



REPUBLIKA E SHQIPËRISË

UNIVERSITY "ISMAIL QEMALI" VLORE
AKADEMIC SENAT

**REGULATION
ON
INTERNATIONAL STUDENTS
OF THE
UNIVERSITY OF VLORA "ISMAIL QEMALI"**

Approved by Decision No. 89 of the Academic Senate of the University of Vlora "Ismail Qemali", dated 22 September 2025.

Preamble

This Internal Regulation establishes the framework, procedures, rights, and obligations governing the status and activities of international students at the University of Vlora "Ismail Qemali". Its purpose is 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 Regulation are in accordance with the national legislation of the Republic of Albania, the internal regulatory acts of the University of Vlora, and internationally recognized standards and best practices in higher education.

Abbreviations

UV – University of Vlora "Ismail Qemali"

MES – Ministry of Education and Sports

ESC – Educational Services Center under the Ministry responsible for education

HEI – Higher Education Institution



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CHAPTER I
GENERAL PROVISIONS

Article 1

Purpose

1. The purpose of this Regulation is to establish and regulate the procedures for the admission, enrollment, and monitoring of the academic progress of international students at the University of Vlora "Ismail Qemali".
2. This Regulation also defines the rights and obligations of international students throughout their period of study, ensuring institutional transparency, equal treatment, and operational efficiency in accordance with national legislation, the internal regulations of the University of Vlora, and international standards in higher education.

Article 2

Legal Basis

This Regulation has been drafted pursuant to Law No. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", as well as the relevant secondary legislation issued by the Ministry of Education and Sports governing this field.

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 programmes, as well as participants in summer schools, mini-courses, lifelong learning activities, and any other academic activities offered by the University of Vlora.
2. This Regulation is binding upon all academic and administrative units of the University involved in the admission, enrollment, academic supervision, and institutional support of international students.
3. The provisions of this Regulation do not apply to international students participating in short-term exchange programmes, semester mobility schemes, or similar international cooperation programmes, which are governed by separate regulations.

Article 4

Definitions

For the purposes of this Regulation, the following terms shall have the meanings set forth below:

"International Student" – any non-Albanian citizen who has completed a previous qualification outside the educational system of the Republic of Albania and is enrolled in a study programme at an Albanian university.



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"Office of International Relations" – the structural unit responsible for implementing the University's international cooperation policies.

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

"Admission" – the official decision of the University to admit an international applicant to a study programme in accordance with the criteria and procedures established by this Regulation.

"Enrollment" – the official process through which a student acquires active student status at the University, including the submission of required documents, payment of tuition fees, and confirmation of participation in the study programme.

"Study Programme" – a complete cycle of higher education studies (Bachelor, Master, or Doctoral) organized by the University, based on an approved curriculum and defined academic credits.

"Academic Progress" – the monitoring and fulfillment of academic requirements in accordance with the curriculum, including attendance, examinations, and other academic activities prescribed by the respective faculty.

"Tuition Fees" – the fees that international students are required to pay for participation in study programmes, as determined by this Regulation and official University announcements.

"Scholarships and Financial Support" – any form of financial assistance provided by the University on the basis of academic merit, financial need, or other specific criteria, including application procedures published by the Office of International Relations.

"Student Visa" – the legal document that authorizes an international student to enter and study in the Republic of Albania.

"Residence Permit" – the legal document required for maintaining student status in Albania and for exercising the rights and fulfilling the obligations established under this Regulation.

"University Accommodation" – accommodation designated by the University where students may reside during their studies in accordance with the applicable residence regulations.

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

"Academic Integrity" – adherence to the principles of academic honesty and ethics, including the avoidance of plagiarism and compliance with examination regulations and other University rules.

"Disciplinary Violation" – any act or omission by a student that violates academic or University regulations and may result in disciplinary measures, including warnings, suspension, or expulsion, in accordance with the applicable disciplinary procedures.

"Graduation and Certification" – the process and official documents certifying the successful completion of a study programme, including the diploma, academic transcript, and



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any other documents officially recognized by the University and the competent Albanian authorities.

"Student Mobility" – participation in exchange programmes, study-abroad semesters, training activities, or internships outside the University in accordance with international agreements and the specific regulations governing student mobility.

