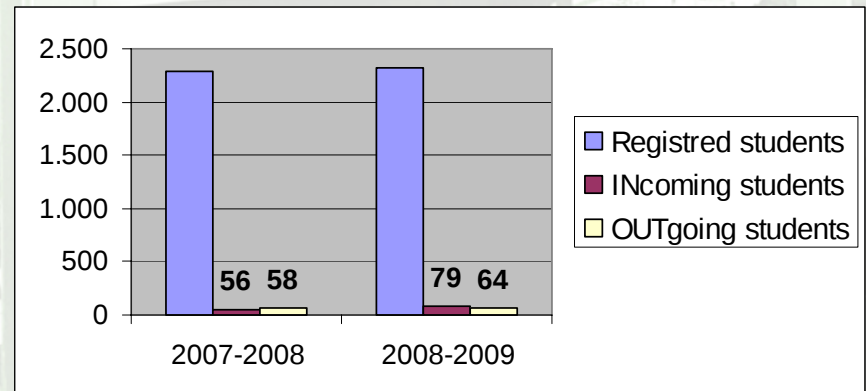
FACULTY OF PSYCHOLOGY

OFFICE OF ACADEMIC AFFAIRS

Organization

2.- SOME GENERAL FIGURES about exchange in our Faculty.

- Bilateral Agreements (Erasmus Programme)
64 Universities
- Available places (Erasmus Programme)
117 Incoming 117 Outgoing



FACULTY OF PSYCHOLOGY

OFFICE OF ACADEMIC AFFAIRS

Organization

- Thank you for your attention.
- Please do not hesitate to ask any questions.