

# ACADEMIC ADMINISTRATION FOR JU

A PRESENTATION OF THE ACADEMIC ADMINISTRATION  
AT JÖNKÖPING UNIVERSITY



JÖNKÖPING UNIVERSITY

# Dear Staff at the JU Schools,

The Academic Administration unit is part of the department Educational Support and International Relations at University Services. Within the unit, administrators work in four teams, each one closely connected to a specific school at JU. In order to offer the best possible service to students and staff at JU, we constantly strive to improve our work. I would gladly receive suggestions for improvement that would make it possible for our unit to provide even better service than today. My task and aim as head of unit is for us to offer assistance that results in the complete satisfaction of our JU staff. I believe that we will attain the most successful result if we communicate with each other, sharing our needs, wishes and possible resources.

In this folder you will find a more detailed description of our areas of responsibility, as well as a presentation of each team. Should you wish to get an insight into projects that are of current interest, please take a look at the last page for a summary.

*Kind regards,*

**Monica Hjelmåker**

Head of Unit, Academic Administration  
University Services



*Our four teams have an excellent knowledge of your school and we are looking forward to hearing from you!*

## **Some of our main responsibilities are to:**

- › Assist the schools at JU regarding student and educational issues
- › Prepare semester and course registrations
- › Administrate the reporting of results
- › Process course and programme syllabi for all schools at JU
- › Manage information on incoming and outgoing students in Ladok
- › Process the final administration of theses

# School of Health and Welfare (HHJ)

## Annika Karlsson

Annika has many years of experience in working with administrative tasks at the School of Health and Welfare. She administers the programmes on the right as well as HHJ's free-standing courses. In addition, she is secretary of the Council of Education and its preparation committees for all courses and programmes for first-, second- and third-cycle education at HHJ. Annika is also secretary of the management group for the higher vocational education programme in orthopedic technology. She is currently working in a project group whose aim is to produce a service catalogue for the administration of course and programme syllabi.

**Email:** annika.karlsson@ju.se

**Room:** Gc414

**Phone:** 036-10 12 68

## Academic Administrator (vacant)

Administrator in HHJ's team responsible for administrative tasks connected to the Department of Behavioral Sciences and Social Work, as well as Jönköping Academy.

**Room:** Gc413

**Phone:** 036-10 12 07

## Programmes:

- Master programme in Occupational Therapy
- Master programme in Oral Health Sciences
- Master programme in Gerontology (One year/ Two years)
- Study programme in Biomedical Laboratory Science focusing Clinical Physiology
- Study programme in Biomedical Laboratory Science, focusing Laboratory Medicine
- Study programme in Dental Hygiene
- Study programme in Diagnostic Radiology Nursing
- Study programme in Occupational Therapy
- Study programme in Prosthetics and Orthotics

## Programmes:

- Master Programme in Social Work
- Master Programme on Quality Improvement and Leadership in Health and Welfare
- Study programme in Social Work

## Christina Sylvander

Christina started working at JU in August this year and she is thereby the most recent addition to our unit. She works with administrative tasks related to the Department of Nursing and its degree programmes listed below. The administration of course and programme syllabi for the department is also included in her responsibilities.

**Email:** christina.sylvander@ju.se

**Room:** Gc415

**Phone:** 036-10 12 35

### Programmes:

- Master Programme in Nursing Science
- Specialist Nursing Programme in Elderly Care
- Specialist Nursing Programme in Paediatric Care
- Specialist Nursing Programme in Primary Health Care
- Study Programme in Nursing



*Annika Karlsson and Christina Sylvander*

# School of Education and Communication (HLK)

## Belma Halilovic

Belma is the newbie in HLK's administrative team. She started as an administrator after graduating from the programme International Work at HLK. Today, Belma works with a variation of undergraduate and master's programmes. She also shares the responsibility of administrating all free-standing courses at HLK with colleague Daniel Eriksson.

**Email:** belma.halilovic@ju.se

**Room:** Hd214

**Phone:** 036-10 14 02

### Programmes:

- EDUCARE: The Swedish Preschool Model
- International Work – focus Global Studies
- Interventions in Childhood (One year/Two years)
- Media and Communication Science Programme
  - All specialisations

## Daniel Eriksson

Daniel has been working as an administrator in HLK's administrative team since December 2014. He is responsible for the programmes listed below and, together with Belma Halilovic, he administers the free-standing courses offered at the School of Education and Communication. Daniel is secretary of the School of Education and Communication Education Council and he is involved in the implementation of the new Ladok at JU. From autumn 2016, 20 per cent of his time is allocated to translation.