"Accommodation Self-Declaration" – the document submitted by international students to confirm their place of residence during their studies, in accordance with the University's prescribed procedures.

CHAPTER II
ADMISSION AND ELIGIBILITY

Article 5
Admission Requirements

1. International applicants must have completed secondary or higher education and hold qualifications that are recognized and considered equivalent to those of the educational system of the Republic of Albania.
2. Applicants must provide proof of language proficiency in Albanian, English, or another official language of the European Union, in accordance with the requirements of the respective study programme.
3. Proficiency in English or another official language of the European Union must be certified by internationally recognized language examinations, in accordance with the instructions issued by the competent Ministry of Education.
4. Proficiency in the Albanian language must be certified by a certificate issued by the University of Vlora. In the case of language certificates issued by other Albanian-speaking higher education institutions, the University of Vlora reserves the right to administer a placement examination prior to admission to the study programme.
5. Applicants who do not possess proficiency in the Albanian language but intend to enroll in Albanian-language study programmes may attend preparatory Albanian language courses offered by the University of Vlora prior to enrollment.
6. Applicants shall submit valid identification documents together with academic documents confirming the completion of their previous education, which have either been recognized or are in the process of recognition by the competent Ministry responsible for education.
7. Applicants shall satisfy the specific admission criteria established by the respective faculties, including academic, linguistic, or other programme-specific requirements.
8. The documents to be submitted together with the application shall include:
 - a. The Application Form in accordance with ANNEX 1 to this Regulation.



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- b. A copy of the document issued by the Educational Services Center (ESC) certifying the recognition of the upper secondary education diploma, accompanied by copies of the diploma and academic transcript. Applicants who have not yet completed the recognition procedure shall provide evidence that they have applied to the ESC for diploma recognition and equivalency.
 - c. A copy of a valid identification document (passport or national identity card).
 - d. Proof of Albanian language proficiency in accordance with paragraph 4 of this Article (only for programmes taught in Albanian). This requirement does not apply to international students who have completed a study cycle or programme in the Albanian language at a higher education institution in the Republic of Albania.
 - e. Two passport-sized photographs.
 - f. A copy of the proof of payment of the application fee.
9. International students applying for study programmes offered in English shall submit the following documents:
 - a. The Application Form in accordance with ANNEX 1.
 - b. A copy of the upper secondary school diploma and academic transcript, legalized/apostilled and officially translated into Albanian or English, for first-cycle (Bachelor) programmes.
 - c. A copy of the first-cycle (Bachelor) diploma and academic transcript, legalized/apostilled and officially translated into Albanian or English, for second-cycle (Master) programmes.
 - d. A copy of a valid passport and two (2) passport-sized photographs.
 - e. Proof of payment of the application fee (bank receipt or payment voucher) in accordance with ANNEX 2.
 - f. A certificate of English language proficiency (TOEFL, IELTS, or an equivalent qualification), where applicable, or any other evidence of language proficiency required by the respective study programme.

Article 6

Application Procedures

1. Applications from all international students may be submitted:
 - a. *In person* – to the Academic Secretariats of the respective faculties;
 - b. *Online* – by:
 - email to apply@univlora.edu.al; or
 - through the official University of Vlora website,using the Application Form provided in ANNEX 1.
2. Application deadlines and application forms shall be published annually on the official website of the University of Vlora and made available through the academic units and the Office of International Relations.



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3. Applicants to English-language study programmes shall submit all documents required under *Article 5*, paragraph 9, including the application form, certified and officially translated copies of diplomas and transcripts, passport, passport photographs, proof of payment of the application fee, and proof of English language proficiency (TOEFL, IELTS, or an equivalent qualification).
4. Payment of the Application Fee
The application fee for international study programmes may be paid by one of the following methods:
 - a. Through the Albanian Postal Service or any second-level commercial bank to the bank account of the University of Vlora "Ismail Qemali";
 - b. By bank transfer to the University of Vlora "Ismail Qemali" bank account.The payment shall be made in accordance with the payment form provided in ANNEX 2.

