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TEMPULLI

Pursuant to Article 34, paragraph 1.9 of the Statute of the Tempulli Academy in Pristina, the Academic Council in its meeting held on 04.01.2021 issued the following

REGULATION

For the procedures of initiating, drafting and signing cooperation agreements

General provisions

Article 1

This regulation defines the procedures for the initiation, drafting, content and signing of co-operative agreements between Tempulli Academy and other local and international Higher Education Institutions, as well as other non-educational institutions of non-academic character but which are of interest for the implementation of joint activities for Tempulli Academy.

Initiation of cooperation agreements

Article 2

1. The right of initiative for initiating and concluding cooperation agreements have the following: Academic Council, Academic Director, Head of the International Relations Office
2. All procedures for concluding cooperation agreements are coordinated by the Office for International Relations.
3. All initiatives for the conclusion of cooperation agreements must be approved in advance by the Office for International Relations in coordination with the Academic Director.

Drafting and content of cooperation agreements

Article 3

1. The text and content of the draft agreement drafted by the competent persons defined in the previous article, are sent in advance to the Secretary General of the Academy.
2. The Office for International Relations in cooperation with the Secretary General harmonizes the text and content of the draft agreement for the purpose of harmonization of technical and legal issues.
3. Cooperation agreements are drafted in the language: In Albanian, in English or in 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 Tempulli Academy, one in the Office of Internal Relations and the other in the Office of the Secretary General.

Signing of cooperation agreements

Article 4

1. The Academic Director and the Head of the International Relations Office leads all activities related to the conclusion of agreements with institutions outside the Republic of Kosovo.
2. Agreements of cooperation with higher education institutions, inside and outside the country, are signed by the Academic Director.
3. Cooperation agreements with non-academic institutions, of non-academic character, are signed by the General Secretary or by the relevant mechanisms within the academy such as the Institute for Road and Traffic Safety.
In all cases of signed cooperation agreements, the principle of reciprocity is applied.

Signing of international cooperation agreements

Article 5

1. In case the initiative for cooperation agreement starts from Tempulli Academy, then the Academic Director 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. In cases when the initiative for cooperation agreement starts from other institutions, then the head of the International Relations Office presents the basic information to the Academic Director and the Academic Director approves or rejects the proposal.
3. In cases when we have agreed to cooperate with higher education institutions and with international partners, in each case part of the delegation is also the Head of International Relations Office.

Responsibilities of the Office for International Cooperation

Article 6

1. Any correspondence during the negotiation phase until the finalization of cooperative agreements with Higher Education Institutions and international partners, is conducted by the Head of the Office for International Relations.
2. For any progress in the negotiations, the Head of Office for International Relations reports to the Academic Director.
3. In cooperation with the Office for Information Technology, Office for Cooperation International develops a database in which it should be noted all cooperation agreements with its details. Only the Head of the External Relations Office and the official authorized by him have full access to this database.

Entry into force

Article 7

This regulation entered into force on the day of approval by the Academic Council of the Academy.

Chairman of the Academic Council
Dr. Sc. Gzim Hoxha
