



Kolegji AAB
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REGULATION OF WORK OF THE CENTRE FOR PROFESSIONAL DEVELOPMENT AND INNOVATION

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Article 1

Establishment of the Center

The Centre for Professional Development and Innovation was established by the Board of Directors with the decision no. 620/2021 dated 30.08.2021 and hereinafter in the document, we will refer to it as the Center.

Article 2

Mission

The Center provides certified training and professional support services to the academic and administrative staff of AAB (including BSK and other subordinate institutions of AAB) and other institutions of higher education in Kosovo in order to increase the quality of teaching, research and institutional management.

Article 3

Management structure

1. The professional, organizational and managerial structure of the Center consists of the:
 - 1.1.Rector
 - 1.2.Professional council
 - 1.3.Director
 - 1.4.Center staff
 - 1.5.External partners

Article 4

The Rector

1. Rector of AAB
 - 1.1.Sets the main policies and development directions;
 - 1.2.Decides on funds and sources of financing activities;
 - 1.3.Discusses and approves the annual work plan;
 - 1.4.Decides on the appointment and firing of the director, in consultation with the Board of Directors;
 - 1.5.Discusses and approves annual work reports;
 - 1.6.Discusses and approves the cooperation agreements proposed by the director

Article 5



Professional Advice

1. The Professional Council is a professional body consisting of five experts: in the field of pedagogy (3), law (1) and management (1), proposed by the Rector and appointed by the Board of Directors.
2. The professional council performs the following functions:
 - 2.1. advises the director on the professional aspects of the functioning of the Center;
 - 2.2. approves training programs;
 - 2.3. approves the proposals of the director for the engagement of facilitators and trainers;
 - 2.4. approves the materials of the training programs;
 - 2.5. discusses and proposes new training programs;
3. The Council holds regular meetings every two months;
4. The Council elects the chairperson from among the members with a majority of votes for a two-year term.
5. The Director of the Center participates in the work of the Council without the right to vote.
6. The Chairperson prepares and leads the meetings of the Council.
7. The members of the Council decide by a majority of votes.

Article 6

Director

1. Is the main managing officer of the Center appointed by the Rector.
2. The director must be an expert in teaching methodology and be proven in the management of professional development projects.
3. The director has the following responsibilities:
 - 3.1. Manages the administrative staff of the Center;
 - 3.2. Manages and authorizes trainers and facilitators engaged in the design and implementation of training programs;
 - 3.3. Coordinates the design of programs, courses, vocational training modules;
 - 3.4. Coordinates the drafting of materials for training programs, courses and modules;
 - 3.5. Coordinates the organization of training events by the Center;
 - 3.6. Manages cooperation with similar organizations in the country and abroad;
 - 3.7. Negotiates, drafts and proposes for approval cooperation agreements with similar organizations;
 - 3.8. Proposes new training programs for approval by the Professional Council;
 - 3.9. Plans, implements and reports on the use of the budget for the operation of the Center.
 - 3.10. The director is responsible for his work related to the implementation of the work plan to the Rector.

Article 7

Center staff

1. The Center will have an Administrative Officer engaged part-time (50% of the full working rate) for the organization of training events according to the action plan.
2. The assistant will deal with all aspects of the organization of training events, including sending training programs, sending invitations, preparing training rooms, preparing photocopied materials, preparing technological equipment.
3. For his work, the Assistant responds to the director of the Center.



4. If funds are provided, the Center will have a full-time assistant for the application of new technologies in teaching.
5. The engaged person will have proven qualifications and skills in the use of new technologies in teaching and good communication skills and teamwork.

Article 8

External collaborators

1. **Facilitators/trainers:** The center will have internal facilitators/trainers and external experts who will be reimbursed for certain tasks, including designing training modules and materials, implementing training sessions, and participating in programs' accreditation.
2. The Center will engage external partners-training experts or professionals in certain fields for the organization of trainings for the AAB staff or for the organization of lectures on the specific topics.
3. External experts will participate both as trainers-facilitators and as drafters of programs-materials.
4. Facilitators, trainers or external experts are hired by the Director of the Center after the approval by the Professional Council of the Center.