**Email:** daniel.eriksson@ju.se

**Room:** Hd211

**Phone:** 036-10 13 52

### Programmes:

- Human Resource Programme - in a Global Perspective
- Human Resources with a Major in Business Administration
- Human Resources with a Major in Psychology
- International Communication (One year/Two years)

## Birgitta Sjövoid

Birgitta has been a JU employee since 1988, holding the positions of research secretary, central administration secretary and Education Support administrator. Birgitta has been working at the School of Education and Communication since 1998. At first, she worked with the school's free-standing courses and presently she administers the teacher education.

**Email:** birgitta.sjovold@ju.se

**Room:** Hd204

**Phone:** 036-10 14 12

### Programmes:

- Preschool Teacher Education Programme
- Teacher Education Programme for Primary Education – All specialisations
- Teacher Education for Upper Secondary Education – All specialisations

## Monika Holst

Monika has been working as an administrator since 2003, as part of HLK's administrative team. She is responsible for the programmes listed on the right.

**Email:** monika.holst@ju.se

**Room:** Hd210

**Phone:** 036-10 14 09

### Programmes:

- Introduction to Natural Science
- Pre-School Teacher Education Programme
- Teacher Education Programme for Primary Education – All specialisations
- Teacher Education for Upper Secondary Education – All specialisations



*Belma Halilovic, Daniel Eriksson,  
Monika Holst and Birgitta Sjövoid*

# School of Engineering (JTH)

## Carina Jonsson

Carina has many years of experience working as an administrator at JTH. In the past few years, administrative tasks related to higher vocational education programmes have also become part of her responsibilities. She is also secretary of the Council of Second-Cycle Education. Furthermore, Carina works with the development of the administrative system KursInfo, which contains information on course and programme syllabi.

**Email:** carina.jonsson@ju.se

**Room:** E4130

**Phone:** 036-10 15 42

### Programmes:

- Basic Science Semester: Logistics and Management
- Basic Science Semester: Sustainable Supply Chain Management
- Higher Vocational Education programmes
- Logistics and Management
- Production Development and Management
- Sustainable Supply Chain Management

## Anita Westin

Anita has been working with administrative tasks at JU for many years, among other things as an administrator at JIBS. However, since 2014 she is part of JTH's administrative team.

**Email:** anita.westin@ju.se

**Room:** E4132 **Phone:** 036-10 17 10

### Programmes:

- Bachelor Year Informatics: New Media Design
- Basic Science Semester: Embedded Systems
- Basic Science Semester: Software Engineering and Mobile Platforms
- Basic Science Year
- Computer Networking Technology
- Digital Visualization (in Eksjö)
- Embedded Systems
- Graphic Design and Web Technology
- Information Engineering and Management
- New Media Design
- Software Engineering and Mobile Platforms
- Software Product Engineering
- User Experience Design and IT Architecture

## Johanna Isaksson

Johanna has been working as an administrator since 2008 and administers the programmes on the right, as well as the free-standing courses at JTH. Johanna and colleague Daniel Eriksson are members of the project group responsible for implementing the new Ladok at JU. Moreover, Johanna is secretary of the Council of First-Cycle Education.

**Email:** johanna.isaksson@ju.se

**Room:** E4131 **Phone:** 036-10 15 44

### Programmes:

- Architectural Engineering
- Bachelor Year Product Development: Lighting Design
- Basic Science Semester: Architectural Engineering
- Basic Science Semester: Building Projects/Civil Engineering
- Building Projects/Civil Engineering
- Building Projects/Civil Engineering (partly in Skövde)
- Lighting Design



*Carina Jonsson and  
Johanna Isaksson*

## Ulrika Waerland-Gustafsson

Ulrika is the “rookie” in JTH’s administrative team after 22 years’ of working at the School of Health and Welfare. In addition to the programmes on the right, she works with administrative tasks related to Higher Vocational Education programmes.

**Email:** ulrika.waerland-gustafsson@ju.se

**Room:** E4129 **Phone:** 036-10 15 46

### Programmes:

- 3D-Technology (in Värnamo)
- Basic Science Semester: Industrial and Production Management
- Basic Science Semester: Product Development and Industrial Design
- Higher Vocational Education programmes
- Industrial and Production Management
- Industrial Design
- Product Development and Industrial Design
- Product Development with Furniture Design (in Nässjö)
- Product Development and Materials Engineering



*Anita Westin and Ulrika  
Waerland-Gustafsson*

# Jönköping International Business School (JIBS)

## Anitha Falk

Anitha works 50 per cent as an administrator in JIBS' administrative team. The remaining part of her time is dedicated to the preparation and coordination of the JU exam schedule.

