



University of Priština in Kosovska Mitrovica

**RULEBOOK ON THE ORGANIZATIONAL
FRAMEWORK OF COOPERATION BETWEEN
THE UNIVERSITY AND ALUMNI
with Communication Plan**

Kosovska Mitrovica, January 2024

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I. INTRODUCTORY PROVISIONS

Article 1

The Rulebook on the Organizational Framework of Cooperation between the University and Alumni with the Communication Plan (hereinafter: Rulebook) is a normative act that accompanies the Strategy on Cooperation between the University and Alumni (hereinafter: Strategy) and prescribes rules to be followed in Strategy implementation.

II. LINES OF ORGANIZATION AND MANAGEMENT

Article 2

The University engages alumni in its functioning by introducing the organizational structure to which they belong, as follows:

- Alumni clubs at faculties within the University;
- University Alumni Association;
- University Team for Implementation of the Strategy and the Coordination of Cooperation between the University and Alumni;
- Responsible Persons of the Cooperation with Alumni at the Faculties within the University; and
- University Advisory Committee for Cooperation with Diaspora Alumni, Foreign Alumni, and International Alumni Organizations.

Alumni Clubs

Article 3

Alumni clubs at the faculties within the University are organizational units without the status of a legal entity whose members are former students of those faculties.

Alumni clubs at the faculties within the University are units of the University Alumni Association.

Article 4

Decisions on the establishment of alumni clubs are made by the faculties within the University.

Article 5

Membership in alumni clubs is voluntary, unlimited in time and free of charge.

The number of members of alumni clubs at the faculties within the University is not limited.

Article 6

Members join alumni club to achieve permanent and mutual benefits and interests determined by the Strategy on Cooperation between the University and Alumni, the Rulebook on the Work of Alumni Club, and the Statute of the University Alumni Association.

Article 7

The bodies of the alumni club are:

- Assembly, to which all members of the club belong, and which is the highest governing body of the club;

- President, who represents all members of the club, coordinates the work of the club, communicates and cooperates on behalf of the club with the Responsible Person of the cooperation with alumni at the faculty and with the Alumni Association, and is a member of the bodies of the University Alumni Association;
- Vice-President, who provides assistance to the President of the alumni club, undertakes activities under the authority of the club's President and performs the duties of the President in case of temporary disability; and
- Club Secretary, who performs professional and technical tasks for the needs of the alumni club and carries out correspondence between club bodies.

Article 8

Clubs can also have sections that correspond to narrow fields of education and science at faculties.

Article 9

The organization and work of alumni clubs at the faculties within the University are more closely defined by the Rulebooks on the Work of Alumni Clubs. The Rulebooks are brought by the faculties within the University.

University Alumni Association

Article 10

The Alumni Association (hereinafter: the Association) is an organizational unit of the University without the status of a legal entity whose members are former students of the University.

Article 11

The decision to establish the Alumni Association is brought by the Senate of the University.

Article 12

The Alumni Association of the University includes alumni clubs from the faculties within the University.

Article 13

Membership in the University Alumni Association is voluntary, without time limit, and free of charge. A member of any alumni club within the University is also a member of the University Alumni Association. The number of members of the University Alumni Association is not limited.

Article 14

Members join the Association to achieve permanent and mutual benefits and interests determined by the Strategy on Cooperation between the University and Alumni, and the Statute of the University Alumni Association.

Article 15

The bodies of the Alumni Association are the following:

- Assembly, which consists of all members of the Association, and which is the highest governing body of the Association;
- President, who represents the Assembly and all members of the Association, manages the work of the Association, coordinates the activities of the Association, communicate and cooperate with the

assemblies and presidents of alumni clubs at the faculties, and with responsible persons of the cooperation with alumni at the faculties within the University;

