



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

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THE GUIDEBOOK FOR YOUNG STUDENTS

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Based on the Statute of "Haxhi Zeka" University in Peja, Regulation on bachelor and master studies, Regulation on UHS scholarships, Administrative Instruction 17/2014 on student fees in public universities, Law No.04 / L -054 and Law No.04 / L-261, the Guidebook for Young Students has been drafted.

PURPOSE

This guidebook is intended to inform young students and potential candidates for UHZ students at all levels of study, about the functioning and organization of UHZ, their rights and obligations, and career development opportunities.

HISTORICAL BACKGROUND OF THE INSTITUTION

The Public University "Haxhi Zeka", which was founded as an independent University in 2012, is a continuation of the Faculty of Applied Business Sciences (FABS) in Peja.

FABS was founded in 1960 by the decision of the Executive Council of ASPK (Autonomous Socialist Province of Kosovo) as the "Economics – Commercial High School" in Peja which initially had only the section of Commercial Business in Enterprise and had a limited number of teachers and students in its beginnings. The activity and development of the "Economics High School" was oriented towards the development of full-time study programs responding to the socio-economic conditions and the needs of the economic development of the time. In this way, it enabled thousands of students from all Albanian areas to pursue their studies and advance in their careers.

The "Economics High School" experienced some very interesting and important existential periods of time. Like those of years:

- 1960-1974, which was the period of shaping and creating the institutional identity;
- 1975- 1990, which was the period of school affirmation in Kosovo and in all other places around Kosovo;
- 1991-1999, which was the period of survival, by keeping continuity through the parallel organization of private home learning;
- 2000 – 2006, which was the period of reorganization of the FABS, where:

The "Economics High School" was reformed according to the Bologna Declaration model and was renamed "Business School" where studies were conducted in three Departments: Business Administration, Applied Informatics in Business and Management in Tourism and Hospitality. In 2002, Bosnian language studies were organized in the Department of Business Administration.

Since 2004 the "Business School" has been renamed the "Faculty of Applied Business Sciences". Since 2007 studies in FABS have been developed in three Departments: Department of Business Administration in both languages (Albanian and Bosnian); Department of Accounting and Finance of Business; and the Department of Management in Tourism and Hospitality. In March 2009 the FABS programs were accredited by the Accreditation Agency at Bachelor and Master Level.

University "Haxhi Zeka" in Peja was established in September 2011 by decision of the Assembly of the Republic of Kosovo (Decision No. 434 / 01B, date 14.11.2011).

University “Haxhi Zeka” today

University “Haxhi Zeka” in its composition has five faculties:

- Faculty of Business;
- Faculty of Management in Tourism, Hospitality and Environment;
- Faculty of Law;
- Faculty of Agribusiness and
- Faculty of Arts

