



ALBANIAN UNIVERSITY  
*UNIVERSITAS- FABREFACTA-OPTIME*

# **REGULATION**

**Career, Coordination and Student Support Office**



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## **Article 1**

### **General Provisions**

The Regulation of the Career, Coordination and Student Support Office at Albanian University is based on Law No. 9741, dated 21.05.2007 “On the Higher Education in the Republic of Albania” as amended, on by-laws in force as well as the Statute and Internal Regulations of Albanian University.”

The Regulation of the Career, Coordination and Student Support Office at Albanian University is subject to future amendments from the AU Academic Senate, in accordance with any amendments of the laws and by-laws that regulate the activity of Higher Education.

## **Article 2**

### **Mission and Objectives**

1. The mission of the Career, Coordination and Student Support Office is to guide, encourage and support the AU students for their professional and personal development



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through their participation in extracurricular academic, professional, social and cultural programs which are relevant to the need of the labor market.

2. The main objective of this office is to support the students on their preparation for employment and to serve in encouraging and developing their career in certain study fields.
3. Exchanging ideas with graduates, holding discussions on current main topics, organizing competitive activities, organizing tours, participating in academic conferences, humanitarian and awareness raising campaigns, are all parts of this Office's activities.
4. The Career, Coordination and Student Support Office serves as a bridge between the students and the employment needs, opening doors of opportunities for contacting potential employers with the aim of promoting AU students and searching for new employment opportunities.
5. This Office aims to facilitate connection between the academic career and job opportunities of graduates at Albanian University and to promote them in a variety of companies, organizations and enterprises interested in recruiting new employees. It also aims to guide the student towards career development, through assessment of each student's personal interests and their harmonization with job positions, payments as well as terms and conditions desired by both parties of the employment agreement.

### **Article 3**

#### **Functions of the Office**

The main functions of the Office include direct interaction with the students, in order to:

- a) encourage the process of knowing the student, as well as the student's knowing his/her own abilities;
- b) enable students to express their individual preferences and opportunities available to the labor market;
- c) help students understand their expectations, requirements and standards of the labor market;
- d) prepare students for the first presentation with the employer (CV, Cover Letter, Interview, etc.)
- e) identify career alternatives and to build career planning.



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## **Article 4**

### **Career, Coordination and Student Support Office**

1. The Career, Coordination and Student Support Office represents one of the Rectorate units of Albanian University in function of the teaching process.
2. The Career, Coordination and Student Support Office is under the jurisdiction of the Administrator and is supported on its activities by:
  - a) The Faculty Dean's Office;
  - b) The Head of Department;
  - c) The Registrar's Office;
  - d) The Student Council.
3. The Career, Coordination and Student Support Office offers to AU students services aimed at professional education, facilitating career development, preparation for labor market and support to continue their professional training through lifelong learning.
4. The Career, Coordination and Student Support Office supports continuously the students to keep them informed about decisions to be taken in order to fulfill their potential in the labor market.
5. This Office offers information on the following:
  - a) Graduated students;
  - b) Employers, companies and organizations willing to recruit new employees or raise awareness for their employees on further trainings offered by "Albanian University".
  - c) Through many activities organized with graduated students, the Career, Coordination and Student Support Office, helps on exchanging ideas, initiatives, innovation and cooperation among students in coping with the labor market.
  - d) All students who graduate from "Albanian University" are considered as Albanian University Alumni.
6. The Office informs the graduated students on labor market offers, opportunities for interns, practices, qualifications, etc.
7. The Career, Coordination and Student Support Office organizes meetings between graduated students and current students in order to ensure experience exchange on employment and to organize joint activities:



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- a) Graduates (Alumni) share their personal experience and give career advice to students who are currently part of it and support them in their professional development;
  - b) Graduated students from Albanian University may profit from the programs that AU has entered into cooperation agreement with.
  - c) Graduated students (Alumni) play an active part on the social, educative and cultural events organized by the Career, Coordination and Student Support Office.
  - d) Graduated students (Alumni) continually support AU giving their opinion on steps to be taken at Albanian University or helping current students in their studies and the development of professional practice.
8. The Career, Coordination and Student Support Office assists the AU former students by:
- a) Issuing reference letters for further studies and employment,
  - b) Involvement in University projects and especially study programs and projects offered by the Career, Coordination and Student Support Office and Academic Publications;
  - c) Publishing AU Alumni research papers on the University academic journal Optime.
9. The Office keeps records of statistical database of students' employment after their graduation at the Albanian University;
10. The Career, Coordination and Student Support Office prepares information materials for the University webpage regarding all its activities as an office supporting the Alumni.