- Vice-President, who provides assistance to the President of the Association, undertakes activities under the authority of the President of the Association, and performs the duties of the President in case of temporary disability;
- Secretary, who performs administrative / professional / technical tasks for the needs of the Association and carries out correspondence between the Association's bodies;
- Board of Directors, which is the executive body and includes at least the presidents of all alumni clubs within the University, the president of the Alumni Association and at least one representative of the University management;
- Honorary Board, which consists of distinguished alumni of the University of all generations;
- Board for Editing the E-Magazine of the Alumni Association, which edits and publishes the Association's magazine;
- Committee for Education, which acts on behalf of the Association when implementing activities from the Action Plan as regards education-based cooperation between the University and alumni;
- Committee for Scientific Research, which acts of behalf of the Association when implementing activities from the Action Plan as regards science-based cooperation between the University and alumni, specifically regarding connecting University researchers with the economy and external research organizations, including alumni in scientific research work at the University, finding opportunities for the commercialization of scientific results achieved at the University, organization of the annual conference "University and alumni. Together for science" and overall increase of potential, chances, quality, and outcomes of scientific research work within the University;
- Donor Committee, which supports scientific research work at the University and has a role in finding sponsors and collecting donations for the scientific research work of University students, thereby facilitating access to doctoral study programs, and improving the quality, relevance, and applicability of the University's scientific research work. The criteria, number and amounts of scholarships offered will be based on the annual program and priorities of the Committee. The Committee establishes the screening process for applications in a way that meets the needs of local or national economy and innovation potential; and
- Committee for Career Development, which acts on behalf of the Association when implementing activities from the Action Plan as regards career development-based cooperation between the University and alumni.

Article 16

The organization and work of the University Alumni Association are more closely defined by the Statute of the Association.

Responsible Persons of the Cooperation with Alumni at the Faculties within the University

Article 17

Responsible Persons of the Cooperation with Alumni at the Faculties within the University are individuals with a high level of knowledge of the English language and good organizational and communication skills. Responsible Persons are delegated from among the teaching staff of the faculties within the University.

Article 18

Responsible Persons of the Cooperation with Alumni at the Faculties within the University are appointed by the competent authorities of the faculties.

University Team for Implementation of the Strategy and the Coordination of Cooperation between the University and Alumni

Article 19

The University Team for Implementation of the Strategy and the Coordination of Cooperation between the University and Alumni has five members. The team consists of:

- Rector of the University – President of the Team;
- Vice-Rector for Teaching and Student Affairs – Vice-President of the Team;
- Member from among the Responsible Persons of the Cooperation with Alumni at the Faculties within the University – member of the Team;
- University officer for international cooperation – member of Team; and
- University IT officer – member of the Team.

Article 20

The decision to appoint members of the University Team for Implementation of the Strategy and the Coordination of Cooperation between the University and Alumni is brought by the Senate of the University.

University Advisory Committee for Cooperation with Diaspora Alumni, Foreign Alumni, and International Alumni Organizations

Article 21

University Advisory Committee for Cooperation with Diaspora Alumni, Foreign Alumni, and International Alumni Organizations has three members:

- President of the Committee from among the management of the faculties within the University;
- One Responsible Person of the Cooperation with Alumni at the Faculties within the University – member of the Committee; and
- University officer for international cooperation – member of the Committee.

All members of the Committee must have a high level of knowledge of the English language.

Article 22

The decision to appoint members of the University Advisory Committee for Cooperation with Diaspora Alumni, Foreign Alumni, and International Alumni Organizations is brought by the Senate of the University.

III. DUTIES

Joint Duties

Article 23

All bodies from Article 2 of this Rulebook are jointly obliged to implement the Strategy on Cooperation between the University and Alumni and its Action Plan.

Article 24

While implementing the Strategy and the Action Plan, all bodies from Article 2 of this Rulebook are obliged to collaborate with each other and to inform each other regularly and accurately about the cooperation between the University and alumni, that is, about alumni involvement in University functioning.

Article 25

At least three times a year, representatives of the bodies from Article 2 of this Rulebook will organize meetings to:

- report on implemented, ongoing, and planned activities;
- communicate results achieved from cooperation between the University and alumni, measures to improve the quality of results, and goals for the next period;
- analyse risks for the implementation of the Strategy, and measures to mitigate them; and
- jointly plan new activities and define the methodology of their implementation.

Meetings are convoked and chaired by a representative of the University Team for Implementation of the Strategy and the Coordination of Cooperation between the University and Alumni.

Duties of Alumni Clubs

Article 26

Alumni clubs at the faculties within the University are obliged to implement the Strategy on Cooperation between the University and Alumni, that is, to fulfil goals, carry out activities and respect the deadlines established by the Action Plan.