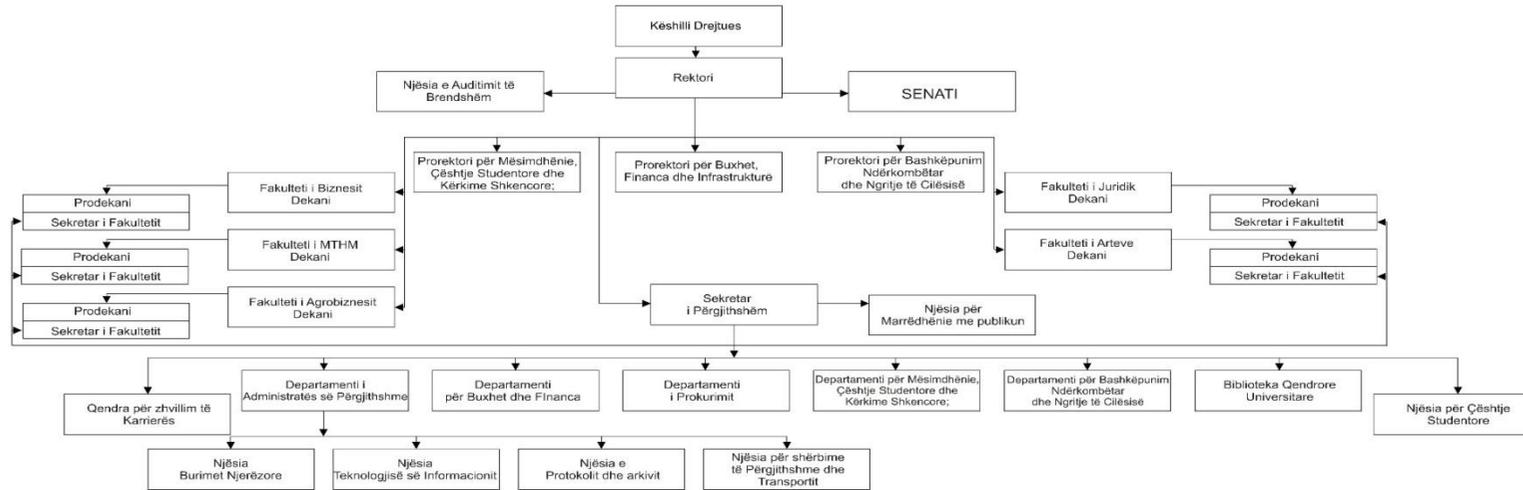
University “Haxhi Zeka” has cooperation relations with all state and international institutions operating in the Republic of Kosovo. It also has cooperation agreements with higher education institutions at the regional and international level and is also a partner in various projects under programs such as: Erasmus +, TEMPUS, etc.

University “Haxhi Zeka” aims to create a new profile in the field of academic activity and in expanding international cooperation through the medium and long term plan. There are currently 11,254 students studying at “Haxhi Zeka” University in Peja. Over 4,455 students have completed their studies from 2012 to 2019.

The high management, all academic and administrative staff of the University is committed to raising the quality, in order to make our students capable and competitive in the labor market.

ORNGRAM

Organogrami



ACADEMIC UNITS AT “HAXHI ZEKA” UNIVERSITY IN PEJA

FACULTY OF BUSINESS

Study programs

• Business Management (Albanian and Bosnian languages), BSc
• Business Management (Albanian and Bosnian languages), MSc
• Human Resources Management , MSc

LAW FACULTY

Study programs

• General Law, LLB
• International and European Law, LLM

Joint program

• Local Governance and Democratic Society, MSc
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FACULTY IN MANAGEMENT IN TOURISM, HOTELS AND THE ENVIRONMENT

Study programs

• Management in tourism and hotels, BSc
• Management in Tourism (Bosnian language),BA

FACULTY OF AGRIBUSINESS

Study programs

• Agro Environment and Agro Ecology, BSc
• Food Technology, BSc
• Plant Production Technology, BSc

FACULTY OF ARTS

Study programs

• Artistic Education in Interpretation, BA
• Music Education, MA

CONDITIONS OF REGISTRATION IN BACHELOR STUDIES

Interested candidates in admission and enrollment in the first cycle of studies organized by academic units at UHZ must meet the following requirements:

- Have completed high school and passed the state Matura exam, as well as candidates who have completed a high school diploma (generations without Matura exam).
- Have successfully completed at least 12 years of primary and secondary education (certified with a relevant diploma).
- If the secondary school has been completed outside the Republic of Kosovo, the diploma must be certified by the Ministry of Education, Science and Technology of the Republic of Kosovo.

The recruitment, admission and registration of new students is done in accordance with the conditions set forth in the competition announced and published by the University "Haxhi Zeka" in Peja.

The candidate is eligible for admission and enrollment when passing the entrance exam successfully based on the number of points earned by ranking to the number designated for admission to the respective program or course of study.

The conditions, terms, organization and the manner of taking the entrance exam are set out in detail in the competition published by Haxhi Zeka University in Peja.

Candidates who are applying for the competition are obliged to:

- Apply online through the University website
- Bring the diploma along with high school certificates (original), birth certificate and ID card,
- Make the payment for the entrance exam, unless otherwise provided by the competition.

The documentation is submitted to the official for the students' affairs.

