



REPUBLIKA E SHQIPËRISË

UNIVERSITY OF VLORA "ISMAIL QEMALI"
ACADEMIC SENATE

REGULATION

FOR

INTERNATIONAL STUDENTS OF

UNIVERSITY OF VLORA "ISMAIL QEMALI"

Approved with decision no. 89 of Academic Senate of University of Vlora "Ismail Qemali" date 22.09.2025, changed with AS's Decision no. 45, date 24.09.2026



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Preamble

This internal regulation establishes the framework, procedures, rights, and obligations governing the status and activities of international students at University of Vlora “Ismail Qemali”. The regulation aims to ensure a transparent and efficient admission process, facilitate academic and social integration, guarantee compliance with the applicable legal framework, and provide conditions for a high-quality student experience. The provisions of this document are in accordance with national legislation, the University’s regulatory acts and internationally recognized standards and best practices in higher education.

Abbreviations:

UV – University of Vlora “Ismail Qemali”

ME – Ministry of Education

QSHA – The Educational Services Center responsible near the ministry for education.

HEI – Higher Education Institution

IRS – International Relations Sector of UV



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CHAPTER I
GENERAL PROVISIONS

Article 1

Purpose

1. The purpose of this regulation is to define and govern the procedures for the admission, registration, and monitoring of the academic progress of international students at University of Vlora "Ismail Qemali".
2. This regulation also aims to establish their rights and obligations throughout their period of study, ensuring institutional transparency, equal treatment, and operational efficiency in accordance with national legislation, UV's regulatory acts, and international higher education standards.

Article 2

Legal basis

The drafting of this regulation is based on:

1. Law no. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania".
2. Instruction no. 13, dated on 30.06.2023, "On determining the criteria and procedures for the equivalence of certificates and diplomas of pre-university education students arriving from abroad".
3. Instruction no. 12, dated on 30.06.2023 "On application and registration procedures at higher education institutions".
4. Instruction no. 21, dated on 15.10.2021, "On the criteria and procedures for the recognition and equivalence in the Republic of Albania of diplomas, certificates, scientific degrees, and academic titles issued by foreign higher education institutions and other authorized institutions".
5. Decision No. 858, dated on 29.12.2021, "On determining the criteria, procedures, and documentation for the entry, stay, and treatment of foreigners in the Republic of Albania".
6. Decision no. 279, dated on 21.05.2025, "On certain additions and amendments to Decision no. 858, dated on 29.12.2021, of the Council of Ministers, "On determining the criteria, procedures, and documentation for the entry, stay, and treatment of foreigners in the Republic of Albania," as amended.
7. Statute and Internal Regulations of University of Vlora "Ismail Qemali".



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Article 3

Scope of application

1. The provisions of this regulation apply to all international students enrolled in first-cycle (Bachelor), second-cycle (Master), and third-cycle (Doctoral) study programs, summer schools, mini-courses, Lifelong Learning activities and any other academic activities at the University of Vlora.
2. This regulation is binding upon all academic and administrative units of the University involved in the admission, enrollment, course of study, and institutional support of international students.
3. The provisions of this regulation do not apply to foreign students participating in short-term exchange programs, semester-based mobility schemes or similar international cooperation programs, which are governed by a separate regulation.

Article 4

Definitions

For the purposes of this Regulation, the following terms have the below definitions:

"International student" – any non-Albanian citizen who has completed a prior degree outside the education system of the Republic of Albania and is enrolled in a program at an Albanian university.

"International Relations Sector" – the structural unit responsible for implementing international cooperation policies.

"Career, Student Services and Alumni Sector" – the structural unit responsible for coordinating and providing services and support to international students.

"Admission" – the University's official decision to accept an international candidate into a study program, in accordance with the criteria and procedures set out in the Regulations.

"Registration" – the official process of granting a student the status of an active student at the University, including the submission of documents, payment of fees, and confirmation of participation in the study program.

"Study program" – the complete cycle of studies (Bachelor, Master, Doctorate) organized by the University with an approved curriculum and defined academic credits.

"Academic progress" – the pursuit and fulfillment of academic obligations in accordance with the curriculum, including participation in courses, examinations, and other activities prescribed by the faculty.

"Tuition fees" – the payments that international students are required to make for participation in study programs in accordance with the provisions of the Regulation and official announcements.

"Scholarships and financial support" – any form of financial aid offered by the University based on merit, need, or specific criteria, including application procedures published by the International Relations Sector.



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"Student visa" – a legal document allowing an international student to enter and study in the Republic of Albania.

"Residence permit" – a legal document required to maintain student status in Albania and to exercise all rights and obligations set forth in this Regulation.

"University accommodation" – the location designated by the University where students may reside during their studies, subject to residency regulations.

"Student services / Support services" – all academic, administrative, social, and counseling services provided by the University, including libraries, laboratories, sports facilities, and medical services.

"Academic integrity" – respect to academic honesty and ethics, avoidance of plagiarism, and compliance with examination rules and other regulations established by the University.

"Disciplinary violation" – any action or inaction by a student that violates academic or university regulations and may result in warnings, suspension or expulsion under disciplinary procedures.

"Graduation and certification" – the process and documents confirming the successful completion of the study program, including the diploma and the transcript of records, as well as any other document officially recognized by the University and the Albanian authorities. **"Student mobility"** – student participation in exchange programs, semesters abroad, training, or internships outside the University, in accordance with international agreements and specific mobility regulations.

"Accommodation self-declaration" – the document issued by international students to confirm their place of residence during their studies in accordance with University procedures.



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CHAPTER II
APPLICATION AND ADMISSION PROCEDURES

Article 5
Application for admission

1. Any non-Albanian citizens who has obtained a prior degree outside the education system of the Republic of Albania has the right to obtain information regarding application opportunities to become a student at UV through the channels of communication such as:
 - a) The official UV website: <https://univlora.edu.al/international-students>.
 - b) Academic secretaries at UV's faculties.
 - c) The email address: apply@univlora.edu.al.
 - d) Recruitment agencies approved by UV.
2. International candidates must have completed upper secondary or higher education, holding diplomas that are recognized and equivalent to the education system of the Republic of Albania.
3. Candidates must possess proof of language proficiency in Albanian or English/other EU languages, in accordance with the requirements of the study program.
 - a) Albanian language proficiency must be evidenced by certificates issued by UV or by national examinations. In the case of language certificates issued by other Albanian- speaking higher education institutions, UV reserves the right to administer a proficiency test prior to admission to the study program.
 - b) Candidates who do not possess Albanian language proficiency but intend to pursue study programs in Albanian may first attend preparatory Albanian language courses at UV.
 - c) Language proficiency in English or other EU languages must be evidenced by certificates obtained through international tests, in accordance with the guidelines of the relevant Ministry of Education.
 - d) Candidates who have completed upper secondary education in the same foreign language as the language of instruction for the study program at the Higher Education Institution (HEI) to which they are applying are exempt from the requirement to submit proof of proficiency in that foreign language.
4. Candidates must submit valid identification documents and academic documents confirming the completion of prior education, which have been recognized or are in the process of recognition by the relevant ministry of education.
5. Candidates must meet the specific program criteria established by the respective faculties, including academic, linguistic, or other specific requirements.



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Article 6
Application documents

Candidates holding a foreign qualification from the preceding cycle of studies who apply to study programmes at the University of Vlora "Ismail Qemali" shall submit the following documents (pursuant to Instruction No. 12, dated 30.06.2023, of the Ministry of Education, Chapter VI, Point 6):

- a) The application form in accordance with Annex No. 1, which forms an integral part of and is attached to this Regulation.
- b) A copy of the upper secondary education diploma/certificate, or the diploma of the first or second cycle of studies, as applicable to the cycle of studies for which the candidate is applying, together with the corresponding transcript of records.
- c) A copy of the document issued by the Educational Services Centre (QSHA) certifying the recognition of the diploma and transcript of records. Candidates who have not yet completed the recognition and equivalence procedure shall submit proof that they have applied to QSHA for the recognition and equivalence of their qualification.
- d) A copy of the passport, valid for at least one additional year, and two (2) passport-size photographs.
- e) Proof of payment of the enrollment fee (invoice or bank payment receipt), in accordance with the information published on the official UV webpage under: Students → Services and Invoices.
- f) Proof of language proficiency, pursuant to Article 5, Point 3 of this Regulation:
 - i. Proof of proficiency in the Albanian language, only for study programmes delivered in Albanian. This requirement does not apply to international students who have completed a cycle/program of studies taught in Albanian at a higher education institution in the Republic of Albania.
 - ii. Proof of English language proficiency (TOEFL, IELTS, or equivalent), a previous diploma from a program delivered in English, or any other evidence of language proficiency accepted in accordance with the requirements of the respective study programme.
- g) The declaration in accordance with Annex No. 4, which forms an integral part of and is attached to this Regulation.

