

RULES OF ADMISSION TO MYKOLAS ROMERIS UNIVERSITY FIRST CYCLE (BACHELOR'S) STUDIES IN 2015

1. Rules of Admission to Mykolas Romeris University (hereinafter – the University or MRU) Bachelor's Studies in 2015 target persons with at least secondary education and willing to study in the first cycle (bachelor's) studies. Study programme and awarded qualification degree:

Table 1

Study programme	Programme code via LAMA bpo	Form and length of studies		Awarded qualifications
		FT	PT	
<i>Faculty of Economics and Finance Management</i>				
Finance Economics		3.5	5	Bachelor of Economics
Finance Accounting		3.5	5	Bachelor of Accounting
Law and Customs Activities		3.5	5	Bachelor of Law
Business Systems Creation and Management		3.5	5	Bachelor of Business
<i>Faculty of Politics and Management</i>				
English for Specific Purposes and the Second Foreign Language (French, German and Korea)		3.5	-	Bachelor of Philology
Organisations Management		3.5	5	Bachelor of Business and Management
Tourism Management and Heritage Protection		3.5	5	Bachelor of Management
International and Intercultural Communications		3.5	5	Bachelor of Communications
Translation and Proofreading		3.5	-	Bachelor of Translation
Public Administration		3.5	5	Bachelor of Public Administration
Public Politics and Management		3.5	5	Bachelor of Political Sciences
<i>Faculty of Social Technologies</i>				
Informatics and Digital Contents (joint study programme with Dongseo University, South Korea)		4	-	Bachelor of Informatics
Internet Management and Communication		3.5	-	Bachelor of Business and Management

Communication and Creative Industries		3.5	5	Bachelor of Communications
Psychology		3.5	-	Bachelor of Psychology
Social Work		3.5	5	Bachelor of Social Work, qualification of a social specialist
Social Pedagogy **		3.5	-	Bachelor of Pedagogy, qualification of a social educator
Social Communication and Mediation		3.5	5	Bachelor of Communications
Leisure and Entertainment Education		3.5	-	Bachelor of Education
Law and Penitentiary Activity		3.5	-	Bachelor of Law
Business Informatics		3.5	-	Bachelor of Informatics
<i>MRU Business and Media School</i>				
Finance Economics (English), joint study programme with Middlesex University		3.5	-	Bachelor of Economics (double diploma)
Business Informatics (English), joint study programme with Middlesex University		3.5	-	Bachelor of Informatics (double diploma)
<i>Faculty of Law</i>				
Law		3.5	5	Bachelor of Law
Law and Management		3.5	5	Bachelor of Law
<i>Faculty of Public Security (in Kaunas)</i>				
Law and Pre-trial Process		3.5	5	Bachelor of Law
Law and Police Activities*		3.5	-	Bachelor of Law
Law and State Border Guard*		3.5	-	Bachelor of Law
Police Activities*		4	-	Bachelor of Public Safety

Acronyms: FT – full time studies, PT – part-time studies.

* - referral from the Institution of Interior is required.

** - upon entrance an additional motivation test, organised by institution approved by the Ministry of Education and Science, must be taken.

2. Components of competitive score, additional scores, principles of forming competitive lines

2.1. Competitive score shall be made of four components laid down in Table 2, additional criteria and scores in Paragraph 2.3.

- *First component* - grade (achievements) of the first course unit of Matura or entrance examination;
- *Second component* – grade of the second course unit of Matura examination or annual grade;
- *Third component* - grade of the third course unit of Matura examination or annual grade;
- *Fourth component* – grade of Matura examination of Lithuanian language and literature;
- *Additional criteria* – scores of international or local Olympics, I-III places of competitions and assessment of motivation;
- *Additional grades* given by MRU shall be given to those entering non-state funded places.

Competitive grade components and weighted coefficients.