## **Article 5**

### **The Coordinator**

1. The Coordinator of Career, Coordination and Student Support Office coordinates and administrates the operative work of the Office.
2. The functions of the Coordinator are:
  - a) Advices and instructs in relation to orientation and development of professional career of students at "Albanian University";
  - b) Organizes, manages and heads the recruiting process of the new students from the high schools of the country;
  - c) Organizes manages and heads the advising process of the new students regarding the academic life at Albanian University , studies and other related issues;



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- d) Organizes and coordinates academic, cultural, volunteering, entertaining and sport activities for the students, as well as those in cooperation with third parties, at the AU premises and outside it;
- e) Cooperates closely with the Faculty Departments on continuous activities of the professional practice for the AU students as well as for selecting students for introduction to potential employers, both at home and abroad;
- f) Keeps ongoing contacts with bodies of Student Council, Alumni or other student organizations, supporting them in their functioning;
- g) Reports to the governing bodies of Albanian University over the concerns raised by whether or not organized students.

**Article 6**

**Database**

- 1. The Career, Coordination and Student Support Office prepares the database for the graduated students of AU.
- 2. All processes for storing and processing the personal data of students from higher education institutions are carried out based on the principle of confidentiality and in compliance with legal requirements for the protection of personal information.
- 3. The student employment data are obtained 6 months after graduation and are updated annually for a 5-year period.
- 4. The Career, Coordination and Student Support Office holds every year a Career Book for the graduated students, on which is recorded each student's status, employed or unemployed, advancement on further academic qualifications, research activities, etc.
- 5. An AU graduated student with make available to the Career, Coordination and Student Support Office the following information:
  - a) Current employment status;
  - b) Further qualifications and specializations;
  - c) An updated CV.

**Article 7**

**Collaborative Relations**



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1. The Career, Coordination and Student Support Office is responsible for the establishment of collaborative relations with other institutions in order to enable training for the graduated students in areas of interest to them, as well as to equip them with certificates and theoretical materials for their future career.
2. The Career, Coordination and Student Support Office is committed to conclude cooperation agreements with other public and private institutions to provide students with possibilities on internships, trainings, courses, teaching practices and apply-for-employment opportunities.

**Article 8**

**Internship**

1. Internship at Albanian University serves to establish cooperation between the AU and firms, companies, as well as national and international organizations in order for the students to connect their academic process with the professional practice.
2. Internship aims that each AU student have the opportunity to start internship on the fifth/sixth semester.
3. The Career, Coordination and Student Support Office informs students on the internship possibilities both in and outside the country.

The Career, Coordination and Student Support Office informs students on internship and professional practice possibilities;

- a) It informs students for competitions and job vacancies;
- b) It maintains contacts with various companies and institutions.

**Article 9**

**Organizing “Open Day”**

1. At the beginning of each academic year, the Career, Coordination and Student Support Office prepares and distributes all the necessary information for the incoming first year students, including (but not limited to):
  - a) An extract from the Faculty Regulation (rights and obligations of the student);



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- b) Activities of the academic and administrative structures of AU;
- c) Activities of the support Units and student Service;
- d) The Code of Ethics.

## **Article 10**

### **The Process of Information Interviews**

1. The information interviews include meetings with representatives from the public administration, corporations, government agencies, banks and nonprofit organizations.
2. Discussions on areas of study with professional guests, concern the national industry trends, abilities and qualifications, specifications and the limits of the career in general and that of the interviewee.
3. The final-year students attend seminars on the career development opportunities, abilities evaluations, writing a Curriculum Vitae, writing a motivation letter, interview preparation and job hunting strategies.

## **Article 11**

### **Study Visits**

1. The study visits connect academic learning with activity-based learning.
2. The study visits plan is drafted each academic year in cooperation with Faculty Departments with teaching character both at home and abroad.

## **Article 12**

### **Student Conferences**





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1. Each academic year the Career, Coordination and Student Support Office organizes in cooperation with the Departments the Faculty Student Conference.
2. The Conference is organized by the Conference Scientific Board, which consists of 5 members with academic titles Professor, Associated Professor or Doctor and by the organizational Board which consists of 3 members.
3. Each student, working on the research topic, is supported by a mentor who is a member of the academic staff.
4. At the completion of the Conference, the speaking student is given a Conference certificate signed by the Dean of the Faculty.

**Article 13**

**Amendments/Additions to the Regulations**

1. Amendments to the Regulation of the Career, Coordination and Student Support Office are drafted in accordance with the legal framework in force, the Statute and the Internal Regulations of Albanian University.
2. Any amendments to the Regulation of the Career, Coordination and Student Support Office shall be proposed by the academic governing structures of Albanian University and shall be approved by the Academic Senate.
3. The Academic Senate has the right to interpretation of this Regulation.
4. The Regulation is approved and shall take effect on .....



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