Article 27

Alumni clubs at the faculties within the University are obliged to elect a President, Vice-President, and Secretary at their founding meetings.

Article 28

All alumni clubs within the University are obliged to adopt and apply the Rulebook on the Work of Alumni Club.

The Rulebook on the Work of Alumni Club is brought at the club's founding meeting.

The Rulebook regulates:

- General conditions;
- Name and seat of the club;
- Visual identity of the club;
- Presentation and representation of the club;
- Publicity of work;
- Objectives and activities of the club;
- Membership, and the rights and obligations of members;
- Internal organization and management of the club;
- Election of club bodies;
- Funds for club work;

- Termination of membership and termination of the club work;
- Adoption of club acts;
- Connecting with alumni clubs outside the University, that is, with professional associations within the scope of the club's profession; and
- Transitional and final provisions.

Article 29

Alumni clubs are obliged to submit annual reports on their work to the Alumni Association and the Teaching and Research Council of the faculty.

Duties of Alumni Association

Article 30

The University Alumni Association is obliged to implement the Strategy on Cooperation between the University and Alumni, that is, to fulfil goals, carry out activities and respect the deadlines established by the Action Plan.

Article 31

The University Alumni Association is obliged to elect its bodies at the founding assembly meeting.

Article 32

The University Alumni Association is obliged to adopt and apply the Statute of the Association.

The Statute is adopted at the founding assembly meeting of the Association.

The Statute regulates:

- General conditions;
- Name and seat of the Association;
- Visual identity and the Day of Association;
- Representation and representation of the Association;
- Publicity of work;
- Goals and activities of the Association;
- Membership, and the rights and obligations of members;
- Internal organization and management of the Association;
- Selection and duties of the Association bodies;
- Funds for the work of the Association;
- Termination of membership and cessation of work of the Association;
- Adoption of the acts of the Association;
- Connecting with alumni associations outside the University; and
- Transitional and final provisions.

Article 33

The Alumni Association is obliged to submit annual reports on its work to the University Team for Implementation of the Strategy and the Coordination of Cooperation between the University and Alumni.

Duties of Responsible Persons of the Cooperation with Alumni

Article 34

Responsible Persons of the Cooperation with Alumni at the Faculties within the University are responsible for coordinating and monitoring the implementation of the Strategy and Action Plan at the faculty level and for contributing to the website of the Alumni Association on the University's website.

Responsible Persons communicate and cooperate with the University Team for Implementation of the Strategy and the Coordination of Cooperation between the University and Alumni, the management and staff of the faculty, representatives of alumni clubs, and with the University Advisory Committee for Cooperation with Diaspora Alumni, Foreign Alumni, and International Alumni Organizations.

Duties of the University Team for Implementation of the Strategy and the Coordination of Cooperation

Article 35

The University Team for Implementation of the Strategy and the Coordination of Cooperation between the University and Alumni:

- Monitors the implementation of the Strategy and Action Plan;
- Coordinates activities and events in which alumni are involved, including the establishment of alumni clubs and the University Alumni Association;
- Cooperates with the Responsible Persons of the Cooperation with Alumni, the Alumni Association, the University Centre for Career Development, and the University Advisory Committee for Cooperation with Diaspora Alumni, Foreign Alumni, and International Alumni Organizations;
- Convenes and chairs meetings with the representatives of alumni clubs and the Alumni Association, Responsible Persons of the Cooperation with Alumni, and representatives of the University Advisory Committee for Cooperation with Diaspora Alumni, Foreign Alumni, and International Alumni Organizations;
- Edits the webpage of the Alumni Association on the University's website; and
- Summarizes results of cooperation with alumni on an annual basis, and submits annual reports to the Senate of the University.

IV. RESOURCES

Spatial and Technical Resources

Article 36

To implement activities in cooperation with alumni, in accordance with the Strategy on Cooperation between the University and Alumni and this Rulebook, the University and faculties make their spatial and technical resources available without compensation.