Article 7
Application Procedures

1. Application deadlines are specified by UV's Rector and published annually on the University of Vlora's official website—specifically on the International Students sub- page—as well as at academic units and the International Relations Sector.
2. Applications for international students can be submitted:



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- a) in person, by presenting at the relevant UV academic secretary;
 - b) virtually by contacting the e-mail address apply@univlora.edu.al
 - c) through recruitment agencies approved by UV in accordance with the two methods mentioned above.
3. The official application's e-mail address (apply@univlora.edu.al) is managed by the International Relations Sector, which handles communication with applicants and/or recruitment agencies. In the case of applications submitted through recruitment agencies, the International Relations Sector maintains a database of applications received from each agency and monitors their ongoing status.
4. The application fee for international programs must be paid in accordance with template of the invoice provided in Annex No. 2 by using one of the following methods:
- a) Into the the account of the University of Vlora "Ismail Qemali" from the Albanian banks of the second level.
 - b) Branches of Albanian public mail.

Article 8

Application review and acceptance procedure

1. The review of applications from international candidates for pursuing study programs at UV takes place in two stages:
 - I. Stage I - preliminary review of the applicants' documentation. II.
 - II. Stage II - selection of successful candidates.
2. Stage I develops in institutional level the implementation of Instruction No. 12 dated on 30.06.2023 of the MA, Chapter VI, point 6, and Article 6 of this Regulation.
3. Stage II is developed at basic units level in accordance with the admission criteria of each study program.
4. In both stages, if is considered necessary, in addition to reviewing the documentation, the commissions may also request direct interviews with the applicants; these may be conducted in person or online depending on the candidate's availability.
5. Head of the Committee plans the interview and notify the unit that received the application (academic secretary or IRS) electronically, so that the candidate can be contacted and to arrange interview.
6. After the completion of the interview, the commissions prepare a report containing their opinion on the candidate's profile and attach it to the candidate's file, to be taken into account in the final selection decision.



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Article 9

Preliminary review of applicants' documentation

1. The Rector establishes the committee for the preliminary review of documentation for applicants who have completed their education outside the Republic of Albania, composed of:
 - a) Academic Vice- Rector – head of committee.
 - b) Representative of the Curriculum and Statistics Sector – committee member.
 - c) Representative of the International Relations Sector – committee member.
 - d) Representative of the Counseling, Student Services, and Alumni Sector – committee member.
 - e) Representative of the Legal Sector – committee member.
2. During the application submission period, the Commission meets on a regular weekly basis to review application files.
3. The head of the Commission calls the meeting of the committee, which within 5 (five) working days of the documentation being made available, reviews and verifies it in accordance with the requirements set out in the relevant regulation and other applicable acts.
4. The Commission reviews the received files of international applicants:
 - a) in hard copy from the academic secretaries of main.
 - b) electronically from IRS.
5. The Commission reviews whether the file is complete in accordance with the documentation required under Article 6 of this Regulation and upon completion of the review, the commission documents the verification of results and determines, as applicable, whether:
 - a) the documentation is in order and meets the established requirements;
 - b) the documentation contains deficiencies and requires supplementation or further clarification;
6. If deficiencies in the documents are identified or additional documents are required, the applicant or agency is contacted electronically to complete the necessary documentation, as applicable.
7. If the file contains only the application submitted to the ESC, the commission tracks the application reference numbers to verify the existence of the application for the recognition/equivalence of the diploma and the transcript of records.
8. Upon completion of the review, if the file is deemed complete in accordance with Article 6 of this regulation:
 - a) The Commission formally forward the completed assessed files to the main/basic units for the continuation of further procedures.
 - b) The candidate shall be notified electronically by the Academic Secretary or the International Relations Office (depending on the application method used) that they have successfully passed the first stage of the application review.



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Article 10

Selection of successful candidates

1. The selection of successful international candidates for study programs at UV is carried out by the International Student Selection Committee, established at the basic unit level and composed of three members from the academic staff of the basic unit offering the study program. The committee is proposed by the head of the basic unit and approved by the head of the main unit.
2. The committee receives the files of international candidates from the Committee for the Preliminary Review of Documentation, which has previously verified the documentation submitted by them.
3. This committee is responsible for assessing whether candidates meet the criteria—in accordance with the applicable legal and sub-legal framework as well as additional criteria established by the basic unit for admission to this study program—and assigns the candidate one of the following statuses:
 - a) successful candidate
 - b) successful candidate in reserving list
 - c) unsuccessful candidate.
4. If the document of recognition of the diploma or transcript from the ESC has not yet been obtained, the candidate is provisionally selected pending the receipt of a response from the ESC.
5. For joint study programs with other higher education institutions, selection procedures are conducted in accordance with the provisions of the specific agreements between the two institutions.
6. The commission's final decision is submitted to the head of the basic unit, who forwards it to the head of the main unit.
7. The Dean forwards this decision to the academic secretary and the IRS for implementation.
8. Communication of results (successful or unsuccessful) is carried out as follows:
 - a) The list of selected candidates, identified by their candidate ID, is published on the premises of each faculty. The cutoff point for successful candidates is marked with a red line, based on the quotas offered for each study program.
 - b) The unit where the application was submitted, either the academic secretariats or the SMJ, communicates the commission's individual decision to the candidate electronically.
9. The Dean of the main unit issues a written Letter of Acceptance for the requested study program at University of Vlora “Ismail Qemali”.
 - a) The Letter of Acceptance is issued individually to each successful candidate based on the decision of the International Student Selection Commission.
 - b) The Letter of Acceptance is issued in two languages: Albanian and English.
10. If candidates have not yet received a response from the ESC regarding the recognition of their documentation, they are issued a Conditional Acceptance Letter. This letter states that they are



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accepted to register provisionally for the requested study program (Instruction No. 12, dated 30.06.2023, of the Ministry, Chapter VI, point 3).

11. In the case of a negative response from the ESC regarding the prior degree and/or a grade point average below the level set as an admission requirement for the study program, candidates will be automatically unenrolled, without the right to a refund of the annual tuition fee.

Article 11

Invitation for student visa

1. Upon being selected as a successful candidate and receiving the Letter of Acceptance, the candidate acquires the right to apply for a student visa to proceed with the necessary steps to pursue studies at University of Vlora "Ismail Qemali".
2. The invitation for a student visa is issued once the candidate submits the following to the International Relations Office:
 - a) Proof of accommodation payment for the upcoming academic year,
 - b) Full payment of the registration fee for the upcoming academic year.
3. The invitation is prepared by the International Relations Office and signed, under institutional responsibility, by one of the administrative authorities designated by the UV Board of Administration.

Article 12

Registration process

1. A candidate declared successful in the first, second, or third cycle is entitled to pursue studies in the first academic year of the requested study program, provided they register with the faculty's academic secretariat and pay the tuition fee within the established deadlines; otherwise, they permanently forfeit the right to register.
2. Candidates may register for only one of the study programs for which they have been accepted.
3. Upon presenting themselves for the registration procedure for programs offered by UV, international students sign a bilateral contract with the main unit offering the program; this contract outlines the rights and obligations of both parties during the period of study at UV (Annex 5).
4. A candidate who has had their academic documentation validated by ESC acquires student status after registering with the academic secretariat, fulfilling all obligations, and obtaining the registration certificate.
5. A candidate whose academic documentation is currently being validated by ESC is registered as a "student with reservation" and acquires student status only after the validated academic documentation and the matriculation number are received from ESC.



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6. Students register for the relevant courses each semester, in accordance with faculty guidelines and the semester course schedule, while adhering to the deadlines and procedures established by UV.

Article 13
Tuition Fees

1. Before the start of each academic year, the student is required to register at the faculty's academic secretariat for the upcoming year and pay the required academic year fees.
2. Failure to pay financial obligations results in penalties in accordance with the rules approved in the University's regulatory acts.
3. Tuition fees are published annually on the University's official website.