Article 7

Selection of Successful Applicants

1. The selection of successful international applicants for admission to the University of Vlora shall be conducted in two stages:
 - a. Verification of the authenticity of the documents submitted by applicants;
 - b. Selection of successful applicants.
2. The verification of the authenticity of submitted documentation shall be carried out by the *International Documentation Verification Committee*, established at the institutional level by the Rector of the University of Vlora and composed of:
 - a. Vice Rector for Academic Affairs – Chair;
 - b. Representative of the Curriculum and Statistics Office – Secretary;
 - c. Representative of the Office of International Relations – Member;
 - d. Representative of the Career, Student Services and Alumni Office – Member;
 - e. Representative of the Legal Office – Member.
3. The Committee shall review all documentation submitted in both hard-copy and electronic form. For the purpose of verifying authenticity, it may consult the relevant competent authorities outside the University.
4. Where deficiencies or missing supporting documents are identified, the Committee Secretary shall contact the applicant electronically and request the submission of the additional documentation.
5. Applications deemed authentic and compliant with the required procedures shall be forwarded to the respective academic units for further processing.
6. A *Selection Committee for International Students* shall be established at the department level, proposed by the Head of the Department and approved by the Dean of the respective faculty.



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7. Upon receipt of the applications verified as authentic by the International Documentation Verification Committee, the Selection Committee shall rank applicants according to the criteria established in advance by the department offering the study programme.
8. Applicants shall be ranked and selected on the basis of:
 - a. Admission criteria established for international students within the respective study program;
 - b. Academic merit and previous educational achievements;
 - c. Language proficiency required by the study programme;
 - d. Programme capacity and the number of available places.
9. The Committee's decision shall be submitted to the Rector of the University of Vlora who, after confirming through the Vice Rector for Academic Affairs that the selection procedures have been correctly implemented, shall forward the final list of successful applicants to the respective academic units for the continuation of the admission process.

Article 8

Publication of Results and Enrollment of Successful Applicants

1. The final list of admitted applicants, identified by their Applicant Identification Number (Applicant ID), shall be published on the official website of the University of Vlora (www.univlora.edu.al) and on the University's official notice boards, in accordance with the applicable legislation on the protection of personal data.
2. In the case of online applications, applicants may also be notified electronically of the outcome of their application by the academic support staff responsible for administering the University's application email accounts.
3. Applicants may enroll in only one study programme for which they have been admitted.

Article 9

Enrollment Procedure

1. An applicant admitted to a first-, second-, or third-cycle study programme shall have the right to commence studies in the first academic year of the respective programme, provided that they complete enrollment at the faculty Academic Secretariat and pay the applicable tuition fee within the prescribed deadlines. Failure to do so shall result in the permanent loss of the right to enroll.
2. Upon enrollment in a study programme offered by the University of Vlora, the international student shall sign a bilateral study agreement with the respective faculty offering the programme, specifying the rights and obligations of both parties throughout the period of study at the University.
3. An applicant whose academic qualifications have been officially recognized by the Educational Services Center (ESC) shall acquire student status upon enrollment at the Academic Secretariat, fulfillment of all required obligations, and issuance of the enrollment certificate.



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4. An applicant whose academic qualifications are still undergoing the recognition process at the Educational Services Center (ESC) shall be enrolled as a **"provisional student"** and shall acquire full student status only after the recognized academic documentation and official registration (matriculation) have been issued by the ESC. The student's financial obligations towards the University shall commence only upon obtaining full student status.
5. Students shall register for the relevant courses each semester in accordance with the faculty's academic regulations and semester course schedule, while respecting the deadlines and procedures established by the University of Vlora.

CHAPTER III
TUITION FEES AND FINANCIAL OBLIGATIONS

Article 10
Tuition Fees

1. At the beginning of each academic year, every student shall enroll for the following academic year at the Faculty Academic Secretariat during the month of October and shall pay the applicable tuition fee for that academic year.
2. Failure to fulfill financial obligations shall result in the penalties provided for under the internal regulations of the University of Vlora.
3. An exception shall apply to students enrolled as *provisional students*, who shall begin paying tuition fees only after acquiring full student status.
4. Tuition fees shall be published annually on the official website of the University.

