



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

Steering Council

Ref. 3182

Datë: 27.11.2018

**Regulation on Student Engagement in Internships at administration of "Haxhi Zeka"
University in Peja**

Peja, 2018

The Governing Council of "Haxhi Zeka" University in Peja, pursuant to Article 17, 22, of the Statute of the University in its meeting held on 26.11.2018 approved:

**Regulation on Student Engagement in Internships at administration of "Haxhi Zeka"
University in Peja**

Article 1

Purpose

The purpose of this regulation is the promotion, training and professional advancement of students and graduates, based on the labor market needs in the areas related to the departments and the academic unit at "Haxhi Zeka" University in Peja.

Article 2

Field of Action

This regulation regulates the form of student engagement in internships at the "HaxhiZeka" University Administration in Peja.

Article 3

Duration of intership

Students complete the internship at the Administration of "Haxhi Zeka" University in Peja and lasts up to six (6) months.

Article 4

Criteria for selecting students for internships

1. Selection of students will be done through a public competition announced by the Office of the Secretary General on the UHZ website, in accordance with the provisions of this Regulation.
2. Evaluation of the candidates' files that are submitted in the competition shall be made by the professional commission established by the Secretary-General.
3. The selection of students for internships will take into account the average grade during bachelor or master studies.
4. Students who are selected to do internships must be in their final year of bachelor studies or be enrolled in master studies, those who have graduated in the last six months.
5. On equal terms, the priority is admission for students who are studying or studied at "Haxhi Zeka" University in Peja.

Article 5

Period of engagement, number and systemization

1. According to the public competition, "Haxhi Zeka" University in Peja will hire up to 20 students per calendar year.
2. The placement of interns is done by the Department of Administration in coordination

with the Secretary General.

3. The interns will be proportionally distributed in all departments of Administration of "Haxhi Zeka" University in Peja.

Article 6

Arrangement of intership

1. Students selected for internships must sign a statement of ethics and a contract of engagement with the "Haxhi Zeka" University in Peja, setting out their rights and obligations.
2. The internship period shall be six (6) months and shall be payable, according to budgetary possibilities of "Haxhi Zeka" University in Peja.
3. At the end of the engagement period, the University evaluates the work of the interns on the recommendation of the department heads where the interns are engaged and, based on this assessment, issues a certificate of internship performed by the students.
4. Interns are subject to the Statute, Regulations and all acts issued by the University.
5. In the event of actions contrary to paragraph 4 of this Article, the University reserves the right to terminate the contract.

Article 7

Transitional provisions

Interns who are engaged in internship at the time of adoption of this Regulation shall remain in the process until the end of the 6 month period.

Article 8

Entry into force

1. This Regulation shall enter into force on the day of signature.

Chairman
Nur Çeku

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