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### **Article 1 Student Exchange**

Epoka University has established academic partnership agreements with some of the most reputable and internationally recognized universities. These partnerships are established to further the mutual interests and to foster and develop cooperation between institutions especially in respect of internationalization. Parallel to the cooperation in the promotion and facilitation of teaching, research and other activities, Epoka University maintains a number of student exchange agreements in order to offer its students the opportunity to study abroad as part of their education.

### **Article 2 Requirements**

In order to carry out the student exchange programme, a mutual agreement should have been signed between Epoka University and the other higher education institution. Without this agreement, the student exchange programme will not take place.

### **Article 3 Process of Outgoing Students**


3.1 Any student of Epoka University is entitled to be considered as a candidate for the student exchange programme. The departments and the faculties have authority to make decision on who is allowed to use their entitlement.

3.2 If a student wants to be considered as part of the student exchange programme, the said student shall comply with the following requirements according to their respective cycle of studies:

#### *3.2.1 Students in the First Cycle or Integrated Second Cycle Study Programs*

3.2.1.1: The student should be in the second, third, fourth or - for students of integrated second cycle study programs - in the fifth academic year of his/her education or the student

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should have completed 60 ECTS and should not be following the final semester of his/her studies;

3.2.1.2 The student should have a CGPA of at least 2.40 out of 4.00;

3.2.1.3 The student should fill in the application (Outgoing Student Application Form) form, and submit the form together with the requested documents to the International Relations Office within the announced timeline;

### *3.2.2 Students in the Second Cycle Study Programs*

3.2.2.1: The student should be in the first semester of the Master of Science study program;

3.2.2.2: If the student is registered in the first semester, he/she should have a CGPA of at least 2.50 out of 4.00 in his/her Bachelor studies, if the student is in his second semester and following semester he/she should have a CGPA of at least 2.50 out of 4.00;


3.2.2.3: The student should fill in the application (Outgoing Student Application Form) form, and submit the form together with the requested documents to the International Relations Office within the announced timeline;

### *3.2.3 Students in the Third Cycle Study Programs*

3.2.3.1: The student should be in the first semester of the PhD study program

3.2.3.2: The student should fill in the application (Outgoing Student Application Form) form, and submit the form together with the requested documents to the International Relations Office within the announced timeline;

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3.2.4: The International Relations Office should ask permission from the respective Department of the student and from the Dean of Students Office;

3.2.5: The student should be approved by his/her Department and Faculty to go to the host university as an exchange student;

3.2.6: The Dean of Students Office should acknowledge the International Relations Office about their decision and assistance for the Student in the host country, if they would;

3.2.7: The student should be accepted by the host university;

3.2.8: The student should make the payment of his/her tuition fee before leaving Epoka University;

3.2.9: The Finance Office should inform the International Relations Office about the payment of the tuition fee by the student;

3.2.10: The International Relations Office should hand over all requested documents for the host university to the student, and then the student will go to the host university;


3.2.11: The host university will inform the International Relations Office on the student’s registration and beginning of his/her education at the host university;

3.2.12: The host university will send the student’s transcripts to the International Relations Office by post and e-mail;

3.2.13: The International Relations Office asks the departments to transfer the credits (modules) of the student to the Epoka University system as what their marks are; and inform the student’s arrival to the department.

**Article 4 Process of Incoming Students**

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3.1. Any student of higher education institutions who have agreement with Epoka University is entitled to be considered as a candidate for the student exchange programme. The departments and the faculties of Epoka University have authority to make decision on who is allowed to use their entitlement.