CONDITIONS OF REGISTRATION IN MASTER STUDIES

Students in Master studies are admitted on a competitive basis, according to the results of previous studies and their equivalence, as set out in the Law on Higher Education. Specific eligibility criteria for admission to master studies will be determined by the Senate in accordance with the provisions of the Statute.

Two-year postgraduate studies - (master studies), are eligible to enroll students who have completed basic studies (bachelor studies), relevant degrees and who have earned at least 180 ECTS credits.

One-year postgraduate studies ((master studies), are eligible to enroll all students who have completed four years of basic undergraduate studies and have obtained at least 240 ECTS credits, subject to the terms and curricula of the respective Academic Department Departments of "Haxhi Zeka" University in Peja.

Candidates who have completed bachelor studies abroad recognized by the EUA (European University Association) or an institution accredited by an international accreditation agency are also eligible to enroll in master studies.

Equivalence and nostrification of external diplomas-certificates are done by the Ministry of Education, Science and Technology according to the relevant law and regulations.

Selection of candidates

The selection of candidates for master studies is made by the relevant Committee of at least 3 members, which is elected by the Faculty Council.

The committee should be competent and professional in the field of studies. The committee in cooperation with the Faculty Dean's Office announces the list of candidates who have applied, have passed the entrance exam and have been admitted.

Candidates who have not been admitted to master studies who claim any eventual violation may file a written complaint to the Dean's Office within two working days of the publication of the result.

The decision on the appeals filed is made within two working days after the appeal is filed. Students' enrollment in the first semester of master studies is done at UHZ Central Administration.

Documents required for application

Candidates should submit the following documents when applying:

- Birth certificate;
- Graduation certificate (notarized copy);
- The decision on recognition of education abroad.

Required Registration Documents:

- The completed registration form which is taken at the time of registration;
- One photo (4.5 x6cm formats);
- Payment.

Documents submitted by the student upon enrollment remain in the student service. The student service registers new students in the register, in the special computer program, and forms the student file.

DURATION OF STUDIES

Bachelor

At the Faculties of "Haxhi Zeka" University - Peja, bachelor studies last:

- The 3-year system lasts 6 semesters and requires that you complete at least 180 ECTS credits by the end of your studies;
- The 4-year system lasts 8 semesters and requires at least 240 ECTS credits to be completed by the end of studies.

The student must obtain 60 ECTS credits each year from the exams passed in mandatory and elective courses.

Master

Master studies depending on accreditation and study programs in different academic units of UHZ lasts one year (two semesters), respectively 2 years (4 semesters) and each semester with passing exams are awarded 30 ECTS, which means for completion of these studies should achieve 60 respectively 120 ECTS credits. After completing the last regular semester of bachelor and master studies, the student must be given a period of twelve (12) months to complete the exams (graduation period). The student may once ask the Dean of the academic unit to extend the graduation period for a further twelve (12) months. The beginning and the end of the semesters are done according to the statutory provisions. Teaching in master studies takes 15 weeks per semester.



ORGANIZATION OF LECTURES, EXERCISES AND PROFESSIONAL PRACTICES

The University organizes studies in accordance with existing study programs during the academic year which lasts twelve (12) months. The academic year begins on October 1 and ends on September 30.

The active period of study (lectures, exercises, seminars, tests) is divided into two semesters. Winter semester beginning October 1st and ending January 15th. Summer semester starting February 16 and ending May 31.

The course may be taught for weeks (fifteen (15) semester weeks) during one (1) or two (2) semesters or may be held as a lecture block in one semester.

The study calendar is issued by the Senate no later than May 31 and contains the lecture schedule (lectures, exercises, seminars, tests), exam terms and conditions.



Students are obliged to keep the practical lesson, exercises, and professional practice according to the curriculum of the respective academic unit. The university, on the basis of agreements, will enable students to complete internships for the subjects being taught.

ASSESSMENT PROCESS

Assessment of student progress is graded. At the beginning of the semester, teachers should submit to the students a syllabus of the subject, which contains a brief description of the subject, the goals and learning outcomes of the subject, as well as the assessment and assessment method. The syllabus, among other things, describes the activities that will take place during the class and the dates of the tests and final exam. Exams are graded by a professor or by the commission.

