



Kolegji AAB
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REGULATION

For procedures of initiating, drafting and signing cooperation agreements

The Rector of AAB College, based on the section 42 of the Statute, issues this:

REGULATION

For procedures of initiating, drafting and signing cooperation agreements

General provisions

Section 1

This regulation sets out procedures for the initiation, design, content and signing of cooperation agreements between AAB College and other higher education institutions, local or international, as well as non-academic non-educational institutions, but are of interest to implement joint activities for AAB College.

Initiation of cooperation agreements

Section 2

- I. The right to initiate and sign the cooperation agreements belongs to: Rector, Vice Rectors, Head of International Relations, Branch Officers, Deans and Heads of Departments.
2. All procedures for the conclusion of cooperation agreements shall be coordinated by the International Office.
3. Initiatives for the conclusion of cooperation agreements should be approved in advance by the Office for International Relations in coordination with the Rector.

Drafting and content of cooperation agreements

Section 3

- I. The text and content of the draft agreement set out in the foregoing article, previously outlined by the General Secretary. designed by competent persons, to be sent to the International office.
2. The Office for International Cooperation in collaboration with the General Secretary shall harmonize the text and content of the draft agreement with the aim of controlling and harmonizing technical/legal/formal issues.
3. Cooperation agreements are drafted in: Albanian, English, or any other language of the country depending on the official language of the other party.
4. In all cases, at least two copies of the cooperation agreement remain for AAB College, one in the Office for International Relations and others in the Office of the General Secretary.

Signing of cooperation agreements

Section 4

- I. The Rector and the Head of the Office for International Relations carry out all actions related to the signing of agreements with institutions outside the Republic of Kosovo.

2. Cooperation agreements with higher education institutions, both inside and outside the country, are signed by the Rector, with the exception of those agreements that are signed at the level of faculties or other sectors.

3. Agreements of cooperation with non-academic institutions, of non-academic character, are signed by the General Secretary or by respective sectors of the college.

4. In all cases of signing the cooperation agreements, the principle of reciprocity shall apply.

- Signing of international cooperation agreements

Section 5

1. In cases when a cooperation agreement initiates from AAB, the Rector shall decide on the composition of the delegation, the time and venue where the negotiations will take place, the coverage of expenses and other related matters.

2. In cases when the initiative for cooperation agreement starts from other institutions. then an initiative by the Head of Foreign Relations Office introduces the Rector and the Rector approves the continuation of the negotiations.

3. In cases when we are dealing with cooperation agreements with institutions of higher education and international partners, in each case the delegation is also the head of the office for international relations.

Responsibilities of the Office for International Cooperation

Section 6

1. any correspondence during the negotiation phase until the finalization of the cooperation agreements with the higher education institutions and international partners is carried out by the Head of the Office for International Relations.

2. For each progress of the negotiations, the Head of the Office reports to the Rector.

3. In cooperation with the Office of Information Technology, the Office for International Cooperation develops a database in which all cooperation agreements with its details should be evidenced. Only the Head of International Relations and the authorized person of the office have full access to this database.

Entry into force

Section 7

This regulation comes into force on the day when the Rector signs it.