Table 2

Study programme	Matura examinations (first unit)	Weighted coefficients	Matura examination or annual grade for the unit (second unit)	Weighted coefficients	Matura examination or annual grade for the unit (third unit ***)	Weighted coefficients	Matura examination (fourth unit)	Weighted coefficients
Economics of Finance Economics of Finance (English) Finance Accounting Business Systems Development and Management Management of Organisations Online Management and Communication	Mathematics	0.4	History	0.2	Geography / foreign language / Information technologies or Biology	0.2	Lithuanian Language and Literature	0.2
Communication and Creative Industries Social Communication and Mediation International and Intercultural Communications	Lithuanian Language and Literature	0.4	Information technologies	0.2	History	0.2	Geography / foreign language or Mathematics	0.2
Law Law and Pre-trial Process Law and Management Law and Customs Activity Law and Penitentiary Activity Law and Police Practice Law and State Border Guard Police Practice	History	0.4	Mathematics or Information Technologies	0.2	Geography / foreign language / Information technologies or Mathematics	0.2	Lithuanian Language and Literature	0.2
Psychology	Mathematics	0.4	Biology	0.2	Geography / foreign language / Information technologies or History	0.2	Lithuanian Language and Literature	0.2

Public Administration Public Politics and Management Social Work	History	0.4	Mathematics or Information Technologies	0.2	Geography / foreign language / Information technologies or Mathematics	0.2	Lithuanian Language and Literature	0.2
Leisure and Entertainment Education Social Pedagogy *	Lithuanian Language and Literature	0.4	Mathematics or Information Technologies	0.2	Geography / foreign language / Information technologies or Mathematics	0.2	History	0.2
Business English and Second Foreign Language (French and German) Translation and Proofreading	Foreign language	0.4	History	0.2	Mathematics / Biology/ second (other) foreign language or Information Technologies	0.2	Lithuanian Language and Literature	0.2
Philosophy	History	0.4	Mathematics	0.2	Biology / foreign language or Information Technologies	0.2	Lithuanian Language and Literature	0.2
Business Informatics Business Informatics (English)	Mathematics	0.4	Information Technologies or Physics	0.2	History / Geography/ Information Technologies / Physics/ Chemistry/ Biology/ Mathematics or foreign language	0.2	Lithuanian Language and Literature	0.2

* - entrance to state-funded programmes of the field of education and development shall be subject to additional motivation test which is organized by the institution approved by the Ministry of Education and Science.

2.2. Formula of the competitive grade

2.2.1. Competitive grade shall be equal to the amount of competitive grades (scores), which shall be re-calculated (based on the Procedure for Drawing the Line for the Best Graduates of the Secondary Education Programme of 2015) and multiplied by weighted coefficients. Please find the calculation form of competitive grade at www.lamabpo.lt

2.2.2. The calculation of competitive grade shall be based on scoring scale of 0-10. Grades of state Matura examinations and entrance examinations in 100-points scale shall be divided by 10 and multiplied by a respective weighted coefficient indicated in Table 2, and then summed up. The received amount shall be added scores of additional criteria. Additional grades shall be added by MRU to those willing to enter non-state-funded places.

2.2.3. Upon collecting an equal number of scores, higher position in the competitive line will be taken by the entrant who:

- will have a bigger amount of grades in Matura examinations multiplied by weighted coefficients;
- higher score in Matura examination of the highest weighted coefficient.

2.2.4. Entrance to the study programmes of Business English and Second Foreign Language (French), Business English and Second Foreign Language (German), Translation and Proofreading shall require knowledge of English language. It will be possible to start learning the second foreign language upon entry or in the group of advanced students.

2.2.5. Either English, French or German may be selected as a foreign language during the studies.

2.3. Additional criteria and scores.

2.3.1. While entering to state-funded places:

- Additional scores shall be given based on the Procedure for Drawing the Line for the Best Graduates of the Secondary Education Programme of 2015 approved by the Ministry of Education and Science of the Republic of Lithuania (see Annex 5) via the General Admission.
- Entrants to the study programme of the study field of public security (Police Practice) having a score of at least 40 % of the highest score in that programme and having a referral of the Ministry of the Interior of the Republic of Lithuania shall be given additional 1.5 additional scores (
- Entrants to study programme Social Pedagogy and having passed the motivation test shall be given additional 0.5 or 1 score (an entrant with score 0 shall be allowed to participate in the competition to the above mentioned study programme).