REGULAR TIME OF EXAMS

- JANUARY TIME
- JUNE TIME
- SEPTEMBER TIME

The assessment of the exam is graded with the following grade:

- Grades 10 and 9 - express excellent success;
- Grade 8 - expresses very good success;
- Grade 7 - expresses good success;
- Grade 6 - expresses sufficient success;
- Grade 5 - expresses insufficient (poor) success.

The student is assessed as remaining in the relevant course when:

- Withdraws from the exam;
- Copy;
- Cheating with unauthorized aids (in this case he is out of the exam), and will be subject to disciplinary proceedings.

The student has the right to file a written complaint against the grade taken on the exam and to request the examination to be submitted and assessed by the examiner (professor) or the Commission. The appeal must be filed within 24 hours after the results of the exam have been announced.

The Dean appoints a three-member commission to organize the exam. The former commissioner (professor) does not participate in the designated committee. The student has no right to appeal to the evaluation of the commission.

REGISTRATION CONDITIONS OF THE FOLLOWING STUDIES YEAR

The student is eligible to enroll for the second year of study if he has accumulated a minimum of 42 ECTS credits out of the total number of credits from the first-year courses. In the third the third year of study, the student can enroll if he/she has accumulated a minimum of 36 ECTS credits out of the total number of credits from the second year of study.

In the fourth year of study, the student may enroll if he has accumulated at least 30 ECTS credits out of the total number of credits from the third-year courses.

The student has the right to repeat the same year of study as long as twice the time of study. The maximum number of repeated years may not exceed the number of regular years of study. See more specifically Article 145 of the UHZ Statute. The student may ask once to extend the duration of regular studies for one or two years. The final decision on this is made by the Faculty Council of the academic unit. Pursuant to Article 146 of the UHZ Statute, the faculty council has the right to make special decisions on extension for one or two years of full-time student status.

APPLYING FOR A CHANGE IN YOUR STUDENT STATUS

Students wanting to transfer from part-time status to full-time and vice versa students should apply to the Dean of the Faculty. Transfer from the status of part-time student to the full-time student will only be possible for those students who have completed the first year or previous year of study in the prescribed time limit and have a minimum grade point average of 8.0. A student who is enrolled in other Faculties has the right to transfer to the respective programs (courses) in other academic units if he/she fulfills the conditions under section 34 of this regulation. If the candidate is allowed to move to the relevant course then he/she is obliged to pay the relevant fee according to the MEST Administrative Instruction, for every exam passed and allowed to pass on behalf of the University.

CHANGING THE STUDY PROGRAM

1. The student has the right to request the change of study program to the same unit or another academic unit of the University;
2. The student is allowed to change the program if at least 50% of the exams have been successfully taken in the previous program and accepted in the new study program;

3. Students may be allowed to enroll in the new study program:
- a. in the second year of study in relevant teaching programs and courses.
4. The approval is given by the Committee for Studies, and the decision is made by the Faculty Council.
 5. Changing the study program is not permitted for the student who must re-enroll in the first year of study in the new study program.
 6. The request for change of study program or teaching direction is submitted to the study committee of the respective faculty.
 7. In addition to the application, the student also submits the exam certificate of the previous program.
 8. An appeal may be lodged against the decision of the Faculty Committee.
 9. The appeal shall be filed within 8 days from the date of publication of the decision of the commission.
 10. When the procedure of changing the study program is completed, the student has no right to return to the previous course.

Transfer and change of study program (deadlines)

1. When changing the study program from another university to "Haxhi Zeka" University in Peja, the same rules as to when changing the study program within the University will apply.
2. Transfer / change of study program is allowed from 1 to 15 September in the winter semester, and from 1 to 15 February in the summer semester.
3. If the candidate is allowed to move to the relevant course then he/she is obliged to pay the relevant fee according to the MEST Administrative Instruction, for every exam passed and allowed to pass, on account of the University.