Article 9

Scope of the Center

1. The center will operate in the following key areas:
 - 1.1.**Staff training:** assesses staff professional development needs, and designs and implements training programs according to the needs of AAB and third parties, including higher education institutions, business enterprises, or individuals in the areas covered by the programs of the Center.
 - 1.2.**AAB Leadership Advice:** The Center at the end of each academic year (in July) will draft and submit an annual thematic report on the trends and professional development needs of AAB staff in the three components of the Center's scope (teaching, research, and management).
 - 1.3.**New technologies and digitalized teaching:** At the request of the Rectorate, the Center will design teaching materials and will train staff to use new technologies-media in teaching.

Article 10

The main components

1. This center will offer professional advancement programs in the following components:
 - 1.1.Didactics of higher education;
 - 1.2.Scientific research projects and methodologies;
 - 1.3.Management of higher education organization.



Article 11

Program levels

1. For each component, the Center will organize trainings at three levels:
 - 1.1. The induction training of the respective field will be applied in case of employment in AAB or in case of promotion to a new position. Every AAB professor and official will benefit from an initial training program in their respective field.
 - 1.2. The professional level will be organized for the improvement of the performance and/or for the advancement of the staff to a higher level in the workplace and in the same field of work.
 - 1.3. The advanced level will be organized for promotion to senior positions (academic, scientific and managerial) and for the implementation of innovative approaches in teaching, scientific research or management of the organization.

Article 12

Cooperation with similar centers

1. The Center will negotiate cooperation agreements with similar organizations from educational institutions inside and outside the country.
2. Cooperation is limited to:
 - 2.1. exchange of training programs,
 - 2.2. designing joint training programs, and
 - 2.3. competition in joint projects in the field of professional development for local and international funds.

Article 13

Sources of funding

1. The center will be financed from the following sources:
 - 1.1. From AAB funds
 - 1.2. From attendees' fees
 - 1.3. From commercial contracts with other organizations and institutions of higher education
 - 1.4. From participating in projects with international funding.
2. The center at the beginning of each academic year will submit a (budgeted) action plan for approval by the Rector.

Article 14

Attendance payments

1. AAB staff are exempt from basic course fees.
2. AAB teaching staff will pay 50% of the cost of the organization of professional courses (level 2) and advanced courses.
3. Academic staff outside AAB will participate in the cost of the organization of professional courses at the rate of 80% of the estimated cost per individual.
4. People outside AAB who benefit from the training programs of the Center based on the signed institutional agreements will pay for the services of the Center in accordance with the conditions agreed in the respective agreement.



5. Higher education organizations and institutions will pay the full cost of the organization of the designated training program.

Article 15

Amount of payments

1. The center will calculate the cost and price of each training program. The price list for the services of the Center is approved by the Rector of AAB.

Article 16

Compensation of facilitators/trainers and drafters of training materials

1. People engaged in the implementation of the activities of the Center will be compensated based on the relevant Decision of the Rector of AAB.
2. The basic coefficient for calculating the compensations will be the value of the compensation for one overtime teaching hour for the regular teaching staff in AAB.
3. Beginner courses will be compensated in the amount of 1 to 1 overtime teaching hours.
4. Vocational courses will be compensated in the amount of 1.5 to 1 overtime teaching hours.
5. Advanced courses will be compensated in the amount of 1 to 2 overtime teaching hours.
6. Lectures on innovative approaches to curricula, methodology, and science will be compensated by the value of two overtime teaching hours.
7. Personnel hired from the ranks of AAB regular staff will be compensated in the amount of 0.75 of the basic coefficients calculated according to the levels (for example, the advanced level is compensated in the amount of 1.5 to 1, compared to the amount of 2 to 1 for external collaborators).
8. The same criteria apply to the design and implementation of training courses.
9. The rights of ownership, usage and implementation are transferred to AAB College upon the approval of the courses by the Professional Council.
10. Except for the above point, the author of the course has priority and the right to implement the courses approved by the Professional Council of the Center. This right does not stop the Center to engage other people in the implementation of courses approved by the Professional Council.
11. The syllabus and materials should be such that they can be implemented without any difficulty by another trainer - not only by the author.