Article 14
Scholarships and Financial Support

1. Students admitted to professional study programs, first-cycle study programs, and integrated study programs, as well as students from socially vulnerable groups who meet the criteria listed in the relevant bylaws, are eligible to receive a scholarship from the student support fund, in the amount specified in Council of Ministers Decision (VKM) No. 39, dated 23.01.2019.
2. Students apply for the scholarship—in accordance with the criteria defined in the VKM and providing documentation proving they meet said criteria—either at the time of registration with public higher education institutions or at the moment they meet the decision's criteria.
3. Within 15 (fifteen) days of receiving the application and documentation, the primary units—in cooperation with institutions legally required to verify the documentation—conduct the necessary checks to ensure compliance and submit the materials to the Administration Board for review and approval.
4. The Administration Board reviews and makes a decision regarding financial scholarships for students who meet the criteria within 30 (thirty) days of the date the student submits the application.



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CHAPTER III

WELCOMING COMMITTEE FOR INTERNATIONAL STUDENT

Article 15

The Purpose of the Welcoming Committee of UV

The UV Welcome Committee's mission is to facilitate the academic, cultural, and social integration of international students at the University of Vlora by providing practical support and a welcoming environment that helps them quickly adapt to university and city life, with the following expected outcomes:

- Increased international student satisfaction.
- Faster and easier integration into academic and social life.
- Enhancement of UV's international image.
- An increase in the number of applications from abroad.

Article 16

Composition of the Welcoming Committee

The committee, established at the institutional level, consists of:

- Academic Vice-Rector (Head Committee).
- International Student Coordinator (Committee Secretary).
- An academic staff representative from each basic unit hosting international students.
- An academic support staff representative from each basic unit hosting international students.
- Director of Academic Support Services.
- Director of International Relations.
- Representative of the Career Counseling, Student, and Alumni Sector.
- A student mentor from each main unit hosting international students.
- Student Council representative.
- When establishing the committee, an odd number of members must be maintained.

Article 17

Main duties

1. Develops and implements the orientation program for international students.
2. Organizes social and cultural activities (excursions, integration activities).
3. Coordinates the mentoring of new students.
4. Assists in resolving practical matters (housing, transport, healthcare, and banking).
5. Provides a communication channel between international students and university departments.
6. Monitors the international student experience and proposes improvements.



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7. Collaborates with other UV offices on administrative and academic matters.

Article 18
Way of functioning

1. The Committee meets at least four times per academic year (September, November, February, May).
2. Decisions are made by a majority vote of the members present.
3. Minutes are kept by the technical secretary and submitted to the Rector.

Article 19
Coordinator of International Students

1. The International Student Coordinator is the person responsible for managing all matters related to the admission, integration, and support of international students at "Ismail Qemali" University of Vlora.
2. The Coordinator also serves as the Technical Secretary of the Welcome Committee and is responsible for:
 - a) Ensuring continuous communication between international students and university structures.
 - b) Preparing and distributing guides and informational materials in English and other languages as needed.
 - c) Organizing the orientation process in cooperation with other committee members.
 - d) Providing practical assistance regarding administrative, legal, and social matters for international students (accommodation, residence permits, health insurance, etc.).
 - e) Maintaining accurate records of all international students and reporting periodically to the Rectorate on their status and needs.
 - f) Collaborating with relevant university offices and public or private institutions on matters concerning the well-being of international students.
3. The Coordinator is appointed by the University Rector and reports directly to the Rector or Academic Vice-Rector.

Article 20
Student Supporting Package of international students from UV

University of Vlora "Ismail Qemali" can support candidates selected as international students for its study programs in the following ways:

1. Assistance in preparing the necessary documentation and applying for the recognition/equivalence of academic credentials through the ESC.
2. Assistance with UV registration procedures.



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3. Individual orientation to familiarize students with the study programs, the website, the internal communication system, and the UV campus facilities.
4. Individual orientation to familiarize students with accommodation facilities and the city of Vlora.

CHAPTER IV
ACCOMMODATION AND SERVICES

Article 21
Sources of Income for International Students

1. International students must provide proof of acceptance by the university where they will pursue their studies and possess sufficient financial means to cover their stay in the Republic of Albania for the duration of their studies.
2. Proof of financial means may include:
 - a) A bank deposit certificate from a second-tier bank;
 - b) Personal or family funds;
 - c) Other acceptable sources, such as a grant, scholarship, valid employment contract, or job offer.
3. The minimum financial requirement is 300,000 ALL per person per academic year (in accordance with applicable legislation) to ensure coverage of living expenses.
4. Submitted documentation must be complete, valid, and—where necessary—translated into Albanian and legalized in accordance with applicable legislation and international agreements.
5. The competent authorities may request additional information or supporting documents to verify the sufficiency of the student's financial means.

Article 22
Campus Services

1. International students have access to libraries, laboratories, sports facilities, counseling, and medical services.
2. Students may be accommodated in the Student City dormitories by presenting proof of university enrollment and paying the applicable accommodation fee.



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CHAPTER V
RIGHTS AND RESPONSIBILITIES

Article 23
Rights of International Student

1. Upon enrollment at the University and the acquisition of student status, international students enjoy the same rights as domestic students, as stipulated in the Statute, the University's Internal Regulations, the Regulation on Personal Data Protection, and any other legal or sub-legal act protecting student rights in the Republic of Albania.
2. International students have the right to equal access to education, to all academic, laboratory, library, and technological resources, as well as to student and sports activities offered by the university.
3. International students have the right to participate in student life, including student governance, student organizations and associations, as well as the University's cultural and scientific activities.
4. The personal data of international students is protected in accordance with applicable legislation and data security standards.
5. The University guarantees international students the right to full, clear, and timely information regarding academic processes, student services, and institutional support.
6. International students have the right to access support services, including academic orientation, psychological counseling, assistance with visa and residence permit matters, and facilitation of social and cultural integration.

Article 24
Obligations of International Students

- a) *Compliance with the law.* Adherence to the legislation of the Republic of Albania and the standards of the university community is mandatory.
- b) *Institutional compliance.* International students are required to comply with the Statute, the Internal Regulations, this Regulation, faculty regulations, and any other internal acts of the University of Vlora.
- c) *Academic integrity.* Adherence to principles of academic honesty and examination rules, avoiding any form of plagiarism or fraud.
- d) *Fulfillment of academic requirements.* Following the program, attending classes/laboratories, fulfilling course obligations, and maintaining minimum academic progress in accordance with the curricula.
- e) *Semester registration.* Registering for courses each semester in accordance with faculty deadlines and guidelines.



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- f) *Accurate documentation.* Submission of accurate and complete documents within deadlines; the submission of false or invalid documents is prohibited.
- g) *Fees and financial obligations.* Timely payment of fees and any other financial obligations to the University, in accordance with the relevant deadlines and procedures.
- h) *Legal residency status.* Maintaining the validity of the visa/residence permit and compliance with their conditions; timely reporting of any changes in legal status, address, or contact details.
- i) *Data protection.* Adherence to personal data protection rules and respect for the privacy of others, in accordance with applicable legislation.
- j) *Conduct and ethics.* Adherence to rules of conduct, equality, non-discrimination, and respect for the dignity of university community members; any form of violence, harassment, or demeaning behavior is prohibited.
- k) *Use of infrastructure.* Responsible use of libraries, laboratories, equipment, and university facilities; safeguarding property and returning borrowed materials in accordance with regulations.
- l) *Accommodation.* Adherence to rules regarding university housing and off-campus accommodation, where provided.
- m) *IT resources.* Use of the University's ICT networks and resources in accordance with relevant policies; prohibition of their use for illegal activities or activities that compromise security.
- n) *Identification.* Carrying the Student ID Card and presenting it when requested by University authorities.
- o) *Official communication.* Following the University's official communications and using official communication channels.
- p) *Cooperation with authorities.* Appearing when summoned by academic or administrative units, as well as cooperating in institutional processes (surveys, verifications, disciplinary procedures).