STUDENT STATUS TERMINATION AND LOSS

Full-time student loses status for the following reasons:

- when decide to leave studies;
- when he/she has completed his/her studies;
- failing to enroll in the academic year;
- when he/she has not completed his / her studies in the double period of study duration;
- when it reaches its maximum number of years of re-enrollment without successfully completing studies;
- in the case of expulsion, on the basis of a decision issued after disciplinary proceedings;
- the student may ask once to extend their studies for one (1) or two (2) years. The decision of the council of the academic unit is taken. If a positive decision is made, the student will have the status of a regular student again;
- the academic unit council applies the special rules for maintaining full-time student status in the following cases:
 - special achievements in the field of sport, certified by amateur or professional status at the regional level or above;
 - for particular achievements as a recognized artistic creator, attested by the relevant media response and confirmed by the Faculty of Arts Council;
 - for persons with special needs, certified by a medical Concilium certificate. The decision to enroll is taken annually by the academic unit council.

Suspension of student status

The student may request temporary suspension from the status of a full-time student in cases proven to be:

- serious illness;
- care for children under the age of three (3);
- pregnancy and childbirth;
- other justified.

The final decision is made by the dean of the academic unit.

The student may be re-enrolled as a full-time student without prejudice to the period of temporary suspension of full-time student status under this Statute. The period of temporary suspension of full-time student status under this Statute shall not count towards the duration of studies.

If the valid syllabus at the time of first student enrollment does not develop in the following year of student enrollment following the temporary suspension of full-time student status under this Statute, the study commission of the academic unit decides on differential exams or other additional obligations as a condition of continuing studies.

COMPLETION OF STUDIES AND PROTECTION OF THE FINAL EXAM (DEFENSE DIPLOMA)

At the academic units of "Haxhi Zeka" University in Peja, depending on the nature of the program and its accreditation, the Bachelor Degree studies are completed after the successful completion of all exams or after the successful completion of the final exam, namely subject defense. The student is subject to the final exam after having successfully completed all the exams foreseen in that field of study and after having accumulated at least 180/230 credits needed on behalf of the examinations and after completing the exam. All the obligations set forth in the Law on Higher Education, the Statute of the University and the Regulation on bachelor studies.

The defense of the final exam (diploma) is public.

The final exam is protected by a three-member commission. The commission is appointed by the dean in cooperation with the curriculum leaders.

Important note:

In addition to applying for the final exam, the student also submits:

- ID card,
- Application for Final Exam (taken by Student Affairs Official),
- Thesis (five copies)

Master studies in the departments of "Haxhi Zeka" University in Peja conclude with the development and protection of the master's degree in accordance with the study programs.

TUITION FEES AND ADMINISTRATIVE PAYMENTS

Citizens of the Republic of Kosovo who start their studies at UZ have their first year of studies free of charge.

Kosovar families that have more than one university student will only pay for one student, while other students will not pay. All other young student children will study for free.

- Semester fee for full-time bachelor students is 25 euro;
- Semester fee for part-time students is 125 euro;
- Semester fee for Master's Degree Studies 150 Euros;
- Fees for defense of Master of Science Degree 100 Euro;
Semester Fees for Master-Professional Studies 100 Euros.

Administrative payments:

- 2.5 Euro for entrance exam;
- 5 Euros for each Supplementary Examination for Master Degree Enrollment;
- 2.5 Euro for the exam (Master studies);
- 2.5 euro for transcript of records;
- 5 euro diploma certificate;
- 5 euro Diploma;
- 25 for duplicate diploma;
For Faculty-Department change 25 euro.

CRITERIA FOR ALLOCATION OF SCHOLARSHIPS

In order to be eligible for a scholarship, bachelor studies students and master studies students must meet the following requirements:

1. To be a regular student of "Haxhi Zeka" University;
2. Have passed all exams of the relevant previous year of studies in the September term;
3. Have a Bachelor's grade point average of at least 9.00 (nine) while for the Faculty of Art students 9.50 and a Master's level of 9.50 (nine fifty points);
4. To have not repeated study year.