3.2. If a student wants to be considered as part of the student exchange programme, the said student should comply with the following requirements:

3.2.1: The student should be in the second, third, fourth or - for students of integrated second cycle study programs - in the fifth academic year of his/her education;

3.2.2: The student should have a CGPA of at least 2.40 out of 4.00;


3.2.3: The student should have the required level of English such as IELTS: at least 5.5 in each component or TOEFL: at least 82 or any other internationally recognized English Language Certificate as recognized by the Ministry of Education and Science of the Republic of Albania which have an equivalent level of English proficiency as requested by IELTS or TOEFL;

3.2.4: The student should fill in the application (Incoming Application Form) form, and submit the form together with requested documents to the International Relations Office within the announced timeline;

3.2.5: The International Relations Office should ask permission from the department and the faculty where the student has applied and from the Dean of Students Office;

3.2.6: The student should be approved by the department and faculty where he/she has applied in order to able to come to Epoka University as an exchange student;

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3.2.7: The Dean of Students Office should acknowledge the International Relations Office about their decision and assistance for the student in the Albania, if they would (for accommodation etc);

3.2.8: The student should have been accepted by Epoka University and should have received an acceptance letter from the International Relations Office;

3.2.9: The student should make the payment of his/her tuition fee at his/her higher education institution, before coming to Epoka University;

3.2.10: The International Relations Office should receive by the student all requested documents in hard copies from the home university, and then the student will register in the department he/she has applied to;

3.2.11: The Registrar’s Office should inform the International Relations Office on the registration of the incoming exchange student;


3.2.12: The International Relations Office will inform the home university on the student’s registration and beginning of his/her education at Epoka University;

3.2.13: Epoka University will send the student’s transcripts to the home university by post and e-mail.

**Article 5 Student Exchange Period**

5.1: The student exchange programme has duration of one semester. If Epoka University or the other higher education institution would like to extend this period, the duration of the student exchange will be two semesters. In this case, the student should be registered at Epoka University each semester and notify his/her chosen courses to the relevant departments.

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5.2: Students can be sent to higher education institutions abroad for a semester or two through exchange programs based on agreements between Epoka University and international higher education institutions. Meanwhile the student shall remain registered, and this shall be deemed to have completed part of his overall education at Epoka University.

### **Article 6 Education Programs**


In the event that any student has not been able to complete the normal course load due to being exempted from some courses, not being able to pass prerequisite courses, having used the semester leave, or being in a position to participate in the international exchange programs, then the student can be given courses from two following semesters by the decision of the Faculty Administrative Board. But the total course load within the semester cannot exceed the normal course load. He/she can continue to add the courses with no prerequisites, unsuccessful courses or courses never taken during previous semesters.

### **Article 7 Grades, Examinations and Achievement**

7.1: Exchange students may take a combination of courses, provided that they meet the prerequisite(s) specified for each course. The courses must always be approved by Epoka University.

7.2: The student is given grade what he/she has got from the host institution. If their chosen courses/modules' code are not available at Epoka University, upon the proposal by the head of the respective department and subject to approval of the respective Faculty Administrative Board, the equivalence with respect to previously chosen courses/module before leaving for the student exchange programme should be designated.

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7.3: Concerning subjects taken during exchange study programs, upon proposal by the respective department, the respective Faculty Administrative Board decides on the equivalence of credits and grades received in these subjects.

### **Article 8 Other Rules**

8.1: The student should comply with the host university rules and regulations during his/her study period. If the student violates any rules and regulations of the host university, and has been disciplined and punished, these will be added on his/her file as committed offences at Epoka University.

8.2: If any exchange student will not return to Epoka University after completing the student exchange programme, the student exchange period will be added on the absence from the Epoka University and this will be considered a termination of his/her enrolment.

8.3: If any exchange student commits any crime during the exchange program, Epoka University is not responsible for this crime; and Epoka University treats this student as having committed a crime in Albania too.

### **Article 9 Student’s Acknowledgment of Responsibilities**


Epoka University students who will attend student exchange programs should properly read and sign the Declaration as provided in Attachment 1.

### **Article 10 Declaration by Course Coordinator**

Epoka University Course Coordinators should properly read and sign the Declaration as provided in Attachment 2.

### **Article 11 Student Declaration and Agreement**

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Epoka University students who will attend student exchange programs should properly read and sign the Declaration and Agreement as provided in Attachment 3.

### **Article 12 Application Deadline**

There are two application deadlines for participation in exchange programs. The one for the fall-term starts on 1 April till 15 May. The other is for the spring-term which starts on 1 November till 10 December. These deadlines can be changed and announced by the International Relations Office.