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CHAPTER VI
ACADEMIC CONDUCT AND DISCIPLINE

Article 25
Academic integrity

1. International students are required to uphold the principles of academic honesty and integrity as an essential part of the educational process.
2. Students must avoid any form of plagiarism, falsification, fraud, or misappropriation of others' work in assignments, projects, dissertations, or any other academic activity.
3. During examinations and assessments, students are required to adhere to University-established rules, including the prohibition of unauthorized materials, the ban on unauthorized communication or assistance, and compliance with instructions given by academic staff.
4. Any academic work submitted by a student must be original and independently prepared, except in cases where group work is prescribed in accordance with the instructor's guidelines.
5. Students are required to comply with the relevant articles of the University's Internal Regulations and Statute, as well as any other legal or regulatory acts governing academic integrity standards.
6. Any breach of academic integrity constitutes a disciplinary violation and entails punitive measures in accordance with the procedures set forth in these Regulations and applicable legislation.

Article 26
Violations and Disciplinary Measures

1. Violations of institutional rules are defined as any actions committed by an international student that infringe upon the personal integrity and dignity of faculty members, staff, or other students, or that contravene ethical-moral norms and University regulations. These include, but are not limited to:
 - a) cheating or copying during exams and assessments;
 - b) plagiarism and the improper use of academic work;
 - c) falsification of official documents;
 - d) inappropriate behavior that compromises the order, safety, and image of the University;
 - e) repeated violations of internal regulations and the UV Code of Ethics.
2. For violations committed, the following disciplinary measures may be imposed on the international student, proportionate to the nature and severity of the violation:
 - a) Written warning;
 - b) Mandatory university service (within university premises)



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- c) Suspension from studies and university activities for a specified period (up to one academic year);
- d) Permanent expulsion from the University.
- 3. The disciplinary measures referred to in points 2(a) and 2(b) of this Article shall be proposed by the head of the department, with written justification, and finally approved by the head of the main unit.
- 4. The disciplinary measures referred to in points 2(c) and 2(d) of this Article shall be proposed by the head of the department, with written justification, and forwarded by the head of the main unit to the UV Ethics Council for final approval.
- 5. Disciplinary measures shall be imposed by the relevant University bodies, in accordance with the competencies defined in the Statute, the General University Regulation, and the Code of Ethics.
- 6. Decisions taken shall be officially communicated to the international student, and the student shall be guaranteed the right to appeal in accordance with applicable procedures.

CHAPTER VII
GRADUATION

Article 27
Graduation

Upon completion of the study program, the international student is eligible to graduate—in accordance with the provisions of the UV Internal Regulations—either by defending a thesis or by taking a comprehensive examination, depending on the requirements of the study program.

Article 28
Issuance of diplomas, certificates, and the diploma supplement

- 1. Upon completion of the study program, the international student is awarded the relevant diploma or certificate, issued by University of Vlora “Ismail Qemali” or by another Higher Education Institution (HEI) in the case of dual or joint programs.
- 2. Diplomas issued upon completion of first-cycle and second-cycle programs, as well as third- cycle "Executive Master" programs, are accompanied by a diploma supplement.
- 3. The diploma supplement describes, in particular, the nature, level, content, and results of the studies completed by the diploma holder, as well as the field of employment. The format and specifications of the supplement are determined by UV regulations, in accordance with the guidelines of the Ministry responsible for Education.
- 4. In the event of the loss or damage of the original diploma, University of Vlora “Ismail Qemali” does not issue a duplicate diploma but may issue an equivalent document in the form



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of a formal statement, which must include: the name of the University, the original diploma number, its date of issuance, and the study cycle and program.

CHAPTER VIII
FINAL PROVISIONS

Article 29
Entry into force

1. This regulation enters into force immediately upon its approval by the Academic Senate of UV and is binding on all parties.
2. Any amendment or supplement to this regulation shall be made by a decision of the University's Academic Senate.
3. For matters not provided for in this regulation, applicable legal acts and other internal university regulations shall apply.
4. Procedures established by subsidiary legislation—such as student visas, residence permits, etc.—shall automatically change in accordance with any amendments to said legislation.
5. This regulation is published in both Albanian and English on the official UV website.

R E C T O R

Prof. Dr. AURELA SALIAJ



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ANNEXES

(Operational Documents)

Annex 1 – Application Form

Annex 2 – Tuition fee schedule and payment instructions.

Annex 3 – International student orientation manual and guide.

Annex 4 – Applicant's personal statement

Annex 5 – Individual contract between the international student and the main unit offering the study program.

Annex 6 – Letter of Acceptance

Annex 6.1 – Conditional Letter of Acceptance



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ANNEX 1

APPLICATION
FORM
FOR PROGRAMS OFFERED AT THE UNIVERSITY 'ISMAIL QEMALI' VLORE

Study program: ☐ Bachelor in Architecture Sciences for Heritage
☐ Bachelor in Computer Engineering
☐ Bachelor in English Language
☐

Academic Year: 202.... -202.....

Section A: Personal Information

- ☐ **Full Name:** _____
- ☐ **Gender:** ☐ Male ☐ Female ☐ Other
- ☐ **Date of Birth:** ____ / ____ / ____
- ☐ **Place of Birth:** _____
- ☐ **Nationality:** _____
- ☐ **Citizenship:** ☐ Albanian ☐ Other: _____
- ☐ **ID / Passport Number:** _____

Section B: Contact Information

☐ **Current Address:** _____

- ☐ **Email Address:** _____
- ☐ **Phone Number:** _____

Section C: Applicant Profile



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Please select **only one** primary category that best describes your application status:

- ☐ **Albanian citizen living in Albania** (.... places)
- ☐ **Albanian citizen living abroad** (.... places)



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- ☐ **Foreign citizen** (.... places)
- ☐ **Person with disabilities** (..... place)
- ☐ **Orphan status** (..... places)
- ☐ **Roma / Balkan-Egyptian community** (.... places)
- ☐ **Second study program** (..... places)

Note: Applicants in special categories must provide supporting documentation.

Section D: Educational Background

- ☐ **High School Name:** _____
- ☐ **Country:** _____
- ☐ **Year of Graduation:** _____
- ☐ **Average Grade / GPA:** _____
- ☐ **Type of Diploma:** ☐ General Secondary ☐ Vocational ☐ Other: _____

Section E: English Language Proficiency

- ☐ **English Level (CEFR):**
 - ☐ A1 – Beginner
 - ☐ A2 – Elementary
 - ☐ B1 – Intermediate
 - ☐ B2 – Upper Intermediate
 - ☐ C1 – Advanced
 - ☐ C2 – Proficient
- ☐ **Language Certificate (if any):**
 - ☐ TOEFL ☐ IELTS ☐ Cambridge ☐ Other: _____
 - Score: _____ Date: _____



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Section F: Required Documents (to be attached)

Please attach clear scanned copies of the following documents:

1. ☐ National ID Card or Passport
2. ☐ High School Diploma and Transcript
3. ☐ English Language Certificate (if applicable)
4. ☐ Two (2) Passport-size Photos



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5. ☐ Certificate of Equivalence (for foreign diplomas)
6. ☐ Supporting document (if applying under a special status)
7. ☐ Motivation Letter (optional, but recommended)
8. ☐ Application Fee Receipt

Section G: Declaration

I declare that the information provided in this application is true and complete. I understand that providing false information may lead to rejection or removal from the study program.

Applicant's Signature: _____

Date: ____ / ____ / ____



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ANNEX 2

Application fee invoice

No.	Description	Value (ALL)
I.	Enrollment fee for the Bachelor's cycle of studies	2.000
Total		2.000

INSTITUTIONAL REPRESENTATIVE
GRIGOR DEDE

Financial Bank Details of Beneficiary:

SWIFT: SGSBALTX
IBAN: AL60 2022 6000 0000 0503 0797
ACCOUNT NO: 0605030797
BANK: RAIFFEISEN BANK SH.A

Adresa /Adress: Bulevardi Vlorë-Skele
Tel. Fax ++355222288

Web-site: www.univlora.edu.al
e-mail: info@univlora.edu.al



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ANNEX 3

International student orientation manual and guide.

**STEPS TO STUDY AS A FOREIGN NATIONAL (INTERNATIONAL STUDENT) AT THE
'ISMAIL QEMALI' UNIVERSITY OF VLORA, ALBANIA**

Step One – INFORMATION

The applicant selects the University in Albania that offers the program of interest. Through the U-Albania portal (refer to the Instruction No. 12, dated 30.06.2023, of the Ministry of Education "For application and registration procedures in Higher Education Institutions"), the candidate is informed about:

1. The study programs offered by Higher Education System (from now on HEIs) , admission criteria, and admission quotas.
2. The process of selecting study program preferences by candidates.
3. The process of publishing the ranking lists of candidates and the calculation of points by HEIs.
4. The process of registration and deregistration of students from HEIs.
5. Synchronization of registrations by each HEI.
6. Online provision of necessary information for candidates.