FREE TUITION FEES FOR STUDENTS MEETING SPECIAL CATEGORIES

Based on Law No.04 / L-054 and Law No.04 / L-261, students who are exempt from semester fees are as follows:

Students who fall into the following categories are automatically exempt from semester fees:

- a) Students of two levels of studies who are close members of the families of martyrs, missing and invalids of UÇK war (military and civilian) article 6, paragraph 8, Law No.04 / L-054;
- b) Students of two levels of study - war veterans and their children (Article 31 Law No.04 / L-261);
- c) Students of two levels of studies left without one parent as a result of the family-war of the civilian victims of war 01.01.1998-12.06.1999);

- d) Students with special needs at the two levels of study;
- e) Students of two levels of study whose families are on social assistance.

I. The student category as in paragraphs a), b) and c), when registering for semesters of the academic year, must submit the following documents:

- a) Notarized Certificate (with original notary stamp) issued by the Central Commission for the recognition of the status of categories that emerged from the war;
- b) Student birth certificate and
- c) Family community certificate.

II. The category of students as in paragraph d) and e), when registering semesters of the academic year must submit the following documents:

- a) Notarized Certificate (with original notary stamp) issued by the Ministry of Labor and Social Welfare, and
- b) Family community certificate.

ORGANIZATION OF STUDENTS

Students have the right to establish student organizations to which all students may belong.

Each student organization has its own statute that is approved by its members in accordance with the general regulations issued by the Governing Board. The statute will include the principles of equal opportunity and non-discrimination.

Students' interests will be represented within the university by these bodies:

- Students' Parliament at university level;
- Students' council at the academic unit level.

Members of the Students' Parliament and Students' Councils shall be elected in accordance with the procedures for parliamentary elections.

Student organizations have the right to nominate members for the student parliament and the student council of academic units on the basis of election results every two (2) years.

The details of the electoral procedure are determined by special regulations issued by the Steering Council in consultation with the Students' Parliament.

The limit for nominating members of student organizations is:

- three percent (3%) of the total number of votes at the relevant academic unit level for student councils of academic units;
- five percent (5%) of the total number of votes for the Students' Parliament.

The mandate of the members of the Students' Parliament and the Students' Council of the academic units shall be two (2) years, without the right of re-election.

The Students' Parliament and the Students' Council of the academic units exercise their duties based on the principle of majority vote. The Students' Parliament is the highest student representation body.

The total number of Students' Parliament members is nine (9).

Members are nominated by student organizations based on the total number of votes cast in student elections and on the priority lists of candidates published by each student organization at the beginning of the election campaign. Members of the Students' Parliament elect the President and Vice-President. The Governing Board issues the rules of procedure for the Student Parliament.

The Students' Parliament elects members of the Senate from the list of nominees prepared by the students' council of the academic unit. The Students' Parliament Speaker is an ex - officio member of the total number of student members of the Senate.

