



**UNIVERSITETI “UKSHIN HOTI” PRIZREN**  
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**REGULATION ON THE ESTABLISHMENT AND  
ORGANIZATION OF CAREER AND ALUMNI CENTRE**

Prizren, November 2019



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Pursuant to the legal provisions of Article 42 and 47 paragraph 1 sub-paragraph 1.1. of the Statute of the University "Ukshin Hoti" (hereinafter referred to as UUHP), the Senate of the University "Ukshin Hoti" in Prizren at the meeting held on \_\_\_\_ . 11.2019 approved this:

## **REGULATION**

### **on the Establishment and Organization of Career and Alumni Centre**

#### **General Provisions**

##### **Article 1**

This regulation determines the legal basis for the establishment of the Career and Alumni Centre (hereinafter referred to as CAC) at Ukshin Hoti University in Prizren. This regulation defines and determines the mission, vision, organization, scope, functions, responsibilities, competencies, and the duties of the CAC.

#### **Mission and Vision of the Career and Alumni Centre (CAC)**

##### **Article 2**

#### **Career and Alumni Centre Mission (CAC)**

Career and Alumni Centre Mission (CAC) is to help students develop employment skills and serve as a liaison bridge between university and graduate students.

##### **Article 3**

#### **Vision of Career and Alumni Centre (CAC)**

The Vision of the Career and Alumni Centre (CAC) is the provision of services related to the development of student skills, knowledge and skills related to the employment process and the creation of a digital platform that will enable interconnection and networking of labour market key stakeholders with the University, including graduates of Alumni university.

##### **Article 4**

#### **Organization of Career and Alumni Centre (CAC)**

1. The career and Alumni Centre is established by the decision of the Steering Committee of "Ukshin Hoti" University in Prizren.



2. ACA is an integral part of the UUHP's organizational structure and should function as an office foreseen in the organizational structure (Organigram) of UUHP.
3. Organization of CAC refers to the decision of the UUHP Steering Committee.
4. The Office of CAC in its composition is comprised of:
  - a) the CAC coordinator,
  - b) the CAC executive border,
  - c) the UUHP engaged Students,
5. CAC is directed by the CAC coordinator, through recruitment carried out in accordance with the relevant law.
6. The Executive Board is selected by the UUHP Senate.
7. The CAC Office scope is determined by this Regulation.

## **Article 5**

### **The CAC scope**

1. The CAC scope includes providing information and providing solutions on issues related to student career development, and at the same time serves as a liaison bridge between UUHP students and the labour market.
2. CAC is engaged in maintaining and cultivating relations with graduate students.

## **Article 6**

### **CAC Functions and Responsibilities**

1. In continuous coordination with industrial advisory boards of UUHP's academic units, business representatives, and other stakeholders, provide information on employment of students to public or private institutions, businesses and various organizations.
2. Monitors, coordinates and supports:
  - 2.1. Preparation of the orientation package for applicants, interested graduates as well as UUHP's active students.
  - 2.2. Annual organization, in high schools, academic units, and faculties, when promoting the study programs offered by the UUHP.
  - 2.3. Reviewing and providing solutions to applicants' requests, pre-graduate and active students of UUHP.