Step Two - EQUALIZATION OF FOREIGN DIPLOMA

1. The institution responsible **for the recognition and equalization of foreign secondary education diplomas** in the Republic of Albania, according to the provisions of the law on pre-university education, the Albanian Qualifications Framework, the European Qualifications Framework, the Qualifications Framework of the country of origin, and based on the principles and international standards for recognition of qualifications, as set out in documents, agreements, and international conventions, is the Center for Educational Services (CES) (known in Albania as QSHA).
2. The institution responsible **for the recognition and equalization of foreign certificates of completion of basic education, certificates of classes of pre-university education students obtained abroad**, according to the provisions of the law on pre-university education, the Albanian Qualifications Framework, the European Qualifications Framework, the Qualifications Framework of the country of origin, and based on the principles and international standards for recognition of qualifications, as set out in documents, agreements, and international conventions, are the Local Offices of Pre- University Education.



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The applicant uploads the required documentation electronically in PDF format as follows:

- a) Certificate of completion of basic education, class certificate, issued by the responsible institutions for issuing qualifications at the country of origin level, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by licensed translators in the Republic of Albania.
- b) Document of class continuity, if the student has not completed the class, issued by the responsible institutions for issuing qualifications in the country of origin, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by licensed translators in the Republic of Albania.
- c) Photocopy of identification document.
- d) Application form for secondary education diploma (filled out online on the E-Albania portal).

The applicant uploads the following additional documents in electronic (PDF) format:

- a) Diploma of secondary education or the relevant official document issued by the responsible institutions for issuing qualifications in the country of origin, equivalent to the diploma confirming the completion of secondary education, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania.
- b) Certificates of all years of secondary education, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania.
- c) Document certifying that the applicant has taken international exams equivalent to those of the State Matura in the Republic of Albania, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania.
- d) Photocopy of identification document.

The requested documents must be uploaded electronically during the online application process and sent by post within 5 days from the date of online application.

3. The application for recognition and equalization of qualifications from levels 5 to 8 of the Albanian or European Qualifications Framework is conducted online through the e-Albania portal.
The accompanying documentation required must be uploaded electronically in PDF format (colored) during the online application process.
Applications for recognition and equalization of academic qualifications from levels 5 to 8 of the Albanian or European Qualifications Framework, excluding the scientific degree "Doctor," are processed online according to the following procedure:
 - a. The application form is completed online via the e-Albania portal.



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- b. The applicant uploads the following documents electronically:
- 1) The professional diploma/certificate, or the relevant official document issued by the responsible institutions for issuing qualifications in the country of origin, equivalent to the diploma certifying the completion of studies, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by licensed translators in the Republic of Albania.
 - 2) The diploma supplement and/or the transcript of grades, equalized with the original (notarized), and translated into Albanian.
 - 3) A photocopy of the identification card or passport (only for foreign nationals).
 - 4) Payment receipt or online payment confirmation. Click here
https://qsha.gov.al/infos/njesim_diplome/fatura_arketim.pdf

Recognition and unification procedures

The procedure of recognition of the academic qualifications belonging to level 5-8 of the European and Albanian Qualification framework, except for PhD diplomas, after the on line application is made, continues with the review and the verification of the documentation by the relevant structure in the Center for Educational Services (CES). This procedure when the application is completed with the required documentation ends within 30 calendar days. Exceptionally, the procedure ends within 5 working days from the date of application for the diplomas obtained in EU countries, United States of America, United Kingdom, Canada, Japan, Norway, Israel, Switzerland, Iceland, Australia and Turkey in the case the diploma and the diploma supplement and/or transcript of votes is equipped with the apostille stamp. In cases where CES identifies irregularities related to the submitted documentation, it can start the process of the verification of the documentation. In cases where CES identifies deficiencies in the deposited documentation, the relevant structure asks the applicant, by email or through the system, to complete the documentation within 5 days the application was made. In case of non- submission of the documentation, within 30 days, CES terminates the review of the application and all the documentation is archived. The administrative act of archiving is notified to the applicant through the e-albania portal. In cases where the file is archived due to incomplete documentation, the applicant makes a new application according to the criteria cited in the instruction by making a new payment in favor of QSHA.

For detailed information about the procedure, please click the link below.

https://e-albania.al/eAlbaniaServices/MAS/853/Docs/English-version_853.pdf (Info for the recognition and equivalency of qualifications belonging to levels 5 to 8 of the Albanian Qualifications Framework and the European Qualifications Framework)

https://e-albania.al/eAlbaniaServices/UseService.aspx?service_code=14156 (Info for the equivalency of pre-university education certificates for students coming from abroad)



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The application for diploma equalization is done online via the E-Albania portal.

https://e-albania.al/eAlbaniaServices/UseService.aspx?service_code=853

(Application for the recognition and equivalency of qualifications belonging to levels 5 to 8 of the Albanian Qualifications Framework and the European Qualifications Framework)

https://e-albania.al/eAlbaniaServices/UseService.aspx?service_code=14156

(Application for the equivalency of pre-university education certificates for students coming from abroad

Step Three - PAYMENT OF UNIVERSITY FEE

Foreign applicants, before applying to the university, must pay the application fee for the study programs according to the HEI's provisions. Payment is made at the Albanian Postal Office or at the Second-Level Banks, in the university's account where the application is being submitted.

For more informations click the link below

https://ualbania.al/theme/files/Kalendari_Aplikimit_2025_Ualbania.pdf

Step Four - UNIVERSITY APPLICATION

1. Applicants from the Republic of Albania and Kosovo apply through the State Matura portal online (www.matura.qsha.gov.al).

2. All candidates holding a foreign upper secondary education diploma who wish to pursue studies in professional study programs, first-cycle study programs, or second-cycle study programs in Higher Education Institutions shall apply directly to the respective institutions, within the deadlines https://ualbania.al/theme/files/Kalendari_Aplikimit_2025_Ualbania.pdf

(click the link) set by the Higher Education Institutions for each academic year, in the study programs where quotas for these categories have been foreseen

page 38-40

by the institutions in the programs they offer

page 16-37

We also inform you that our University offers study programs in English

page 40-40



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3. Candidates from the Republic of Kosovo, candidates of Albanian origin from North Macedonia, Montenegro, Presevo, Medvegja, and Bujanovac, apply directly to HEIs, according to the schedule for study programs where quotas are provided for these categories by the HEIs. Applications are sent by post to the educational secretariats or deposited at the Protocol Office of the main HEI units. Candidates, before applying to select their preferences on the university application portal, must pay an application fee of 2000 All at the Albanian Postal Offices or at the Second-Level Banks, in the HEI account where they are applying. The registration of the winning candidate, as declared by the HEIs, is done by the educational secretariats and is reflected in the U-Albania university application portal (<https://ualbania.al/>).

Required documents for application:

- Application form, according to Annex no. 1 attached to this document
- A copy of the document issued by CES (known as QSHA in Albania) that certifies the recognition of the higher secondary education diploma, accompanied by a copy of the diploma/certificate and transcript of grades. Candidates who have not completed the recognition and equalization process must submit proof that they have applied to CES for recognition and equalization.
- A copy of the identification document.
- Proof of proficiency in the Albanian language, issued by the responsible authorities (for cases when enrolling in a study program conducted in the Albanian language). This requirement does not apply to foreign nationals who have completed a cycle/program of study in the Albanian language at higher education institutions in the Republic of AlbaniaTwo personal photographs.
- A copy of the payment receipt.
- The declaration, according to Annex No. 4 attached to this document.

Step Five - APPLICATION FOR STUDENT VISA

After receiving the admission letter, the applicant must apply for a student visa online through the electronic visa system, present themselves in person at the consulate, or in the case of bilateral or multilateral agreements with other countries, at the relevant diplomatic missions of these countries. Foreign nationals, after applying for a visa in the electronic system, if they have applied for an electronic visa, will receive it in their email.