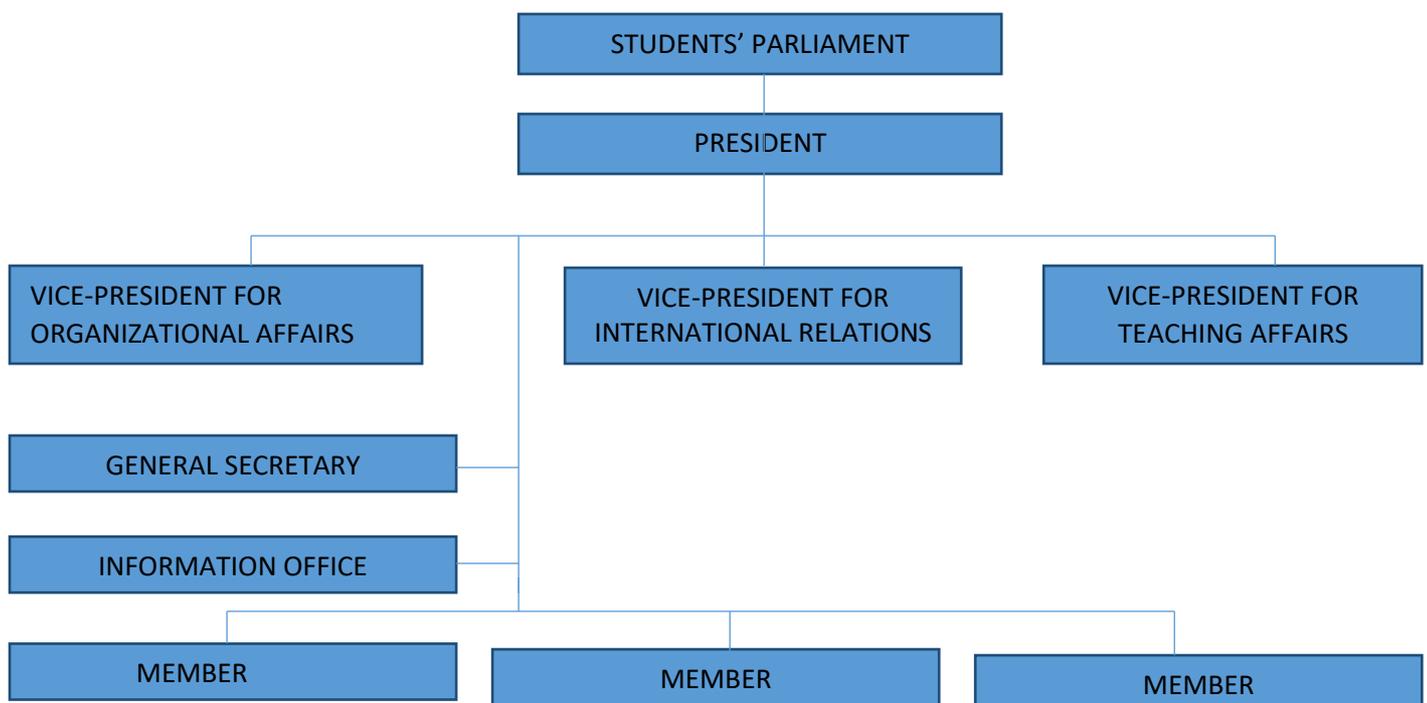
Student councils are the student representation bodies in each academic unit.

The total number of members of each student council is one (1%) of the total number of full-time students enrolled in that academic unit, with at least five (5) and at most twenty-one (21) members. Members will be nominated by student organizations based on the total number of votes cast during the student election for each academic unit according to the priority lists of candidates published by the student organization at the beginning of the election campaign.

The members of each student council elect a chairman and a vice president. The governing board issues the rules of procedure for student councils.

Each student council proposes a list of three candidates for student members of the Senate to be elected by the Students' Parliament.

The student council of each academic unit elects the student members of the academic unit council. The president of the student council is an ex- officio member of the total number of student council members of the faculty.



STUDENTS' RIGHTS AND OBLIGATIONS

Students admitted to the university are entitled to:

- participate in all lectures, seminars and lessons organized in the subjects of the chosen study program according to the progress of the studies;
- make use of university libraries and other student services;
- participate in elections for student representatives in university bodies, regularly attend meetings of bodies and committees where they are designated as members, and perform such duties with commitment and sincerity. In the event of a conflict of interest regarding the content, delegated student members do not attend meetings of the university's governing bodies;

- students have the right to submit new ideas and controversial opinions without risking the loss of student status or privileges they may enjoy from the university;
- students have the right to complain about the quality of the teaching process or the university infrastructure;
- students have the right to challenge a university decision or action against them in the Ministry and the competent court.

Students admitted to the university are obliged to:

- respect the regulations issued by the university;
- respect the rights of staff and other students;
- pay proper attention to their studies and participate in academic activities;
- attend lectures in accordance with the rules of the specific study program;
- behave well both on and off campus so as not to discredit the university;
- respect the rules of the code of ethics;
- pay fees and charges that are set.

A student who fails to comply with the legal obligations, statutory, code of ethics and rules and obligations set forth in this regulation or by any specific decision of the dean of the faculty during the entire course of study, violates the study obligations and for this disciplinary and legal responses. Students have the right to appeal against any decision they deem to have been violated during their studies.

The appeal is filed:

- Faculty Council - against the decision of the Dean, when he has decided as a first instance body,
- Appeals Committee - against the decision of the Study Committee, when the first instance body of the faculty decides,
- University Studies Committee - against the decision of the Faculty Council when it has decided as a first instance body.

