	<b>EPOKA UNIVERSITY</b>				
	<b>DIRECTIVE ON THE CONTINUOUS EDUCATION CENTER</b>				
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### **Article 1 Purpose**

The purpose of this directive is to define the structure and powers of Continuous Education Center (CEC) of Epoka University.

### **Article 2 Scope**

The center by using the scientific potential, conducts works based on the request of individuals, institutions or organizations. The center in addition to the seminars organized to the staff and students of the University also organizes seminars, courses, advisory programs and projects to interested third parties. At the same time the center, performs activities to facilitate the employment of the students graduated from the university and maintains relationships with its graduates.

### **Article 3 Field of Activity**

With the purpose to realize the goal envisaged in Article 1 of this directive, within its field of activity the center undertakes:

- a. Organization of seminars and courses: seminars and courses to develop the individuals, institutions or organizations;
- b. Counseling service; services in order to transmit new ideas and practices within organizations and individuals;
- c. Realization of projects; implementation of projects in different areas of expertise;
- d. Organisation of Graduate Degree Programs through qualification courses and accredited training modules;
- e. Organisation of accredited programs for teachers, lecturers, medical staff, lawyers and other related professional groups.

### **Article 4 Governing bodies**


The Governing Bodies of the center are as follows:

- a- Director
- b- Deputy Director
- c- Advisor Board

### **Article 5 The Duties of the Center Director**

The Center Director is appointed by the Rector. The Director provides the management of the center in accordance with the provisions of this Regulation and is responsible to the Rector for its implementation. He prepares at the beginning of each year an activity plan and submits twice a year a report on the center's activities.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

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The duties of the Director of the Center in accordance with paragraphs a, b and c of Article 3 of this directive are as follows:

- a. Represents the Center;
- b. Calls the meeting of the Advisor Board, prepares the agenda and chairs the meeting;
- c. Manages the work program and provides its coordination;
- d. In order the realization of agreements with the business world ensures regular and continuous dialogue with them;
- e. Performs the evaluation the work of the Center
- f. Determines the objectives to achieve for the collaboration between the university and the industry sector in order to contribute in the development of Albania.
- g. After having received the opinion of the respective units determines the prices in the framework of the Center's activity.

The duties of the Director of the Center are as follows:

- a. Organizing seminars, conferences, panels and fairs in order to prepare students for the business world;
- b. Organizes visits to schools or other respective institutions for delivering credited courses;
- c. Developing courses and following the process of preparation of courses for respective institutions and organizations.

### **Article 6 Duties of the Deputy Director**


The Deputy Director is elected by the proposal of the Administrative Board and the Rector's approval. In order to achieve certain goals, the Director has the right to delegate certain competencies or all of them to the Deputy Director, provided that the final responsibility is kept by the Director. The Deputy Director is responsible to the Director. The Deputy Director assists the Director and oversees the works within the performing the services by the center, according to the decisions made by the Administrative Board of the CEC.

### **Article 7 Advisory Board and Duties**

The members of the Advisory Board are appointed by the Rector for a period of two years, after having received the opinion of the Director and are composed of a member from each faculty and a member of the administrative units related to the Rector's Office. According to the need the number of members of the Advisory Board can grow to a number equal to the number of programs. If one member is unable to exercise his duties in his stead is appointed a new member. At the end of the two years term, members may be reappointed again.

The task of the Advisory Board consists of advising the Director on specific issues within the Center's activities that require specific knowledge and expertise. In order to evaluate the demands from the business world and take accurate decisions under the chairmanship of the Director of the Center the Advisory Board meets at least twice a month or when deemed necessary the Center Director may meet one by one with members.

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## Article 8 Center Specialist and Duties

The Center Specialist is appointed by the Rector upon the proposal of the Director of the Center. The specialist performs all necessary work in the Center, under the supervision of the Director.

## Article 9 Principles of work

In order to provide input to the University the Center:

- Establishing a proper system of work for all participating parties,
- Provides the continuity of the work;
- Defining the contribution of parties in the activities;
- Reviews proposals coming from various parties in the market ,similar science branches, departments, courses and market demands
- Shares with the University, the revenue obtained from the Center's services.
- Equipping the participants in the program organized by the Center with the "Certificate of Participation".
- Equipping the participants in the program with "Certificate of Success", provided they have successfully passed the exam.

## Article 10 Financial mechanism

### a. Workshops and Courses


- The income obtained by the organized programs after the expenses are deducted is distributed in the rate: 38% University, 60% staff who runs the seminar or course. 2% of the remaining stored for motivation reward.
- For programs organized in cooperation with other institutions after the costs are reduced (official tariffs, prices of seminars, etc.) the profit is divided in equal parts between the University and another institution. 3% of the benefit of the University in this case preserved for motivation reward.
- For real and legal persons commercial prices shall be applied.
- In special seminars, the Rector may decide the application of a tariff different from other standards for specific institutions and organizations. The academic staff who runs the seminar or course will be paid an amount equal to twice the normal teaching time payment.
- In the case of free of charge seminars, which aim to contribute to the society and its interest in the topic, the academic staff who runs the seminar or course is paid an amount equal to the payment of normal teaching time

The payment of examination for the granting of the "Certificate of Success" for participants in the program is determined by the Directorate of the Center.

### b. Professional projects and counseling service

The University staff can implement applicative projects and can offer counseling services. The income from the projects and consultancy services are divided into 38% to the University and 60% to the person who has carried them. 2% of the income is saved for motivation reward. The costs are covered by the party which benefits from the project or counseling

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service. If it is not covered then the distribution of the income is done after the expenses are deducted.

### **c. Research Projects**

In the case of research projects funded by national or international funds at the university, the project coordinator may decide to reward of up to 5% of profits to the mastermind of the project, assistants if any, and all other persons in the project.

### **d. Center Expenses**

All expenses of the Center are covered by the University.

### **e. Motivation Reward**

With the aim of increasing motivation and enhancing employees' activities within the CEC the motivation reward is distributed at the end of each academic year in the rates 50% to the Director, 35% to the Deputy Director and 15% to the Specialist.

### **Article 11 Other Provisions**

For unregulated issues in this Directive, the other provisions in force at Epoka University shall be applied.

### **Entry into force**

**Article 12** This directive shall enter into force after the approval of the Higher Board of the University.

**Article 13** Implementation of this directive is ensured by the Rector of Epoka University.

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