



Universiteti Publik "Kadri Zeka" University
Zija Shemsiu, 60000, Gjilan, Kosova
www.uni-gjilan.net tel.0280390112

Ref. no. 02/2067 dt. 03.12.2020

Pursuant to Article 17 and Article 23 point 1.3 of the Statute of the Public University "Kadri Zeka" in Gjilan, the Steering Committee in its XXII meeting held on the 02.12.2020, approved this:

**REGULATION ON STUDENT ENGAGEMENT IN INTERNSHIPS AT ADMINISTRATION
OF THE PUBLIC UNIVERSITY "KADRI ZEKA" GJILAN**

Article 1

Purpose

The purpose of this regulation is the promotion, training and professional advancement of students and graduates, based on the labor market needs in the areas related to the departments and the academic units at the public university "Kadri Zeka" Gjilan.

Article 1

Scope

This regulation regulates the form of student engagement in internships at the administration of the Public University "Kadri Zeka" Gjilan.

Article 3

Duration of internship

Students complete the internship at the Administration of public University "Kadri Zeka Gjilan and lasts up to three (3) months with the possibility of extension for a second quarter.

Article 4

Criteria for selecting students for internships

1. Selection of students will be done through a public competition announced by the Office of the Secretary General on the UKZ website, in accordance with the provisions of this Regulation.
2. The competition is announced in September.
3. Evaluation of the candidates' files that are submitted in the competition shall be made by the professional commission established by the Secretary-General.
4. The selection of students for internships will take into account the average grade during bachelor or master studies, knowledge of English, knowledge and use of information technology and activities in the service of the student and academic community.
5. Students who are selected to do internships must be in their final year of bachelor studies or be enrolled in master studies. Candidates should not have repeated years of study.

Article 5

Period of engagement, number and systemization

1. According to the public competition, public University "Kadri Zeka" Gjilan will engage in internships up to 20 students per academic year.
2. The systematization of interns is done by the Department of Administration, in coordination with the Secretary General.
3. The interns will be proportionally distributed in all departments of the administration of the Public University "Kadri Zeka" Gjilan.

Article 6

Arrangement of internship

1. Students selected for internships must sign a statement of ethics and a contract of engagement with the Public University "Kadri Zeka" Gjilan, setting out their rights and obligations.
2. The period of engagement in internship lasts three {3} months, it can be payable, according to the budget possibilities of the Public University "Kadri Zeka" Gjilan and the decision of the Steering Committee.

3. At the end of the engagement period, the Secretary General, if the interns hold internships in the Central Administration and the Secretary of the Faculty, if the interns hold internships in the faculties, evaluates the work of the interns, according to the recommendations of the heads of departments, where the interns are engaged and based on this assessment issues a certificate of internship performed by the students.
4. Engaged interns are subject to the Statute, regulations and all acts issued by the University.
5. In case of actions that are in contradiction with paragraph 4 of this article, the University reserves the right to terminate the contract.

Article 7

Entry into force

This Regulation shall enter into force on the day of signature.

Msc. Ibrahim Kosumi
Chairman of the Steering Committee