Article 37

For alumni-University networking and cooperation, the University provides, free of charge, an electronic platform (software) purchased within the framework of the AL4LIFE Erasmus+ project (Western Balkan

entrepreneurial university alliances – keeping in touch for lifelong relations – AL4LIFE) and financed by the European Union.

Financial Resources

Article 38

The engagement of alumni within the University is voluntary and without financial compensation from the University.

Article 39

Activities that the University and alumni carry out together can be supported financially with:

- Donations;
- Own funds; and
- Other forms of financing (for example, income from advertising the organizations where alumni are employed on the last page of the e-magazine of the Alumni Association, on the webpage of the Alumni Association, on the e-platform for networking and cooperation with alumni, when holding various events, and the like).

V. PLAN OF COMMUNICATION WITH ALUMNI

Alumni Webpage at the University Website

Article 40

A separate public website dedicated to connecting and cooperating with alumni is created on the University's website.

The webpage from paragraph 1 of this article also serves as an access point for entering the electronic platform through which communication and cooperation take place.

Article 41

The webpage dedicated to alumni must contain:

- 1) Description of the alumni organization within the University, in Serbian and English;
- 2) Statute of the Alumni Association;
- 3) Description of advantages of joining the Alumni Association and alumni clubs, and opportunities for cooperation with the University, in Serbian and English;
- 4) Description of advantages of accessing the electronic platform for connecting and cooperation with alumni (for students, employees, and alumni), in Serbian and English;
- 5) Announcements of events and activities organized through the cooperation between the University and alumni, in Serbian and English;
- 6) Archive of previous events and activities;
- 7) E-magazine of the Alumni Association, in Serbian and English;
- 8) Stories of prominent alumni of the University, in Serbian and English;
- 9) A gate to access the electronic platform for connecting and cooperation between the University and alumni; and
- 10) Contact information.

Article 42

The webpage dedicated to the cooperation with University alumni is updated regularly.

The persons responsible for the maintenance of the University's website take care of the maintenance and updating of the alumni webpage.

Article 43

The content of the webpage dedicated to cooperation with alumni is edited by the University Team for Implementation of the Strategy and the Coordination of Cooperation between the University and Alumni.

E-Magazine of the Alumni Association

Article 44

The magazine of the University Alumni Association is a bilingual electronic publication in Serbian and English. It is intended to spread alumni culture at all levels - from local to global, to promote the University Alumni Association in all segments of its functioning, present concrete successful activities and events, i.e. successful individuals and groups within the alumni community, to announce future collaborations, and the like.

Article 45

The magazine of the Alumni Association is edited by a separate Board of the Alumni Association.

The verification of content, before publishing on the webpage of the Alumni Association at the University's website, is carried out by the University Team for Implementation of the Strategy and the Coordination of Cooperation between the University and Alumni.

Article 46

The magazine of the University Alumni Association is published every six months.

Electronic platform (software) for networking and cooperation between the University and alumni

Article 47

The main channel for direct connection and continuous communication between alumni and the University is a specialized electronic platform (software).

Article 48

The basic general features of the software for networking and collaboration between the University and alumni are:

- 1) Reliability: availability with a maximum downtime of 1 hour per month; protection against security threats and data theft; automated backup of all data for quick recovery after an incident;
- 2) Usability: ease of use and navigation for all users regardless of technical expertise; provision of clear and concise information that is easy to understand; ensuring a consistent user experience across browsers, devices and screen sizes; use via mobile phone; fast and smooth content loading regardless of the users' location or the device they are using; multilingualism (Serbian and English);
- 3) Security: protection of user data, including passwords, personal data, and financial data; using secure communication protocols, such as HTTPS, SSL and digital certificates; regular scanning for weaknesses to eliminate them immediately;

- 4) Maintenance efficiency: efficient documentation and easy maintenance; use of a modular and extensible architecture to facilitate future updates and enhancements; application of open source technologies and tools to reduce maintenance costs;
- 5) Adaptability: built-in scaling capability to adapt to future growth in traffic and number of users; large enough capacity to support the growth of content and records without performance degradation; the possibility of additional expansion such as adding new functions or integration with third-party systems;
- 6) Law and Compliance: compliance of the web location with all actual laws and regulations, including those on data privacy and copyright; establishment of clear and transparent terms of use and privacy policy; protection of user data and privacy and in accordance with the law.