The application procedure for a visa is as follows:

- The visa application from a foreign national should be submitted no more than 90 days before the planned date of arrival in the Republic of Albania, to the diplomatic and/or consular missions of the Republic of Albania abroad, via the electronic visa system, or in the case of bilateral or multilateral agreements with other countries, to the relevant diplomatic missions of those countries. The format of the application is determined by a decision of the Council of Ministers.



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- To apply for a visa, the foreign national must appear in person at the consulate or apply online through the electronic visa system.
- In case there is no Albanian diplomatic/consular representation in the applicant's state or the country of their residence, the foreign national should apply online or by mail to the diplomatic mission of the Republic of Albania in the designated country, according to a list approved by the Minister of Foreign Affairs, which is published in accordance with the applicable legislation.
 - A visa can be issued if the foreign national's travel document:
 - a) is valid for at least three months after the planned departure date from Albania or, in the case of multiple entries, after the last planned departure date from Albania;
 - b) contains at least two blank pages;
 - c) was issued within the last ten years.
 - The application for a Student Visa is a Type D Visa.

(A Type "D" visa is a visa issued in the form of a sticker or printed in electronic format for foreign nationals intending to stay in the Republic of Albania for more than 90 days within 180 days, and when a visa is required to obtain a residence permit for these nationals. A Type "D" visa is also issued with a one-year validity, with a stay of 90 days, but no more than 180 days, calculated from the first entry date, with one, two, or multiple entries.)

- A foreign national who seeks to enter the Republic of Albania is granted a visa by the diplomatic and consular missions of the Republic of Albania abroad, or by the diplomatic missions of third countries based on bilateral or multilateral agreements, by stamping the visa in the travel document or by printing the approved electronic visa.

Issuance of the visa sticker and electronic visa is done only after the completion of the visa application assessment procedure by the responsible authorities designated in Article 22 of this law, according to the provisions of a joint instruction from the Ministry of Foreign Affairs, the Ministry of Public Order and Security, and the Director of the State Information Service. The total procedure for assessing the visa application lasts no more than 15 days from the date of receipt of the visa application. In exceptional cases, this period may be extended by a reasoned decision up to 30 days.

Required Documentation for Visa Application:

- The completed and signed visa application form, which is available online free of charge (the form is filled out online and downloaded from the system).
- A recent photograph of the applicant, taken no more than 6 (six) months before the application date, with dimensions 47 mm x 36 mm, taken against a white background, clearly focused and visible. The photograph must show the person facing forward, with a neutral expression and eyes open and visible.



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- A photocopy of the valid travel document, which must be valid for at least 3 months longer than the requested visa period and have at least two blank pages where the visa sticker will be placed, as well as a photocopy of the pages with travel-relevant notes.
- Accommodation confirmation (For foreign students, a self-declaration is issued by the students themselves). In the absence of this self-declaration, accommodation confirmation can be issued by the higher education institution if it offers accommodation services for students, or it can be issued by other entities offering such services.
- A document confirming acceptance into a higher education institution in Albania, after the verification of the foreign student's educational documentation by the higher education institution.
 - Proof of financial means covering living and education expenses, amounting to 300,000 ALL in a bank in the country of origin.
- Proof of proficiency in the language of the study program/language of the educational process, or confirmation of acceptance into a preparatory language course.

Application for Student Visa via the E-Visa Portal

Click here <https://e-visa.al/apply>

The e-Visa application process can be completed entirely online and is operated by Albania Government.

During the e-Visa application process:

- Applicants are required to enter biographical information about themselves
- They will also need to answer questions about VWP eligibility
- People with dual nationality should choose the nationality according to the passport to be used for the travel
- Travel Authorization is also required by children who do not yet require a ticket of their own to travel
- The applicant applying for a Student Visa must complete the online procedure through the E-Visa portal before heading to the Republic of Albania. The foreign applicant's passport must be valid for at least 3 months beyond the expiration of the visa they are applying for and must have at least two blank pages for visa stamps.

The visa application process is accepted only if it is completed online, and it must be ensured that the applicant is outside the territory of the Republic of Albania after the visa fee is paid. The application is preliminarily verified by the consulate, including the application form and uploaded documents. If the application is:

- a) Correct, a notification is sent confirming the acceptance of the application, and a visa fee is requested according to the cost and type of visa applied for;
- b) Incorrect, the application is returned to the applicant with instructions to upload the correct documents as per the given guidelines;



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c) Does not meet any of the required criteria for the requested visa, the application is rejected according to the legal framework.

Step Six - APPLICATION FOR RESIDENCE PERMIT

For detailed information click here https://e-albania.al/eAlbaniaServices/DPPSH/15146/15308_anglisht_kerkese_leje_qendrimi.pdf **Application for Residence Permit** https://e-albania.al/eAlbaniaServices/DPPSH/15308/DPPSH_15308_n3_s1_web.aspx?service_code=15308

- A foreigner who enters and stays in the Republic of Albania for study purposes at a public or private educational institution recognized by the Albanian state has the right to apply for a residence permit according to general criteria.
- A foreigner who is admitted to an educational institution or participates in training or professional internships is issued a residence permit valid for no more than one year when issued for the first time. This can be extended annually until the completion of studies, school, or internship.
- Documentation from the country of origin and/or the country where the foreigner has had legal stay must be translated into Albanian, verified, and legalized based on obligations arising from international agreements.
- The foreigner must prove that they have been admitted by the educational institution and that they have sufficient financial means to support their stay in the Republic of Albania during their studies. Evidence of sufficient financial means to cover living expenses in Albania, which consists of a bank deposit certificate from a second-tier bank, personal or family funds, is required. For foreigners staying for study purposes, documents proving other sources of funding are also accepted, such as a grant, a scholarship, a valid work contract, or a job offer, with at least 300,000 All per person for one academic year.
- For the renewal of the residence permit, the foreigner must also prove their academic progress, according to the applicable legislation.
- The foreigner must apply for a temporary residence permit within 30 days of entering the territory of the Republic of Albania, and within the legal stay period for foreigners who enter without a visa. They must also apply for the renewal of the permit within 60 days before the expiration of their current residence permit, by completing the standard form and submitting the required documents, as determined by a decision of the Council of Ministers.
- The application form contains the foreigner's personal information, nationality, passport details, educational qualifications, profession, marital status, purpose of stay, financial means, reasons for the planned stay, and vehicle registration details, if applicable, for a vehicle registered outside the Republic of Albania.
- The responsible border and migration authorities will review the application for issuance or renewal of the residence permit. If, upon submission of the application and documentation, it is determined



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that the foreigner does not meet the required conditions for issuance or renewal of the residence permit, the regional authority for border and migration where the application was submitted will notify the foreigner of the deficiencies and ask them to rectify them within 30 days. The time extension to complete the documentation will prolong the review and approval procedure for the residence permit.

- Upon acceptance of the application, the foreigner is issued a provisional permit, which completely replaces the validity of the residence permit they applied for, and it is provided at the time of receiving the residence permit. The format for the provisional residence permit is approved by a decision of the Council of Ministers.

Application for Residence Permit via the E-Viza Online Portal

- The electronic service "Request for Residence Permit" allows foreign nationals who plan to stay more than 90 days in the Republic of Albania to apply for a residence permit for study purposes in Albania.
- The electronic service "Request for Residence Permit Renewal" allows foreign nationals who have stayed in Albania for more than 180 days during the calendar year to request a renewal of their residence permit.

After confirming that the conditions and documentation for applying for a residence permit via the E-Viza platform are completed, the foreigner will be notified by the local border and migration authorities to send the following documents via postal service:

- Two passport-sized photos with a white background, taken within the last 6 months
- Payment receipt for the service fee
- A printed and signed application form with the applicant's photo attached.

Required Documentation for Application:

- ☐ A completed and signed application form for the residence permit, according to the model provided in annex No. 9, which is available online free of charge.
- ☐ A photo of the applicant, taken within the last six months, with dimensions of 47 mm x 36 mm, in a frontal view, with a neutral expression and open, visible eyes. The background must be white and the photo should be clear and focused.
- ☐ A photocopy of the valid travel document with which the foreigner entered the Republic of Albania, including the photocopy of relevant pages showing travel-related stamps (e.g., "D" visa, entry/exit stamps).
 - ☐ Documents proving accommodation arrangements in Albania.
 - ☐ Proof of acceptance from an educational institution in Albania.
- ☐ A bank deposit certificate of at least 300,000 lek per person, for a one-year period, from a second-tier bank in Albania, or other evidence of financial means, such as a grant, scholarship, valid employment contract, or job offer, amounting to no less than 300,000 lek per person for one calendar year.