Article 11
Scholarships and Financial Support

1. Students enrolled in professional study programmes, first-cycle study programmes, integrated study programmes, as well as students from socially disadvantaged categories who meet the eligibility criteria established in the relevant secondary legislation, shall be entitled to scholarships financed through the Student Support Fund in accordance with the amounts determined by *Council of Ministers Decision No. 39, dated 23 January 2019*.
2. Students shall apply for scholarships in accordance with the eligibility criteria established by the above-mentioned Decision of the Council of Ministers, by submitting the required supporting documentation either at the time of enrollment at the public higher education institution or at the time they become eligible under the Decision.
3. Within fifteen (15) days from the receipt of the application and supporting documentation, the respective faculty shall carry out the necessary verification procedures, in cooperation with the competent institutions legally responsible for



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confirming the submitted documentation, and shall forward the application to the Board of Administration for review and approval.

4. The Board of Administration shall examine the applications and decide on the awarding of scholarships to eligible students within thirty (30) days from the date on which the application is submitted by the student.

CHAPTER IV
STUDENT VISA AND RESIDENCE PERMIT

Article 12

Application for and Issuance of a Student Visa

1. Following admission to the University of Vlora "Ismael Qemali", the international applicant shall apply for a student visa through the Electronic Visa System (E-Visa) and shall subsequently appear in person at the competent Albanian consular office or, where applicable under bilateral or multilateral agreements, at the diplomatic missions designated for this purpose.
2. The applicant shall hold a passport valid for at least three (3) months beyond the expiry date of the requested visa and containing at least two blank pages for visa stamps.
3. A student visa shall be issued only after completion of the application assessment procedure by the competent authorities, in accordance with the joint instructions of the Ministry for Europe and Foreign Affairs, the Ministry responsible for Public Order, and the State Intelligence Service, as provided by the applicable legislation.
4. Students granted a student visa may enter the Republic of Albania and commence the University enrollment process after confirmation of their legal residence status.

Article 13

Residence Permit for International Students

1. International students entering and residing in the Republic of Albania for study purposes at public or private educational institutions recognized by the Albanian State shall be entitled to apply for a residence permit in accordance with the applicable legal provisions.
2. International students admitted to the University shall initially be issued a residence permit valid for a period not exceeding one (1) year. The permit may subsequently be renewed annually until the completion of their studies, educational programme, or professional training.
3. Documentation issued in the student's country of origin and/or the country of previous lawful residence shall be translated into Albanian, authenticated, and legalized in accordance with the applicable international agreements.
4. Students shall provide proof of admission to the University and demonstrate sufficient financial means to cover their living expenses during their studies. Proof of financial



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means may include a bank deposit certificate, personal or family funds. For international students, other acceptable sources of financial support include grants, scholarships, valid employment contracts, or job offers, provided that financial resources amount to at least ALL 300,000 per person for one academic year.

5. For the renewal of a residence permit, students shall provide evidence of satisfactory academic progress in accordance with the applicable legislation.
6. Students shall apply for a residence permit within thirty (30) days of entering the territory of the Republic of Albania or, where entry is visa-free, within the period of lawful stay. Applications for renewal shall be submitted within sixty (60) days prior to the expiry of the existing residence permit by completing the standard application form and submitting the required documentation in accordance with the relevant Decision of the Council of Ministers.
7. The application form shall include the student's personal information, nationality, passport details, educational qualifications, occupation, marital status, purpose of stay, financial resources, reasons for the intended stay, and details of any motor vehicles registered outside the Republic of Albania, where applicable.
8. The competent Border and Migration Authorities shall examine applications for the issuance or renewal of residence permits. Where the submitted documentation is incomplete or does not satisfy the legal requirements, the competent Regional Border and Migration Authority shall notify the student of the deficiencies and request that they be remedied within thirty (30) days, thereby suspending the examination procedure until the required documentation is provided.
9. Upon acceptance of the application, the student shall be issued a temporary residence permit, which shall fully replace the validity of the residence permit under application until the final permit is issued. The temporary permit shall be surrendered upon collection of the final residence permit. The format of the temporary permit shall be approved by a Decision of the Council of Ministers.

CHAPTER V

WELCOME COMMITTEE FOR INTERNATIONAL STUDENTS

Article 14

Purpose of the University Welcome Committee

The University of Vlora Welcome Committee aims to facilitate the academic, cultural, and social integration of international students by providing practical assistance and a welcoming environment that enables them to adapt quickly to university and city life. The expected outcomes include:

- Increased satisfaction of international students;



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- Faster and more effective academic and social integration;
- Enhancement of the international reputation of the University of Vlora;
- Increased number of international applications.

