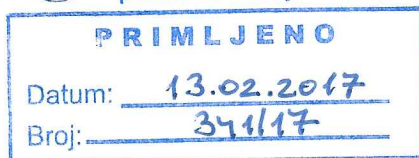




Visoka škola  
CEPS- Centar za  
poslovne studije Kiseljak



## **AGREEMENT FOR BILATERAL COOPERATION**

**BETWEEN**

*The University of Elbasan  
"Aleksander Xhuvani", Elbasan, Albania*

**AND**

*University College „CEPS – Centre for Business Studies”,  
Kiseljak, Bosnia and Herzegovina*

The University of Elbasan "Aleksander Xhuvani", Elbasan, Albania represented by the Rector in office Prof. Dr. Skënder Topi and Selimić Mirzo, MA, Director, on the behalf of the University College "CEPS – Centre for Business Studies", Kiseljak, B&H and hereinafter referred to as "the Parties", Albania agree to cooperate within the following areas:

- student exchange,
- staff exchange,
- exchange of scientific and didactic materials.
- joint research and educational projects,
- cooperation within the framework of European Union and other institutions programmes.

Both Universities/parties are committed to fostering joint projects in the field of education and research and are open to any form of the potential cooperation.

### **I. TEACHING PERSONNEL EXCHANGE**

- A. In general terms, the Parties will endeavour to cooperate in education in areas of mutual interests to encourage direct contact and cooperation between faculty members and departments under provisions of this agreement.

- B. In specific terms, both Parties agree to consult on the possibilities of exchange of teaching personnel. Exchanges may be of any branch of learning and the time of each exchange to stay at the host school may range up to one term.
- C. The exchange faculty and staff are expected to study and work according to the plans for professional involvement and teaching as endorsed by the host institution and they will adopt the functioning conditions of the host school.
- D. Specific conditions connected with the formal and financial matters of the didactic staff exchange will be determined in a separate agreement.

## **II. STUDENT EXCHANGE**

- A. In general, both Parties agree to consult on the possibilities for the student exchanges. Specific times will be determined in a separate agreement.
- B. In the event of an exchange of students, each individual will submit application materials required by the respective institution to the host school. These should include a letter of school recommendation, CV, a certificate of the English language proficiency and an official transcript of all academic work or any other certificates of completing given courses.
- C. Students will get certificates after completing the courses in the host school.
- D. ECTS European Credit Transfer System will assist students' exchanges.
- E. The exchange students of both schools will practice at the foreign companies, so the host school commits itself to provide places of work and accommodation.
- F. Both Parties will provide information on the exchange possibilities for the students at least six months in advance of the beginning of the host institution's academic year.
- G. Specific conditions connected with the formal and financial matters of the student exchange will be determined in the separate agreement.

## **III. BOOKS AND INFORMATION EXCHANGE**

- A. Both Parties will attempt to develop an ad hoc exchange of information, appropriate books and reference materials including teaching programmes, guidance materials, school materials, and the like, published in each of the two schools.
- B. Themes of any joint activities and the conditions for utilising results achieved and arrangements for specific visits, exchanges, and other forms of cooperation will be developed mutually for each specific case.

#### IV. OTHER RELATED ARTICLES

- A. Parties agree to invite their staff and students to conferences, lectures and international meetings.
- B. Both parties understand that all financial agreements will be negotiated and will depend on the availability of funds at each institution. Moreover, nothing in this agreement shall be construed as creating any legal or financial relationships between the parties.
- C. Exchange personnel must abide by the laws of the host country and the rules and regulations of the host school.
- D. Any articles in this agreement may be amended or revised by the two schools after consultation and mutual agreement. Any issues not mentioned in this document may be resolved through mutual agreement.
- E. This agreement becomes effective when signed by the representatives of the two schools.
- F. This agreement is entered indefinitely. Every party has the right to terminate the agreement at least 90 days before the end of the academic year.
- G. This agreement is prepared in two copies, one copy for each party.

##### ON BEHALF OF

University of Elbasan  
"Aleksander Xhuvani"

Address: Rruga "Ismail Zyta"  
Elbasan, Albania

RECTOR

Prof. Dr.  
Skender TOPI



Date: 31.01.2017



##### ON BEHALF OF

University College "CEPS –  
Centre for Business Studies" Kiseljak

Address: Josipa bana Jelačića bb  
Kiseljak, Bosnia and Herzegovina

DIRECTOR

MA  
Selimić Mirzo



Date: 13.2.2017