**Email:** anitha.falk@ju.se

**Room:** B2214

**Phone:** 036-10 12 36

### Programmes:

- International Logistics and Supply Chain Management
- International Marketing
- Managing in a Global Context
- Marketing Management
- Strategic Entrepreneurship

### Courses connected to the following areas:

- Marketing and Logistics

## Maria Farkas

The greater part of Maria's time at JU is allocated to administrative tasks and she is responsible for the programmes listed below. She is also secretary of CUME (Council of Undergraduate and Master Education). In addition to her role in our unit, she shares the responsibility of preparing and coordinating the JU exam schedule with colleague Anitha Falk.

**Email:** maria.farkas@ju.se

**Room:** B2213 **Phone:** 036-10 17 08

### Programmes:

- International Economics
- International Financial Analysis
- IT, Management and Innovation
- Urban, Regional and International Economics

### Courses connected to the following areas:

- Economics, Finance and Statistics
- Informatics

## Sofia Tsivos

Sofia started working at JU in December 2014, holding the position of international relations coordinator at the International Relations Office (IRO). She became part of our unit slightly more than a year ago and administers the programmes listed on the right. Furthermore, she shares the responsibility of administrating the Pathway Programmes together with colleague Susann Andersson. From autumn 2016, 20 per cent of her time is allocated to translation.

**Email:** sofia.tsivos@ju.se

**Room:** B2216 **Phone:** 036-10 11 60

### Programmes:

- Business and Economics
- Engineering Management
- Pathway Programmes, Jönköping University Enterprise (JUE)
- Summer School

### Courses connected to the following areas:

- Accounting and Law
- Languages

## Susann Andersson

Susann has many years of experience working as an administrator at JIBS. She also administers a higher vocational education programme. As mentioned above, she administers the Pathway Programmes together with colleague Sofia Tsivos.

**Email:** susann.andersson@ju.se

**Room:** B2215 **Phone:** 036-10 17 01

### Programmes:

- Digital Business
- Higher Vocational Education programme
- International Business Development
- International Management
- Pathway Programmes, JUE
- Sustainable Enterprise Development

### Courses connected to the following areas:

- Entrepreneurship, Strategy, Organization and Leadership



*Sofia Tsivos and Anitha Falk*



*Susann Andersson and Maria Farkas*

## JIBS Student Services

Student Services is located on the 4th floor of JIBS (building B) and its primary aim is to offer students assistance and guidance regarding various matters, for instance printouts of registration extracts. You can find the administrators in team JIBS at the Student Services.

For opening hours etc., please visit our website:

[ju.se/student/en/service/jibs-student-services](http://ju.se/student/en/service/jibs-student-services)

When you receive questions from students, please inform them that they can visit the Student Services during the opening hours or send an email, and we will gladly assist them.

[studexp.jibs@ju.se](mailto:studexp.jibs@ju.se)



As a result of the opening of the Service Center at JU in the spring semester 2017, JIBS Student Services will close. However, we will stay open during the autumn semester 2016 according to the hours specified on the website .



## Other Areas of Responsibility within Academic Administration

### Pathway Programmes

In the spring semester 2016, Jönköping University Enterprise (JUE) welcomed the first students of the Pathway Programmes. JUE currently offers Pathway Semester, Pathway Summer and Pathway Year. Sofia Tsivos and Susann Andersson are responsible for administrative tasks regarding these programmes.

### Higher Vocational Education (HVE) Programmes

In addition to our administrative teams connected to each of the schools at JU, there is also a team of administrators working with HVE programmes. Carina Jonsson, Susann Andersson and Ulrika Waerland-Gustafsson are all members of the HVE-group at JU. Some of the HVE programmes are based at the JU campus, while the majority are located in other parts of Sweden.

## Current Projects

### New Ladok

The Ladok3 Project is run and developed at the national level, but at each higher education institution there is a local project group responsible for the implementation. Daniel Eriksson and Johanna Isaksson represent our unit in the JU project group. The new Ladok is estimated to be in full use at JU in 2018.

### Service Catalogue

In accordance with University Services' common aim of specifying services offered, we are currently working on describing several services offered by our unit. In this work, successful cooperation with the schools at JU is of great importance. During autumn 2016, service catalogues focusing on course and programme syllabi will be developed.

**YOU ARE WELCOME TO CONTACT US VIA OUR CASE MANAGEMENT SYSTEM:**

Intranet/Serviceportal/Educational support