- 2.4. Fulfilling and updating the database of UUHP graduate students, establishing an integrated database for data on management of this information on the needs of UUHP's management structures.
- 2.5. Administration of career and alumni web site.
- 2.6. Research and collection of data regarding the employment of UUHP graduates.
3. Maintain contacts with former UUHP students, who express readiness to cooperate and support UUHP. Administer alumni-related database and provides data updating periodically, at least every year.
4. Supports creation and functioning of Alumni:
  - 4.1. Alumni organization consists of simple membership and Executive Board.
  - 4.2. The simple membership consists of students who have completed Studies in UUHP.
  - 4.3. The membership of the Alumni Executive Board should be an odd number and not less than five members. At the first meeting of the Alumni Executive Board, which is announced by the CAC coordinator, the mayor is elected with a simple majority of the Board members votes. The Mayor's mandate lasts two years from the day of his/her election.
  - 4.4. Alumni Executive Board convenes at least twice a year and organizes activities that focus on former UUHP students, and transferring experience to UUHP's current students. The Board ensures annual registration of new members.
  - 4.5. The CAC Coordinator supports the establishment of the Alumni Executive Board as well as has the status of a permanent member with full rights.
  - 4.6. The CAC coordinator has no right to be chairman of the Alumni Executive Board.
5. Drafts a report, at the end of each academic year, regarding the employment research of graduate students in UUHP, as well as Alumni graduates.
6. Provides, liaison between:
  - 7.1. Industrial advisory boards, labour sector stakeholders and other stakeholders, regarding student information, and the possibility of participation in conferences and scientific-professional workshops, inside and outside of UUHP.
  - 7.2. 6.2. Industrial advisory boards, are key stakeholders of the labour sector and other stakeholders, regarding information for students, and for different study opportunities abroad, trainings, or internships, summer universities, etc.
7. In full cooperation:



- 7.1. With the academic staff, the Industrial Advisory Board and the stakeholders of the labour sector and other stakeholders, organizes the Career Fair, providing the participation of various institutions, companies and organizations, and compiles the annual report regarding the Career Fair.
  - 7.2. Provides the list of various institutions, companies and organizations that are willing to receive UUHP students for the completion of professional teaching internships.
  - 7.3 Provides cooperation agreements to public institutions, companies and various organizations and UUHP, in order to develop professional curricula and student employment internships, and helps in project development, undertaking study visits, excursions, etc.
8. Organizes periodic meetings for the purpose of discussing and resolving issues related to student career development.
  9. Encourages the active and voluntary participation of students in CEC scope and activities.
  10. Organizes trainings that focus on student career development.
  11. Encourages the cooperation and participation of student organizations at UUHP, in relation to various activities on and off the university campus.

## **Article 7**

### **CAC Competences**

1. The CAC has the authority to coordinate and oversee the functioning of the office.
2. The CAC has the authority to administer the Career and Alumni Website.
3. The CAC has the authority to organize the Career Fair.
4. The CAC has the authority to support the creation and operation of a career and alumni database.
5. CAC has the competence to organize trainings with special focus on student career development as well as activation of volunteer students.

## **Article 8**

### **Tasks of the CAC**

1. Preparation of information packages for applicants, young students and active UUHP students.



2. Reviews and resolves the requests of UUHP active applicants, graduates and students.
3. Creates and updates a database of high school data (pre-university level).
4. Complete and update the UUHP alumni employment database.
5. Produces necessary documents for students aiming at the realization of professional and teaching practices.
6. Provides employment research for graduates of UUHP faculties.
7. Provides contacts with former students for UUHP needs.

## **Article 9**

### **Documentation archived by CAC**

The CAC is in charge of creating the CAC archive. The documentation that is stored and managed by CAC includes:

1. Copies of agreements between UUHP and third parties regarding student career development.
2. Documents of the CAC relationship with the UUHP management and academic structures.
3. CAC Relations Documents, with all UUHP support structures offices.
4. Career Fair Reports.
5. Documentation on equipment that is part of the CAC inventory.
6. Formats of documentation related to the realization of student teaching practices.
7. Best student CVs.
8. Format of student evaluation certificates regarding the best CVs.
9. Format of Letters of Gratitude for companies, public institutions and various organizations.

## **Article 10**

### **Transitional Provisions**

1. The CAC is headed by the CAC Coordinator that will be appointed by the Rector, and by the academic and administrative staff, until the recruitment process of the Coordinator is completed in accordance with the relevant law.



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## **Article 11**

### **Amendment, entry into force and implementation**

1. This regulation shall enter into force upon adoption by the UUHP Senate.
2. This regulation may be supplemented and amended at the request of the Rector and with the adoption of the UUHP Senate.

### **Chairperson of the UUHP Senate**

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**Prof. Asoc. Dr. Ismet Temaj**