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REGULATION ON THE FUNCTIONING OF THE CAREER AND ALUMNI CENTER

Prizren, April 2022

Based on the legal provisions of Article 23 of the Statute of the University "Ukshin Hoti" (hereinafter referred to as the University), the Governing Council of the University in the meeting held on 12.04.2022 approved:

REGULATIONS ON THE FUNCTIONING OF THE CAREER AND ALUMNI CENTER

Article 1

The general provisions

With this Regulation, the legal basis for the function of the Career and Alumni Center (hereinafter referred to as CAC) of the University are determined. This regulation defines and determines the mission, vision, organization, scope, functions, responsibilities, competencies and CAC duties.

Article 2

The mission of the Career and Alumni Center (CAC)

The mission of the Career and Alumni Center (CAC) is to support University students in developing career skills and to serve as a bridge between the University and graduate students.

Article 3

The vision of the Career and Alumni Center (CAC)

The vision of the Career and Alumni Center (CKA) is to advice students to emerge skills and knowledge which are related with the employment process as well as the creation of a digital platform that will connect and network the labor market actors with the University, including the University's graduate students (alumni).

Article 4

The organization of the Career and Alumni Center (CKA)

1. The Career and Alumni Center was established by the decision of the University Governing Council.
2. The CAC's division is an integral part of the organizational structure of the University and must function as an office, as it foreseen in its organizational chart.
3. The composition of the CAC is as follows:
 - a) The head of the CAC division
 - b) The Alumni Association
4. The CAC is run by the leader of the CAC division, who is selected through recruitment in accordance with the relevant legislation.
5. The Alumni Association presidency is elected through its admitted members. The admitted member are graduate students who work voluntarily.

Article 5

The scope of the CAC

1. The CAC provides information and offers advice regarding the career development issues of students, at the same time serves as a bridge between University students and labor market.
2. The CAC promotes the University for a corresponding relation to potential students and other stakeholders.
3. The CAC is committed on cultivating, maintaining and advancing relations with the graduate students.

Article 6

The CAC functions and responsibilities

1. The CAC provides career information for students, regarding their employment in public and private institutions, and various organizations. These activities are accomplished with a constant coordination of the Industrial Advisory Boards of the University's academic units, business representatives and other stakeholders.
2. The CAC supervises, coordinates and supports:
 - 2.1. The preparation of the information package on orienting applicants/high school graduates, as well as for University students.

- 2.2. The annual promotion of study programs offered by the University, in high schools and academic units (faculties).
- 2.3. Organizing the "Open Doors" week at the University.
- 2.4. Organizing the graduation ceremony.
- 2.5. Reviewing and giving advice to the applicants'/graduates' and University's students requests.
- 2.6. The database update and completion of the University's graduate students. Hence, the creation of an integrated database on managing information for the University's structural management needs.
- 2.7. Website administration of the e-career and e-alumni.
- 2.8. Employment data collecting and research for the University graduates and creating a periodic report of this data.
3. Strengthen alumni relations with Universities who are willing to cooperate and support the University.
4. The CAC supports the alumni's creation and function:
 - 4.1. The Alumni Association consists of its own members. The admitted members are graduate students of the University.
 - 4.2. The number of the Alumni Association admitted members must be an odd number but to not be less than 5 (five) members. At the Alumni's Association first meeting, called by the leader of CAC, the majority votes of its members elect the chairman. The chairman's mandate lasts 2 years since his election day.
 - 4.3. Its Statute regulates the function of the Alumni Association.
 - 4.4. The Alumni Association ensures to register new members at the University.
5. The CAC provides mediation between:
 - 5.1. Industrial Advisory Boards, the market labor actors and other stakeholders, to inform students for the possibility of participating in conferences and scientific-professional workshops, for study abroad opportunities, trainings, and various internships inside and outside University.
 - 5.2. The academic personnel, the Industrial Advisory Board, market labor actors and other stakeholders, organizes the Career Fair ensuring the participation of various institutions, companies and organizations. In addition, the CAC compiles the annual report of the Career Fair.
 - 5.3. The CAC provides a list of institutions, companies and organizations who are willing to accept University students on conducting teaching practices, development of projects, organizing study visits and excursions, etc.
6. In cooperation with the Student Parliament and academic units, KKA encourages the active and voluntary participation of students in extracurricular activities.
7. Organizes trainings with a focus on the students' career skills development, for future labor markets.
8. Promotes the cooperation and participation of University student's organizations with activities inside and outside the University campus.

Article 7
The CAC competences

1. The CAC is entitled to coordinate and supervise the office functioning.
2. The CAC is entitled to administer the career and alumni website.
3. The CAC is competent to organize the Career Fair.
4. The CAC is entitled to support the creation and functioning of the e-career and e-alumni database.
5. The CAC is entitled to organize trainings with a focus on the students' career skills development as well as to engage student volunteers.
6. The CAC is entitled to write volunteer recommendation letter.

Article 8
The CAC duties

1. The preparation of the necessary information package of potential students of the University.
2. Reviews and guides the requests of applicants/high school graduates and University students.
3. In cooperation with the Municipal Education Directorate, creates and updates a high school (pre-university level) database.
4. Completes and updates the University's graduate employment database.
5. Compiles necessary documents for students to conduct professional and teaching practices.
6. In cooperation with the Central Quality Assurance Commission of the University, drafts guidelines, forms, questionnaires, surveys and other documents that characterize the scope of CAC.

Article 9
The documentation that CAC archives

The CAC's duty is to create its own archive. The CAC's stored and administered documentation includes:

1. Copies of agreements between the University and third parties related to the career development of students.
2. Documents of the CAC relations with the academic management structures of the University.
3. Documents of the CAC relations with all the University's offices of auxiliary structures.
4. Career Fair Reports.

5. Documentation of equipment that are part of the inventory of the CAC.
6. Documentation related to the implementation of students' teaching practices.
7. The best students' CVs.
8. Appraisal certificate for students' best CVs.
9. Certificate of appreciation for companies, public institutions and various organizations.

Article 10

Amendment, entry into force and application

1. This regulation enters into force after the Governing Council of the University approves it.
2. With the request, of the CAC and the approval of the Governing Council of the University this regulation can be supplemented and changed.

Chairman of the Governing Council

Prof. Asoc. Dr. Arif Murrja