

Institutional Cooperation

Policy

of

Academy “Evolucion”

Prishtinë

2018

Pursuant to Statute of Academy “Evolucion” hereinafter: „AE“) the Board of Directors (hereinafter: „BoD“) of the Academy “Evolucion” on its session held in Prishtina on 20.12.2018 adopted the following:

**INSTITUTIONAL COOPERATION POLICY
OF THE ACADEMY “EVOLUCION”**

Article 1

(Purpose and context)

The aim of this document is to provide a framework that guides and governs the development, implementation, monitoring and review of institutional national and international partnerships consistent with Academy “Evolucion” cooperation objectives and strategic directions.

Article 2

(Definitions)

For the purpose of this policy:

- a. Institutional Partnerships - refer to partnerships between the Academy and local and foreign universities, colleges and other educational institutions and government agencies such as education ministries and scholarship funding bodies. In particular, this policy is confined to formal Memoranda of Academic Co-operation, and Supplemental Letters of Agreement, such as Student Exchange agreements. It does not include commercial contracts and commercial programs. However, this does not preclude commercial contracts being developed later with institutions that are defined as Institutional Partners within this policy.
- b. Memorandum of Academic Co-operation - refers to a written document which formalises the intention of the Academy to liaise with a higher education institution for the general purpose of academic co-operation in such areas as research collaboration, joint academic and scientific activity, staff and student exchange, and the exchange of publications and materials of common interest.

- c. Supplemental Agreement - refers to a written agreement which is supplemental to the Memorandum of Academic Co-operation with a higher education partner institution, and which details the various aspects of a particular form of academic co-operation.

Article 3

(Policy statement)

- 1) Institutional Partnerships must be developed in accordance with the Academy's Mission and strategic objectives.
- 2) The number of Institutional Partnerships will be linked to strategic objectives and priority will be given to partnerships that promote and enhance the Academy's presence in selected countries, grow the Academy's reputation worldwide and foster long-term and deep relationships.
- 3) The nature of Institutional Partnerships will vary in response to the Academy's objectives and those of particular partner institutions.
- 4) A diversity of Institutional Partnerships will be encouraged with quantifiable aims determined.
- 5) Institutional Partnerships will be pursued for the purposes of the:
 - a. development of collaborative research projects;
 - b. organisation of joint academic and scientific activities, such as courses, conferences, seminars, symposia or lectures;
 - c. exchange of research, teaching and other employed personnel;
 - d. student mobility, including student exchange and or study abroad;
 - e. exchange of publications and other materials of common interest;
 - f. development of other joint projects of collaboration to mutual benefit, to be defined;
 - g. development of twinning programs, articulation arrangements and short study tour programs.

Article 4

(Types of agreements)

- 1) Each Institutional Partnership as defined by this policy will be formalised initially by a Memorandum of Academic Co-operation.
- 2) A separate student exchange agreement (Supplemental Letter of Agreement, Exchange) will be supplemental to the Memorandum of Academic Co-operation, where student exchange activity emerges as a consequence of that Agreement.
- 3) Other specific collaborative projects will also be detailed in separate Supplemental Letter of Agreements to the Memorandum of Academic Co-operation, as projects arise.

Article 5

(Formal requirements)

- 1) All agreements are subject to a strategic assessment to determine partner suitability and strategic fit and will not be signed by the Academy until all resource implications are identified, and appropriate resource allocation agreed.
- 2) The Memorandum of Academic Co-operation and/or Supplemental Letter of Agreement pro-formas adopted for the purpose of formalising the partnership can be supplied by either partner, but must be acceptable to both partners.
- 3) It is preferred that all agreements will be institution-to-institution and that any collaborative/ cooperative agreement between sub-academic units within either or both institutions (eg. School-to-School), will be supplemental to the general Memorandum of Academic Co-operation.
- 4) The Executive Director (or nominee) of the Academy will be the official signatory to all Memoranda of Academic Co-operation and Supplemental Agreements.

Article 6

(Contents of agreements)

- 1) All Memoranda and Agreements should have a review/revision clause, and procedures for termination.
- 2) All Memoranda and Agreements must be signed in hard copy. The original will be filed in the official Records and Archives Unit and an electronic copy stored by Academy File Server System.

Article 7

This Policy enters into force on 20.12.208

Chairman of the BoD



Besnik Shatri