Article 15

Composition of the Welcome Committee

The Welcome Committee shall be established at the institutional level and shall consist of:

- Vice Rector for Academic Affairs (Chair);
- International Student Coordinator (Secretary);
- One academic staff representative from each department hosting international students;
- One academic support staff representative from each department hosting international students;
- Director of Academic Support Services;
- Director of the Office of International Relations;
- Representative of the Career, Student Services and Alumni Office;
- One student mentor from each faculty hosting international students;
- Representative of the Student Council.

The Committee shall be constituted with an odd number of members.

Article 16

Main Responsibilities

The Welcome Committee shall:

1. Develop and implement the orientation programme for international students.
2. Organize social and cultural activities, including excursions and integration events.
3. Coordinate the mentoring programme for newly enrolled international students.
4. Assist students in resolving practical matters, including accommodation, transportation, healthcare, and banking services.
5. Ensure effective communication between international students and the University's administrative and academic structures.
6. Monitor the experiences of international students and propose measures for continuous improvement.
7. Cooperate with other University offices on administrative and academic matters concerning international students.

Article 17

Functioning of the Committee

1. The Committee shall meet at least four (4) times during each academic year (September, November, February, and May).
2. Decisions shall be adopted by a majority vote of the members present.



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3. Minutes of meetings shall be maintained by the Committee Secretary and submitted to the Rector.

Article 18

International Student Coordinator

1. The International Student Coordinator shall be responsible for managing all matters related to the admission, integration, and support of international students at the University of Vlora "Ismail Qemali".
2. The Coordinator shall also serve as the Technical Secretary of the Welcome Committee and shall:
 - a. Maintain continuous communication between international students and the University's administrative and academic structures;
 - b. Prepare and distribute orientation guides and informational materials in English and other languages, as necessary;
 - c. Organize orientation activities in cooperation with the other members of the Committee;
 - d. Provide practical assistance on administrative, legal, and social matters affecting international students, including accommodation, residence permits, health insurance, and related issues;
 - e. Maintain accurate records of all international students and submit periodic reports to the Rectorate concerning their status and needs;
 - f. Cooperate with the relevant University offices and with public and private institutions on matters concerning the welfare of international students.
3. The International Student Coordinator shall be appointed by the Rector and shall report directly to the Rector or to the Vice Rector for Academic Affairs.

Article 19

International Student Support Package

The University of Vlora "Ismail Qemali" may provide the following support services to applicants admitted as international students:

1. Assistance in preparing the documentation required for the recognition and equivalency of academic qualifications through the Educational Services Center (ESC).
2. Assistance in completing the University enrollment procedures.
3. Individual orientation sessions introducing students to the study programmes, the University's website, internal information and communication systems, and University facilities.
4. Individual orientation sessions introducing students to accommodation facilities and to the city of Vlora.



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CHAPTER VI
ACCOMMODATION AND STUDENT SERVICES

Article 20

Financial Resources for International Students

1. International students shall provide proof of admission to the University where they intend to pursue their studies and demonstrate that they possess sufficient financial resources to support their stay in the Republic of Albania throughout the duration of their studies.
2. Proof of financial resources may include:
 - a. A bank deposit certificate issued by a licensed commercial bank;
 - b. Personal or family financial resources;
 - c. Other acceptable sources of funding, including grants, scholarships, valid employment contracts, or job offers.
3. The minimum financial resources required shall be ALL 300,000 per person for one academic year, in accordance with the applicable legislation, to ensure adequate coverage of living expenses.
4. All submitted documentation shall be complete, valid, and, where required, officially translated into Albanian and legalized in accordance with the applicable legislation and relevant international agreements.
5. The competent authorities may request additional information or supporting documentation in order to verify the sufficiency of the student's financial resources.

Article 21

Campus Services

1. International students shall have access to the University's libraries, laboratories, sports facilities and counselling services.
2. International students may be accommodated in the Student Residence Halls upon presenting proof of enrollment at the University and paying the applicable accommodation fee.



