



**UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"**

Steering Council

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**REGULATION FOR THE WORK OF CAREER DEVELOPMENT CENTER AT "HAXHI ZEKA"
UNIVERSITY IN PEJA**

Peja, 2019

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The Steering Council of “Haxhi Zeka” University in Peja, according to the article 17 and 22 of the University Statute at the meeting held on 15.02.2019 approved:

REGULATION FOR THE WORK OF CAREER DEVELOPMENT CENTER AT “HAXHI ZEKA”
UNIVERSITY IN PEJA

ARTICLE 1

Purpose

The purpose of the regulation is the determination and the way of the work of career development center at “Haxhi Zeka” University in Peja

ARTICLE 2

This regulation regulates the work of career development center in personal and professional development of students through information, counseling, training, mediation with the employer, compilation of professional documents in the field of career and career guidance

ARTICLE 3

Duties of career development center

1. Initiates possible agreements between UHZ and various organizations-companies in order to create places for practical work or employment of UHZ students.
2. Hold meetings with management staff, academic staff, administrative staff of University, employers, foreign visitors.
3. Coordinates various researches that realize the CDC and AB as well as designs plans for the implementation of a CDC activities.
4. Participates in conferences, seminars, trainings, roundtables related to student career development

ARTICLE 4

The responsibilities of career development center

1. Work on the development of skills, knowledge and dexterities that are key to the process of employing students and graduates
2. Providing assistance to UHZ students and graduates to find out about the opportunities for additional education, opportunities for practical work and various activities.
3. Organizing trainings for students, conferences, conversations and presentations of employers in order to understand better the labor market and to possess the dexterities that are necessary for successful organization and planning of personal career.
4. Cooperation with the faculties of “Haxhi Zeka” University in Peja, in disseminating informations for students and organizing joint activities.

5. Providing services to companies, such as the presentation of their offers for work and practical work to students and graduates and conversation with these bidders.

Article 5

Creating Relationships with Graduates (for more students)

1. The career Development center should establish and develop continuous contacts with graduates in order to gather information from former students after the graduate and employers to access the importance of the knowledge and skills acquired during the studies. By doing so, UHZ aims to understand the trends in employment and the skills required of graduates to be able to inform the continuous development of the program.
2. The career development center in coordination with the General Secretary organizes graduation ceremony for bachelor and master students every year.

ARTICLE 6

Organizational structure

Career development center is led by the Head of Office, who reports to the General Secretary and as needed to the Vice Rector for Teaching and student Affairs at UHZ.

ARTICLE 7

This Regulation enters into force on the day of signing.

Head of the Steering Council
Nur Çeku

Explanation: This regulation is translated in English but signed and protocolled in Albanian.