Article 17

Use of revenues generated by the Center

All funds generated by the Center are placed into the account of AAB College and are used to finance the activity of the Center by approving the annual work plan and the respective budget.



Article 18

Criteria for programs

1. For approval by the Professional Council, programs must:
 - 1.1. be modular based
 - 1.2. be certified and accepted by the Professional Council and licensed by local authorities as needed
 - 1.3. be recognized in the process of academic advancement of staff
 - 1.4. follow the latest pedagogical trends
 - 1.5. have reading materials (literature) and accompanying materials
 - 1.6. be based on the identified needs of the beneficiaries
 - 1.7. be in the implementation of the academic policies of the beneficiary institution
 - 1.8. have developed the application component of new technologies
 - 1.9. to provide follow-up tasks and activities after the seminar training

Article 19

Criteria for training materials

1. Training materials should include at least:
 - 1.1. The guide for the trainer - including materials for the facilitator - the trainer;
 - 1.2. Reading materials for attendees
 - 1.3. Materials for training activities during the implementation of the module/program.
 - 1.4. Training materials may also include audio and video materials.
2. The materials must be:
 - 2.1. specially designed for the training program
 - 2.2. designed in the language of the attendees
 - 2.3. clear and easily usable
 - 2.4. such that they can be used more than once
 - 2.5. written in easily understandable languages
 - 2.6. based on the latest technologies
 - 2.7. designed to communicate easily with other trainers, attendees, and external monitors.

Article 20

Criteria for the implementation of programs

1. During their implementation, the training programs of the Center should:
 - 1.1. apply the interactive approach
 - 1.2. respect the experience and expertise of the beneficiaries
 - 1.3. respect the principles of didactics of higher education and andragogy
 - 1.4. be practice-based and contextualized based on the attendees' needs
 - 1.5. be applied in the premises of AAB - BSK (but as needed in other facilities)
 - 1.6. be part-time, one-day, or two-day (minimum and maximum four sessions of two teaching hours per day).
 - 1.7. not train more than 24 attendees at the same time.



Article 21

Accreditation of programs

1. Programs approved by the Professional Council of the Center are considered certified for the training of AAB staff.
2. After the successful completion of the respective course, the attendees obtain a certificate that verifies the successful completion of the training, according to the conditions included in the decision for approval by the Professional Council.
3. The certificates of the Center are accepted for academic and professional advancement in AAB College in accordance with the provisions of the Statute and the relevant regulations of AAB College.
4. For the implementation of courses attended by other institutions, outside AAB, the Center will accredit its courses in the relevant local and international accreditation institutions.

Article 22

Entry into force

This Regulation is initially approved by the Professional Council and enters into force only after approval by the Board of Directors.

The date of entry into force of this regulation is the date of the signing the decision by the Chairman of the Board of Directors.

Article 23

Amendment of the Regulation

The editing and completion of this Regulation is done according to the same procedure of its approval.

Board of Directors

Pro.ass.dr. Lulzim Tafa
Chairman of the Board of Directors





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Ref. nr. 954/2021 Prishtine, 26.10.2021

Pursuant to Article 33 of the Statute, Article 4 of the Rules of Procedure of the Board of Directors, the Board of Directors takes the following:

DECISION

I. The Regulation of the Work of the Centre for Professional Development and Innovation is APPROVED.

A copy of the decision:

For: Rector
For: Vice-rectors
For: Secretary
For: Archive

Board of Directors

Pro.ass.dr. Lulzim Tafa
Chairman of the Board of Directors