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ANNEX 4

DECLARATION

I, the undersigned _____ (first name, patronymic, last name),
Born on _____, with identity card/passport number _____

1. I authorize the Higher Education Institutions _____
The Ministry responsible for education and the institution responsible for providing educational services to process my personal data in the context of my application and registration for continuing higher education studies in the above-mentioned institutions, as well as their eventual publication. I also authorize the Higher Education Institution where I have applied, the ministry responsible for education, and the institution responsible for providing educational services to carry out all such verifications and obtain all necessary information regarding: higher education studies, the program I have applied to, the period of my previous studies, and any other verification related to the aforementioned.
2. I declare that I am not currently enrolled in any other study program at other higher education institutions, and I will not pursue another study program simultaneously until the completion of the study program for which I am applying.
3. I declare that I am familiar with the admission criteria for the study program at the time of application, as well as the evaluation points for each evaluation criterion, and I agree to them.
4. I declare the accuracy of the data and documents presented. I am aware that in case of providing false information or presenting falsified documents or documents with inaccurate information, I will be subject to penalties as provided in the Penal Code and other legal and sub-legal acts in force. In case of doubt about the accuracy of the declared information, the Ministry responsible for education and/or the institution responsible for providing educational services and/or the responsible Higher Education Institution will initiate the procedure for verification, possibly referring this information to the competent authorities.

Name, Patronymic, Last name of the candidate

Signature: _____ Place: ____



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ANNEX 5

KONTRATA INDIVIDUALE E STUDENTIT NDËRKOMBËTAR ME NJËSINË
KRYESORE, QË OFRON PROGRAMIN E STUDIMIT.

The international student's individual contract with the main unit offering the study program.

Individual contract for international student

ndërmjet / between:

Universitetit "Ismail Qemali" Vlorë, / University "Ismail Qemali" of Vlora,

[njësia kryesore: Fakulteti / Departamenti], / [main unit: Faculty / Department],

me seli në [adresa], / headquartered at [address],

përfaqësuar nga [Emri, Funkcioni], / represented by [Name, Position],

më poshtë referuar si **"Institucioni"** / hereinafter referred to as **"the Institution"**.

dhe / and:

Z./Znj. (Mr./Ms.) _____,

shtetas i / citizen of

datëlindja / date of birth

pasaporta nr. / passport no.

adresa e përhershme / permanent address

email:

më poshtë referuar si **"Studenti"**. / hereinafter referred to as **"the Student"**.



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Neni (Article) 1

Objekti i kontratës / Purpose of the Contract

Kjo kontratë rregullon marrëdhënien ndërmjet Institucionit dhe Studentit për ndjekjen e programit të studimit _____ në nivelin **[Bachelor/Master/PhD]**, sipas planeve mësimore dhe rregulloreve të Universitetit.

This contract regulates the relationship between the Institution and the Student for attending the study program _____ at **[Bachelor/Master/PhD]** level, according to the curricula and regulations of the University.

Neni (Article) 2

Kohëzgjatja / Duration

Kontrata hyn në fuqi nga data e nënshkrimit dhe mbetet e vlefshme deri në përfundim të programit të studimit (diplomim), përveç rasteve të ndërprerjes së parakohshme sipas kësaj kontrate.

The contract enters into force on the date of signing and remains valid until the completion of the study program (obtaining of degree), except in cases of early termination as provided in this contract.

Neni (Article) 3

Të drejtat e Studentit / Rights of the Student

Studenti ka të drejtë të:

1. Ndjekë aktivitetet mësimore dhe të përfitojë nga shërbimet akademike dhe administrative të Institucionit.
2. Marrë informacion të plotë për planin e studimit, tarifat dhe afatet.
3. Përdorë bibliotekën, laboratorët dhe infrastrukturën sipas rregullave.
4. Marrë diplomën dhe suplementin e diplomës pas përfundimit të studimeve.

The Student has the right to:

1. Attend classes and benefit from the Institution's academic and administrative services.
2. Receive complete information on the study plan, fees, and deadlines.
3. Use the library, laboratories, and facilities according to regulations.
4. Obtain the diploma and diploma supplement upon completion of studies.



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Neni (Article) 4

Detyrimet e Studentit / Obligations of the Student

Studenti është i detyruar të:

1. Respektojë Statutin, Rregulloren e përgjithshme dhe specifike, si dhe Kodin e Etikës së Institucionit.
2. Përbushë detyrimet akademike dhe financiare në kohë.
3. Respektojë ligjet dhe normat e sjelljes gjatë qëndrimit në Shqipëri.
4. Informojë Institucionin për çdo ndryshim të të dhënave personale.
5. Studenti, gjatë periudhës së qëndrimit në Republikën e Shqipërisë, merr përsipër të:
 - a) sigurojë me shpenzimet e veta sistemimin dhe vendqëndrimin gjatë gjithë periudhës së qëndrimit në Republikën e Shqipërisë;
 - b) të përballojë me shpenzimet e veta kostot e kujdesit shëndetësor, si dhe, kur është e nevojshme, shpenzimet për largimin nga territori i Republikës së Shqipërisë;
 - c) të dëmshpërblejë të tretët për çdo dëm që mund t'u shkaktohet si pasojë e mospërbushjes së detyrimeve të marra përsipër në kuadër të ftesës për vizë së lëshuar;
 - d) të përballojë shpenzimet e kthimit në vendin e destinacionit, në rast se ndaj tij është nxjerrë urdhër largimi, largimi me forcë ose dëbimi dhe ai nuk disponon mjete financiare për mbulimin e këtyre shpenzimeve.
6. Për të marrë Ftesën për Vizë Studentore përpara çdo fillimviti akademik studentit duhet të paraqesë pranë Zyrës së Marrdhënieve me Jashtë:
 - a) Vërtetimin e Akomodimit të paguar për një vit akademik
 - b) pagesën e plotë të Tarifës së Rregjistrimit për vitin akademik në vijim.

The Student is obliged to:

1. Comply with the Statute, general and specific regulations, and code of ethics of the Institution.
2. Fulfill academic and financial obligations on time.
3. Respect laws and standards of conduct during their stay in Albania.
4. Inform the Institution of any changes in personal data.
5. During their stay in the Republic of Albania, the Student undertakes:
 - a) to independently arrange and cover the costs of accommodation and residence for the entire duration of their stay in the Republic of Albania;
 - b) to cover, at their own expense, the costs of healthcare and, where applicable, the costs related to their departure from the territory of the Republic of Albania;
 - c) to compensate third parties for any damages caused to them as a result of the Student's failure to fulfill the obligations undertaken under the issued invitation;



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- d) to cover the costs of return to the destination country in the event that an order for removal, forced removal, or deportation has been issued against the Student and the Student does not have sufficient financial means to cover such costs.
6. In order to obtain the Invitation Letter for a Student Visa prior to the beginning of each academic year, the Student shall submit the following to the International Relations Office:
- a) proof of paid accommodation covering the entire academic year;
 - b) proof of full payment of the tuition fee for the upcoming academic year.

Neni (Article) 5

Detyrimet dhe të drejtat e Universitetit/ University Obligations and rights

1. Të ofrojë programin e studimit sipas akteve të miratuara dhe legjislacionit
 2. Të sigurojë zhvillimin e mësim, provimeve, praktikave dhe veprimtarive të parashikuara
 3. Të informojë studentin për programin, tarifat, afatet dhe rregullat që e prekin
 4. Të vlerësojë studentin në mënyrë transparente dhe sipas rregullave të miratuara
 5. Sekretaria mësimore ka detyrimin:
 - a) të verifikojë pjesëmarrjen e studentëve në mësim.
 - b) të mbajë dhe të administrojë të dhënat e listëprezencës.
 6. Në rast të konstatimit të problematikave apo mosprezencës në procesin mësimor UV ka të drejtën të njoftojë zyrtarisht autoritetet përgjegjëse sipas legjislacionit në fuqi.
-
1. To provide the study programme in accordance with the approved institutional acts and applicable legislation.
 2. To ensure the delivery of teaching activities, examinations, practical training, and other activities provided for under the study programme.
 3. To inform the Student of the study programme, tuition fees, applicable deadlines, and rules and regulations relevant to the Student.
 4. To assess the Student in a transparent manner and in accordance with the approved academic rules and regulations.
 5. The Academic Secretariat shall be responsible for:
 - a. verifying students' attendance in teaching and learning activities;
 - b. maintaining and administering student attendance records.
 6. Where any irregularities or non-attendance in teaching and learning activities are identified, the University of Vlora (UV) shall have the right to officially notify the competent authorities, in accordance with the applicable legislation.



