

REGULATION ON STUDENT SUPPORT SERVICES OF UBT COLLEGE

Article 1

This regulation establishes the framework for student counseling and career development services at UBT College, aiming to support students in their academic and professional growth.

Article 2

The counseling services provided include personal, academic, and group counseling.

Article 3

Personal counselling services include the support for individual students in managing personal challenges affecting academic performance.

Article 4

Academic counseling includes guidance on course selection, academic planning, and study strategies at UBT.

Article 5

Group counseling includes facilitated group sessions addressing common student concerns and promoting peer support.

Article 6

Counselors must possess a minimum qualification of a master's degree in psychology, counseling, or related field.

Article 7

Regular professional development to stay current with counseling practices and student needs.

Article 8

The services provided must ensure that services are accessible to all students, including those with disabilities. Promoting an inclusive environment where all students feel welcomed and supported is a vital part of the responsibilities of this service.

Article 9

Counsellors must adhere to strict confidentiality standards in all counseling interactions.

Article 10

Counsellors must work closely with faculty and academic departments to address student academic concerns.

Article 11

Student support service must develop workshops and programs in collaboration with academic staff to enhance student learning and well-being.

Article 12

Career development services at UBT College include career advising, job search assistance, and professional skills workshops.

Article 13

Career advising at UBT College includes personalized career counseling to help students identify and pursue career goals and guidance on career paths, including market trends and opportunities.

Article 14

UBT College Student Support Services provides support to job searching techniques, resume writing, and interview preparation.

Article 15

UBT College Student Support Services are responsible to organize workshops and seminars focused on skill development relevant to the job market.

Article 16

UBT College Student Support Services are responsible to cooperate with businesses and organizations to facilitate internships and job placements for students.

Article 17

UBT College Student Support Services are responsible to support students to connect with alumni for mentorship and networking.

Article 18

UBT College Student Support Services organize alumni events to facilitate knowledge sharing and professional connections.

Article 19

UBT College Student Support Services must coordinate communication with the main campus services ensuring consistency in service quality and availability.

Article 20

UBT College Student Support Services holds regular meetings and updates to ensure alignment and sharing of best practices.

Article 21

UBT College Student Support Services cooperates with the branch services to develop and implement joint initiatives and programs.

Article 22

UBT College Student Support Services cooperates with the branch services to share resources and expertise for mutual benefit.

Article 23

Services at the Main campus the Branch level shall coordinate the use and development of infrastructure to optimize resource utilization.

Article 24

The UBT College shall regularly coordinate with the main campus to math its student support services with the overall institutional standards and policies. The cooperation includes sharing of best practices, joint training programs for staff, and updates on changes in student support strategies.

Article 25

The main campus shall provide guidance and support to the UBT College in developing and implementing effective counseling and career development services.

Article 26

The staff at the UBT College responsible for counseling and career development are tasked with providing personalized and effective support to students, in line with the standards set by the main campus.

Article 27

They must maintain up-to-date knowledge of the job market and career trends, especially in regions relevant to the UBT College's student body.

Article 28

They are required to undergo regular training and professional development to enhance their counseling and career guidance skills.

Article 29

The counseling and career development services at the UBT College will operate under the oversight of a designated senior staff member from the main campus.

Article 30

Regular reporting and feedback mechanisms will be established to ensure services meet the required standards and are responsive to student needs.

Article 31

Any significant changes in the operation or structure of these services at the UBT College must be approved by the designated authority at the main campus.

Prof. Dr. Edmond Hajrizi, President

04.09.2023