Students have the right to appeal against decisions made by university bodies, academic units and organizational units regarding their rights and obligations.

2. Such appeals shall be submitted to the Academic Unit Studies Committee within fifteen (15) business days following the announcement of the decision.
3. The study commission is obliged to submit the report on the decision taken by the academic unit council within thirty (30) work days days after receiving the appeal.
4. The appeal against the decision in the second instance is decided by the Senate.
5. Students have the right to challenge the Senate's decision in the competent court.

STUDENT SERVICES

As a new student you will need basic information on applying, enrolling, learning and other procedures for your student status. The Student Service always takes care of this. Located in each academic unit, Student Affairs Officials are always available to assist with any questions or questions you may need clarification. Student service is available from Monday to Friday full time starting at 08.00 am until to 04.00 pm.

Administrative Issues Performed by Student Services:

- Entrance exams;
- Semester registration;
- Submission of exams;
- Certifications for studies;
- Certificates for exams;
- Submission requirements for transfer exams in transfer cases;
- Preparation of student file on graduation;
- Issuance of Graduate Certificate and transcript of records for Graduate Students.

E-kiosk is a device where students can access the University website and can be informed about news, events and all information related to the University. E-Kiosk enables students to access the Electronic Student Management System (SEMS) and can enroll compulsory and elective courses, can submit exams, view results and access all materials offered at SEMS E-kiosk also enables students to submit complaints in anonymous and non-anonymous form.

CAREER DEVELOPMENT CENTER

The mission of the Career Development Center (CDC) is to guide students through the process of educational, career and personal discovery in preparing them for success in the global workforce.

The purposes of the Career Development Center (CDC) are:

- Empowering students to choose their professional education and career emphasizing their skills, values, beliefs and purposes;
- To guide students on CV preparation, cover letter and interview preparation;
- To provide opportunities for internships;
- Provide training to develop the skills required to search for work;
- Organize workshops, seminars, roundtables, conferences, talks, and employer presentations so that students can better understand the world of work and possess the skills necessary for successful personal and career planning;
- Offering services to companies such as presenting their job offers to graduates and talking to these bidders;
- Enables communication with potential employers;
- Providing development assistance for student ideas;
- Encourages students to explore different professional fields and pursue a career based on the individual's ability as well as market potential;
- Providing community support by involving students in various projects, promoting the use of school facilities and providing concrete projects to the benefit of all citizens of the country.

Career Counseling

- How to prepare a target CV?
- How to prepare a Cover Letter?
- Mock Job Interview Training
- Proper preparation of LinkedIn profile
- Introduction to writing the right job application.

An internship is a period of work experience offered by an organization for a limited period of time

Business / Institution Visits: Long day trips to explore a day job in different organizations. Students are able to visit a company, meet employees, and ask any questions about what it really is like to work in the industry.



Careers fairs (also known as jobs fairs or recruitment fairs) are a useful resource for candidates to use to find out about potential employers. They are typically organized in a large hall where potential employers will set up booths with members from their human resources (HR) team along with new employees, to tell those attending about their company, their application process and anything else they might want to know.



Information Session: Employers come to campus to hold an Information Session, usually they are held in early evening. This is a networking opportunity for you to learn about the company/organization and what employment opportunities they have to offer.



Promotion Days - Each year at Peja Regional High Schools, the staff of the Career Development Center in collaboration with the Alumni Association and the Student Parliament hold promotional days to inform students about university study programs and subsequent career opportunities, as well as support offered to students to engage in internships, seasonal employment and participate in various lectures, debates and workshops organized by the CDC.



Information days: during application time, information days are held where all the time the competition is open, interested people are offered application assistance and other explanations for which they are interested.



Welcome Week: The purpose of this event is to inform young students about the history of UHZ and the opportunities they will have for gaining the knowledge they need to successfully develop their careers.



LIBRARY

Law Faculty, Floor III
The library holds 2839 books

Faculty of Business, Build B, Floor II
The library holds 3754 books

EBSCO Library:
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