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CHAPTER VII
RIGHTS AND RESPONSIBILITIES

Article 22

Rights of International Students

1. Upon enrollment at the University and acquisition of student status, international students shall enjoy the same rights as domestic students, as provided for in the University Statute, the University's Internal Regulations, the Regulation on Personal Data Protection, and all other applicable legal and secondary legal acts safeguarding students' rights in the Republic of Albania.
2. International students shall have the right to equal access to education, academic resources, laboratories, libraries, information technology facilities, and all student and sports activities offered by the University.
3. International students shall have the right to participate fully in student life, including student governance, student organizations and associations, as well as the University's cultural, academic, and scientific activities.
4. The personal data of international students shall be protected in accordance with the applicable legislation and data protection standards.
5. The University shall guarantee international students the right to receive complete, accurate, and timely information regarding academic procedures, student services, and institutional support.
6. International students shall have access to support services, including academic orientation, psychological counselling, assistance with visa and residence permit procedures, and services facilitating their social and cultural integration.

Article 23

Responsibilities of International Students

International students shall be required to:

- a. *Comply with the Law.* Respect the legislation of the Republic of Albania and the standards governing the University community.
- b. *Comply with University Regulations.* Observe the University Statute, the University's Internal Regulations, this Regulation, faculty regulations, and all other internal legal acts of the University of Vlora.
- c. *Maintain Academic Integrity.* Uphold the principles of academic honesty and comply with examination regulations, avoiding plagiarism, cheating, and all other forms of academic misconduct.
- d. *Fulfil Academic Requirements.* Attend classes and laboratory sessions, complete all course requirements, and maintain the minimum academic progress required under the applicable curricula.



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- e. *Complete Semester Registration.* Register for courses each semester in accordance with the deadlines and procedures established by the respective faculty.
- f. *Submit Accurate Documentation.* Provide complete, accurate, and authentic documentation within the prescribed deadlines. The submission of false, forged, or invalid documents is strictly prohibited.
- g. *Meet Financial Obligations.* Pay tuition fees and all other financial obligations to the University within the established deadlines and according to the applicable procedures.
- h. *Maintain Legal Residence Status.* Ensure the continued validity of their visa and/or residence permit, comply with the conditions attached thereto, and promptly notify the University of any changes to their legal status, residential address, or contact information.
- i. *Respect Data Protection Rules.* Comply with personal data protection regulations and respect the privacy rights of other members of the University community in accordance with applicable legislation.
- j. *Observe Standards of Conduct and Ethics.* Respect the principles of equality, non-discrimination, mutual respect, and human dignity within the University community. Any form of violence, harassment, intimidation, or degrading conduct is prohibited.
- k. *Use University Facilities Responsibly.* Make responsible use of the University's libraries, laboratories, equipment, and facilities, safeguard University property, and return borrowed materials in accordance with the applicable regulations.
- l. *Comply with Accommodation Rules.* Observe the regulations governing University housing and any off-campus accommodation arrangements provided or facilitated by the University.
- m. *Use Information Technology Resources Responsibly.* Use the University's information and communication technology (ICT) systems in accordance with the applicable policies and refrain from any unlawful activity or conduct that may compromise information security.
- n. *Carry Student Identification.* Carry the University Student Identification Card and present it upon request by the University's authorized personnel.
- o. *Follow Official Communications.* Regularly monitor the University's official communication channels and use official University communication platforms for academic and administrative matters.
- p. *Cooperate with University Authorities.* Respond when requested by academic or administrative units and cooperate in institutional processes, including surveys, verification procedures, and disciplinary proceedings.



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CHAPTER VIII
ACADEMIC CONDUCT AND DISCIPLINE

Article 24

Academic Integrity

1. International students shall uphold the principles of academic honesty and integrity as fundamental elements of the educational process.
2. Students shall refrain from all forms of plagiarism, falsification, cheating, or misappropriation of the work of others in assignments, projects, theses, dissertations, and any other academic activity.
3. During examinations and assessment procedures, students shall comply with the rules established by the University, including, but not limited to, the prohibition of unauthorized materials, unauthorized communication or assistance, and adherence to the instructions issued by academic staff.
4. Every academic work submitted by a student shall be original and prepared independently, except where collaborative work is expressly required or authorized by the course instructor.
5. Students shall comply with the relevant provisions of the University Statute, the University's Internal Regulations, and all other applicable legal and regulatory acts governing academic integrity.
6. Any violation of academic integrity shall constitute a disciplinary offence and shall be subject to disciplinary measures in accordance with this Regulation and the applicable legislation.

