



Kolegji AAB
CILËSI. LIDERSHIP. SUKSESI!

REGULATION

**For the procedures of initiating,
drafting, and signing
cooperation agreements**

The Rector of AAB College, based on Article 42 of the Statute, issues the following:

REGULATION

For the procedures of initiating, drafting, and signing cooperation agreements

General provisions

Article 1

This regulation defines the procedures for initiating, drafting, the content, and signing of cooperation agreements between AAB College and other institutions of higher education, local or international as well as other non-educational institutions of non-academic character but which are of interest to implementation of joint activities for AAB College.

Initiation of cooperation agreements

Article 2

1. The right to initiate and conclude cooperation agreements is granted to: The Rector, Vice-Rectors, Head of the Office of International Affairs and Cooperation, Directors of Branches, deans, and heads of departments.
2. All procedures for concluding cooperation agreements are coordinated by the Office of International Affairs and Cooperation.
3. All initiatives for concluding cooperation agreements must be approved in advance by the International Affairs and Cooperation in collaboration with the Rector.

Drafting and content of cooperation agreements

Article 3

1. The text and content of the agreement drafted by the competent people defined in the previous article, are sent in advance to the Office of International Affairs and the General Secretary.
2. The Office for International Affairs in cooperation with the General Secretary harmonizes the text and content of the draft agreement in order to check and harmonize technical/legal/formal issues.
3. Cooperation agreements are drafted in Albanian, English, or any other language 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 of International Affairs and the other in the Office of the General Secretary.

Signing cooperation agreements

Article 4

1. The Rector and the Head of the Office for International Affairs, perform all actions related to the conclusion of agreements with institutions outside the Republic of Kosovo.
2. Cooperation agreements with institutions of higher education, inside and outside the country, are signed by the Rector, except when the agreements are signed at the level of different faculties or sectors.
3. Cooperation agreements with non-academic institutions, of non-academic character, are signed by the General Secretary or by the relevant departments of the College.
4. In all cases of signing cooperation agreements, the principle of reciprocity is applied.

Signing international cooperation agreements

Article 5

1. When the initiative for cooperation agreement starts from AAB, then the Rector decides on the composition of the delegation, the time and place where the negotiations will take place, the coverage of expenses, and other related issues.
2. When the initiative for cooperation agreement starts from other institutions, then the head of the office for international affairs presents an initiative to The Rector and the Rector approves or disapproves the continuation of the negotiations.
3. When we have agreed to cooperate with higher education institutions and with international partners, in each part of the case, the Head of the International Affairs office is also part of the delegation.

Article 6

1. Any correspondence during the negotiation phase until the finalization of cooperation agreements with higher education institutions and international partners, is conducted by the Head of the International Affairs office.
2. For any progress of the negotiations, the Head of the Office reports to the Rector.
3. In cooperation with the Office for Information Technology, the Office for International Affairs develops a database in which all cooperation agreements must be recorded with its details. Only the Head of the International Affairs Office and the officials authorized by him/her have full access to this database.

Entry into force

Article 7

This Regulation is effective from the day of signing by the Rector.

Prof.ass.dr. Lulzim Tafa