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Neni (Article) 6

Tarifimi dhe pagesat / Tuition and Fees

1. Tarifa e shkollimit për vitin akademik _____ / _____ është _____ EUR / ALL, e pagueshme sipas afateve të përcaktuara nga Institucioni.
 2. Pagesat nuk rimbursohen, përveç rasteve të parashikuara në rregullore.
 3. Tarifat shtesë për laboratorë, praktikë apo shërbime të tjera aplikohen sipas listës zyrtare të Institucionit.
 4. Studenti ndërkombëtar është i detyruar të paguajë tarifën e shkollimit përpara fillimit të vitit akademik.
1. The tuition fee for the academic year _____ / _____ is _____ EUR / ALL, payable according to the deadlines set by the Institution.
 2. Payments are non-refundable, except as provided in the regulations.
 3. Additional fees for laboratories, internships, or other services apply as per the official list of the Institution.
 4. The international student is required to pay the tuition fee before the start of the academic year.

Neni (Article) 7

Mbrojtja e të dhënave / Data Protection

Të dhënat personale të Studentit do të përpunohen vetëm për qëllime akademike dhe administrative, në përputhje me ligjin shqiptar dhe Rregulloren Evropiane për Mbrojtjen e të Dhënave (GDPR).

The Student's personal data will be processed only for academic and administrative purposes, in compliance with Albanian law and the EU General Data Protection Regulation (GDPR).

Neni (Article) 8

Sigurimi shëndetësor / Health Insurance

Studenti duhet të ketë sigurim shëndetësor të vlefshëm gjatë gjithë periudhës së studimeve dhe të paraqesë dëshminë përkatëse pranë Institucionit.

The Student must have valid health insurance for the entire period of study and provide the corresponding proof to the Institution.



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Neni (Article) 9

Forca madhore / Force Majeure

Asnjë palë nuk mban përgjegjësi për mosrealizimin e detyrimeve për shkak të rrethanave të jashtëzakonshme të pavarura nga vullneti i saj (forcë madhore).

Neither party shall be held liable for failure to fulfill obligations due to extraordinary circumstances beyond their control (force majeure).

Neni (Article) 10

Ndërprerja e kontratës / Termination

Kontrata mund të ndërpritet:

1. Me kërkesë me shkrim të Studentit.
2. Nga Institucioni për shkelje të rëndë të rregullave akademike ose financiare.
3. Për arsye të forcës madhore ose vendimmarrje institucionale.

The contract may be terminated:

1. Upon written request by the Student.
2. By the Institution for serious violation of academic or financial rules.
3. For reasons of force majeure or institutional decision.

Neni (Article) 11

Zgjidhja e mosmarrëveshjeve / Dispute Resolution

Mosmarrëveshjet zgjidhen fillimisht me mirëkuptim ndërmjet palëve; në mungesë të marrëveshjes, kompetenca i takon gjykatës së rrethit gjyqësor Vlorë.

Disputes shall first be settled amicably between the parties; failing that, jurisdiction lies with the Vlora District Court.

Neni (Article) 12

Dispozita të përgjithshme/ General provisions

Studenti i huaj do të rregjistrohet për fillimin e studimeve në Universitetin 'Ismael Qemali' pas nënshkrimit të kësaj kontrate individuale.



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The international student will be registered to begin studies at 'Ismail Qemali' University after signing this individual contract.

Palët deklarojnë se e kanë lexuar, kuptuar dhe pranuar këtë kontratë në dy gjuhë me të njëjtën fuqi ligjore.

The parties declare that they have read, understood, and accepted this contract in two languages with equal legal force.

Për Institucionin / For the Institution

[Emri, Funksioni, Firma] / [Name, Position, Signature]

Studenti / The Student

[Emri, Firma] / [Name, Signature]

Vlorë, më / on ____ / ____ / 20____

**Programe të caktuara mund të kenë specifikime të veçanta në detyrimet kontratuale.*

Certain study programs may have specific requirements and/or provisions under their contractual obligations.



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ANNEX 6

Subject: **Admission to the Study Program [Name of Program]**

LETTER OF ADMISSION

To: [Applicant's Full Name]

Passport No.: []

Nationality: []

Dear [Applicant's Full Name],

The Faculty of [Name of Faculty] at "Ismail Qemali" University of Vlora, following the assessment of your application and the documentation submitted, is pleased to inform you that you have been admitted to pursue your studies in the following program:

Faculty: [Name of Faculty]

Department: [Name of Department]

Study Program: [Full Name of Study Program]

Cycle/Level of Study: [Bachelor / Master of Science / etc.]

Language of Instruction: [Albanian / English]

Academic Year: [2026–2027]

Duration of the Program: [___ years / ___ ECTS]

Your admission has been granted on the basis of the documentation submitted and your fulfilment of the admission requirements established by "Ismail Qemali" University of Vlora and the applicable Albanian legislation.

To complete the enrolment process, you are required to fulfil, within the established deadlines, all administrative and financial requirements of the University, including the submission of the required final documentation and payment of the applicable tuition/enrolment fee.

This letter officially confirms your admission to the above-mentioned study program and may be used for administrative procedures related to the commencement of your studies at "Ismail Qemali" University.

We are pleased to welcome you to "Ismail Qemali" University and wish you every success in your studies!

HEAD OF DEPARTMENT

Prof. _____
[Signature]

DEAN

Prof. _____
[Signature]

RECTOR

Prof. Dr. _____
[Signature and Official Seal]



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ANNEX 6.1

Subject: Conditional Admission to the Study Program [Name of Program]

CONDITIONAL ADMISSION LETTER

To: [Applicant's Full Name]

Passport No.: []

Nationality: []

Dear [Applicant's Full Name],

Pursuant to Article 69, point 3, of Law No. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", Instruction No. 12, dated 30 June 2023, "On the Procedures for Application and Registration in Higher Education Institutions", the Regulation on International Students of "Ismail Qemali" University of Vlora, as well as the relevant decisions of "Ismail Qemali" University of Vlora, the Faculty of [Name of Faculty] hereby confirms your **conditional (provisional) admission** to the following study program:

Faculty: [Name of Faculty]

Department: [Name of Department]

Study Program: [Full Name of Study Program]

Cycle/Level of Study: [Bachelor / Master of Science / etc.]

Language of Instruction: [Albanian / English]

Academic Year: [2026–2027]

Duration of the Program: [___ years / ___ ECTS]

ADMISSION STATUS: CONDITIONAL ADMISSION

Condition of Admission: Successful completion of the recognition/equivalence procedure by the Albanian Educational Services Centre (QSHA) for the diploma and related academic documentation obtained outside the Republic of Albania.

As of the date of issuance of this letter, the recognition/equivalence procedure for your diploma and academic documentation submitted to the Albanian Educational Services Centre (QSHA) has not yet been completed. You may therefore enrol at "Ismail Qemali" University of Vlora on a **provisional ("with reservation") basis**, pending completion of this procedure.



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FULFILMENT OF THE ADMISSION CONDITION

Your enrollment will become final only upon the successful completion of the recognition/equivalence procedure by QSHA and the submission of the relevant final documentation to the University.

In the event of a negative decision by QSHA regarding the recognition/equivalence of your diploma and/or the relevant academic documentation, the condition of admission shall be deemed not to have been fulfilled and your enrolment at "Ismail Qemali" University of Vlora shall be automatically cancelled.

The applicant is responsible for following the recognition/equivalence procedure and for submitting to the University the final documentation issued by QSHA.

To complete the enrolment process, you must also fulfil, within the established deadlines, all other administrative and financial requirements of the University.

This letter confirms your **conditional admission** and does not constitute confirmation of final enrolment until the condition specified above has been fulfilled.

We are pleased to welcome you to "Ismail Qemali" University of Vlora and wish you every success in your studies!

HEAD OF DEPARTMENT

Prof. _____

[Signature]

DEAN

Prof. _____

[Signature]

RECTOR

Prof. Dr. _____

[Signature and Official Seal]