### **Article 13 Entry into force**

This regulation enters into force after the acceptance by the Senate and the approval by the Higher Board.

### **Article 14 Implementation**

The implementation of this regulation is ensured by the Rector of Epoka University.


### **Attachment 1**

9.1 I acknowledge that Epoka University does not warrant that the host country is a safe and suitable country for overseas travel and that my decision to travel to a particular country or region is a personal one. I acknowledge that it is recommended that I should call the Albanian Embassy or the Embassy of my home country in that country (or other appropriate body) for the latest travel advice.

9.2: Upon arrival in the host country, I acknowledge that I should register with the Albanian Embassy/Consulate or the Embassy/Consulate of my home country nearest to me so that immediate contact can be made if an evacuation or immediate communication is required.

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9.3: I understand that my participation in this program and associated travel is my sole responsibility and I assume all financial responsibility, including debt, arising from such circumstance. I acknowledge that I will attend the Pre-Departure briefing offered by Epoka University and agree to follow any relevant directive issued by the Albanian/my home country’s Embassy or other Albanian /my home country Government representative in the host country.

**Attachment 2**

10.1: I agree that, upon receipt of a transcript indicating successful completion of the subjects from the host university listed above, transfer credits can be granted for Epoka University subjects I have identified as equivalents.


10.2: I have reviewed the description of subjects at the host university provided to me, and where they have prerequisites, I believe that the student’s previous studies are likely to have provided an appropriate preparation to undertake those subjects.

10.3: I agree that, if the student is unable to take the proposed subjects, I will consider granting transfer credits for the subjects actually undertaken after I am shown a description of those subjects.

**Attachment 3**

11.1: I wish to be considered for entry to the International Exchange Program, and declare that all the information submitted on this application form is correct and complete and that I have provided certified copies of the documents indicated in the checklist.

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11.2: I acknowledge that the provision of false or misleading information may result in non-acceptance of this application or immediate exclusion from the International Exchange Program.


11.3: I understand and accept that I must comply with the academic rules and regulations in place at the Partner Institution and the laws applicable in the host country at all times and that any failure to do so may result in my exclusion from the Exchange Institution or expulsion from the host country.

11.4: I understand that I am responsible for the costs of travel, insurance, living and any additional host university expenses. I understand that I must also pay full tuition fees while I am on exchange.

11.5: I have obtained and will maintain for the duration of my enrolment with the University adequate health and travel insurance coverage and I agree to indemnify Epoka University for any expenses, losses, damages and costs that I may sustain or incur as a result, whether directly or indirectly, of any action arising from any failure by myself to obtain or maintain adequate health and travel insurance coverage. Where health insurance must be purchased from and is a mandatory component of my enrolment at my host university.

11.5: I agree that Epoka University and its staff are not to be held accountable for any injury or loss. I may suffer when I am acting or travelling independently before and/or after the Program. I also agree that I am responsible to ensure that my travel and medical insurance covers me for the total period of my travel including any independent travel before and/or after the Program.

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11.6: I understand that it is my responsibility to negotiate and obtain approval from Epoka University for obtaining academic credit for any course or subjects completed at the Exchange Institution.

11.7: I understand that the collection of information in this form is for the purposes of the International Exchange Program and is protected by the Privacy and Personal Information Protection. The information collected will be used to determine my eligibility for the International Exchange Program and financial assistance associated therewith. I understand that this information will be stored at the International Relations Office and will be kept for the appropriate legal time limit and then destroyed.

11.8: If accepted for exchange, I expressly consent to Epoka University providing personal information about me to the Exchange Institution at any time including details from this application form and my results or academic transcript in courses or subjects for which I am enrolled.

11.9: I understand that Epoka University will not be liable in any way for injury, sickness or damage that I may suffer during my participation in the Exchange Program and/or resulting from the travel arrangements and any other related or incidental activities during this program.

11.9: I have sought and obtained appropriate advice on my responsibilities as set out in this declaration.

11.10: I understand that this Agreement cannot be modified or amended except in writing by Epoka University.

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