Article 25

Disciplinary Offences and Sanctions

1. Any act committed by an international student that violates the dignity or rights of academic staff, administrative personnel, or fellow students, or that is contrary to ethical standards or University regulations, shall constitute a disciplinary offence. Such offences include, but are not limited to:
 - a. Cheating or copying during examinations or other assessment activities;
 - b. Plagiarism or the improper use of academic work;
 - c. Forgery or falsification of official documents;
 - d. Inappropriate conduct that compromises the order, safety, or reputation of the University;
 - e. Repeated violations of the University's Internal Regulations or the Code of Ethics.
2. Depending on the nature and seriousness of the offence, the following disciplinary sanctions may be imposed:
 - a. Written warning;
 - b. Mandatory University service performed on University premises;



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- c. Suspension from studies and University activities for a specified period, not exceeding one academic year;
 - d. Permanent expulsion from the University.
3. The disciplinary sanctions referred to in points (a) and (b) of paragraph 2 of this Article shall be proposed by the Head of the Department, supported by a written justification, and shall be approved by the Dean of the respective faculty.
4. The disciplinary sanctions referred to in points (c) and (d) of paragraph 2 of this Article shall be proposed by the Head of the Department, supported by a written justification, forwarded by the Dean of the respective faculty, and submitted for final approval to the University Ethics Council.
5. Disciplinary measures shall be imposed by the competent University authorities in accordance with the powers assigned under the University Statute, the University's General Regulations, and the Code of Ethics.
6. Decisions imposing disciplinary sanctions shall be communicated officially to the international student, who shall be guaranteed the right to appeal in accordance with the applicable procedures.

CHAPTER IX
GRADUATION

Article 26
Graduation

Upon successful completion of the study programme, an international student shall have the right to graduate in accordance with the provisions of the University's Internal Regulations, either by defending a graduation thesis or by passing a comprehensive final examination, as required by the respective study programme.

Article 27

Issuance of Diplomas, Certificates, and the Diploma Supplement

1. Upon successful completion of a study programme, the international student shall be awarded the relevant diploma or certificate issued by the University of Vlora "Ismael Qemali" or, in the case of joint or double degree programmes, by the partner higher education institution, in accordance with the applicable agreement.
2. Diplomas awarded upon completion of first-cycle, second-cycle, and third-cycle Executive Master programmes shall be accompanied by a Diploma Supplement.
3. The Diploma Supplement shall provide a detailed description of the nature, level, content, and learning outcomes of the completed studies, together with information concerning the corresponding professional qualifications and employment opportunities. The format and



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content of the Diploma Supplement shall be determined by the University's regulations in accordance with the instructions issued by the Ministry responsible for Higher Education.

4. In the event of the loss or damage of the original diploma, the University of Vlora "Ismael Qemali" shall not issue a duplicate diploma. Instead, the University may issue an official certificate of equivalent legal value containing the name of the University, the original diploma number, the date of issuance, the study cycle, and the study programme completed.

CHAPTER X
FINAL PROVISIONS

Article 28

Entry into Application

1. This Regulation shall enter into force immediately upon its approval by the Academic Senate of the University of Vlora and shall be binding upon all parties concerned.
2. Any amendment or supplement to this Regulation shall be adopted by decision of the Academic Senate of the University.
3. Matters not expressly regulated by this Regulation shall be governed by the applicable legislation and the University's internal legal acts.
4. Procedures established by secondary legislation, including those relating to student visas, residence permits, and other administrative matters, shall automatically be deemed amended whenever the relevant legal provisions are amended.
5. This Regulation shall be published in both the Albanian and English languages on the official website of the University of Vlora.

ANNEXES (Operational Documents)

ANNEX 1 – Application Form

ANNEX 2 – Tuition Fee Schedule and Payment Instructions

ANNEX 3 – Orientation Handbook and Guide for International Students

ANNEX 4 – Applicant's Personal Declaration

ANNEX 5 – Individual Study Agreement between the International Student and the Faculty Offering the Study Programme