Article 49

Users access the platform (software) via alumni webpage on the University's website.

Faculties within the University can incorporate platform access point into their websites.

Article 50

Alumni software has backend and front-end parts.

The backend part of the software contains the organizational hierarchy of the University - a list of all faculties and all study programs at the faculties, so that users can choose appropriate options about their education when registering.

The organizational hierarchy has the ability to change over time.

The front-end part enables users' registration and the use of various offered software functionalities. Users register themselves and enter different types of data depending on which user category they belong to.

Article 51

The software for networking and cooperation between the University and alumni classifies users into the following categories:

- 1) Alumni;
- 2) Students;
- 3) System administrators and administrators of alumni clubs; and
- 4) University employees.

Users can belong to more than one category, for example, a doctoral student is also an alumni who previously completed a master's degree at the University.

Article 52

Users' registration is verified by administrators. The administrators also assign to users the rights to exploit the platform according to the category they belong to.

System administrator controls the content on the platform and manages the accounts of alumni club administrators.

The system administrator also monitors the log where every user visit and all types of functionalities used are recorded, to create necessary statistics on software exploitation and direct future cooperative activities between the University and alumni.

The administrator of alumni club approves requests for club membership and, if necessary, forms thematic groups within that club.

Every faculty within the University has one alumni club and at least one administrator of that club.

Article 53

The system administrator is appointed by the decision of the University Senate.

Club administrators are appointed by relevant bodies of the faculties within the University.

Article 54

The basic functionalities of the software for networking and cooperation between the University and alumni are:

- 1) Directory with a list of members of the group to which the user belongs;
- 2) Publication of job vacancies and job search;
- 3) Publication of vacancies for professional practice and search for practice;
- 4) Mentoring program: offer of mentoring consultations by alumni, announcement of needs for mentoring consultations by students, and students' evaluation of alumni mentors;
- 5) Events;
- 6) Forums and discussions;
- 7) News and blogs;
- 8) Calendar;
- 9) Receiving and sending direct messages between users.

Article 55

Other functionalities of the software for networking and cooperation between alumni and the University are:

- 1) Repository – a space for storing the application's multimedia content – photos and videos – grouped into objects (events, mentorships, news, groups, topics) so that the user can access them directly; and
- 2) Business repository and advertisements – a space where well-known organizations that employ alumni are advertised with the goals of introducing students to the business environment and encouraging job applications.

VI. TRANSITIONAL AND FINAL PROVISIONS

Article 56

The Rulebook enters into force on the day of its publication on the website of the University of Priština in Kosovska Mitrovica.

DECISION OF THE UNIVERSITY SENATE ON THE ADOPTION OF THE RULEBOOK

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На основу члана 65. Закона о високом образовању ("Сл. гласник РС", бр. 88/17 – 76/23), члана 71 став 1 тачка 40 Статута Универзитета у Приштини и Стратегије о сарадњи Универзитета и алумниста, Сенат Универзитета у Приштини на седници одржаној 31. јануара 2024. године донео је

ОДЛУКУ

ДОНОСИ СЕ Правилник о организационом оквиру сарадње Универзитета и алумниста.

Образложење

Доношење Правилника о организационом оквиру сарадње Универзитета и алумниста резултат је потребе која произлази из активности предвиђених у трогодишњем Еразмус+ пројекту Европске комисије под називом Western Balkan Entrepreneurial University Alliances – Keeping in Touch for Lifelong Relations – AL4LIFE (101083125 – AL4LIFE – ERASMUS-EDU-2022-CBHE). Пројекат AL4LIFE се на Универзитету у Приштини са привременим седиштем у Косовској Митровици спроводи од 1. марта 2023. године са циљем укључивања алумниста у рад Универзитета и спровођења заједничких активности, превасходно ради модернизације и унапређења квалитета научно-наставног процеса, проширивања кадровских и технолошких капацитета и отварања могућности за лакше запошљавање дипломираних студената.

Стручни тим учесника на пројекту припремио је предлог Правилника који је био предмет разматрања, па је одлучено као у диспозитиву одлуке.

ПРЕДСЕДНИК СЕНАТА

Проф. др Небојша Арсић, ректор