2.3.2. While entering to non-state-funded places:

Additional scores given via the General Admission while entering to state-funded places are listed below. Additional scores upon completion of Mykolas Romeris University shall be given to the following students:

- Additional scores shall be given to persons entering study programmes of Law, Law and Management if they are winners of the 1st to 3rd positions of the Olympiad of the Young Lawyer's Academy or final works of 2013-2015: winners of the 1st position shall be added 1 score; winners of the 2nd position shall be added 0.7 of the score; winners of the 3rd position shall be added 0.5 of the score.
- Additional scores shall be given to persons entering study programmes of Economics of Finance, Financial Accounting if they are winners of the 1st to 3rd positions of the final works of the Young Financier's Academy of 2014-2015: winners of the 1st position shall be added 1 score; winners of the 2nd position shall be added 0.7 of the score; winners of the 3rd position shall be added 0.5 of the score.
- Additional scores shall be given to persons entering all study programmes if they are graduates of the Career Planning Academy of 2014-2015. Those who received a certificate of the first degree shall be added 0.7 of the score and those who received a certificate of the second degree shall be added 0.5 of the score.
- Additional scores shall be given to persons entering all study programmes if they are graduates of the Leader Academy of 2014-2015. Persons who received certificates shall be added 0.7 of the score.
- Additional scores shall be given to persons entering all study programmes if they are graduates of the Management Academy of 2014-2015. Persons who received certificates shall be added 0.7 of the score.
- Additional scores shall be given to persons entering study programmes of Public Policy and Management if they are graduates of the Young Politician's Academy of 2014-2015. Persons who received certificates shall be added 0.7 of the score.

- Additional scores shall be given to persons entering study programmes of Business English and Second Foreign Language (French or German), Business English and Second Foreign Language (German), Translation and Proofreading if they are graduates of the Young Philologist's Academy of 2014-2015. Persons who received certificates shall be added 1 score.
- Additional scores shall be given to persons entering the study programmes of Business Informatics, Informatics and Digital Contents if they are graduates of the Academy of Digital Contents. Persons who received certificates shall be added 0.7 of the score.
- Score (the highest one) for graduation of several academies is added once only. Additional scores for graduation of different academies are not added up.

2.3.3. Competitive score may be different while entering state-funded places and non-state-funded places of the same programme in MRU due to the awarding of additional scores to state-funded places.

2.3.4. If a person wants to receive additional scores while entering to non-state-funded places of programmes in MRU, he/she shall specify the fact about the application to additional scores in the non-state-funded places within the LAMA BPO database subject to availability of documents serving as a proof.

3. Execution of admission

Admission of persons is carried out following the procedure of admission of the Association of Lithuanian Higher Education Institutions for organization of general admission of 2015 (hereinafter – the Procedure of General Admission). Registration of entrants is carried out online only at www.lamabpo.lt, in the LAMA BPO information system.

3.1. Steps of the General Admission:

- Registration of entrants in the LAMA BPO information system, online only at www.lamabpo.lt
- Filling out of information about the entrant and Application of General Admission in the LAMA BPO information system (filled out by the entrant);
- Taking motivation test when entering the study programmes of pedagogical qualification;
- Uploading the Matura certificate and/or submitting documents to the unit of LAMA BPO ;
- Announcement of the General Admission results;
- Execution of admission by signing study agreements.

3.2. The admission of entrants shall be carried out in two stages:

- **General admission**
- **Additional admission.** Additional admission stage shall be organised in case after the stage of General Admission any free funds are available for payment of studies and in case any non-state funded places are available.

3.2.1. General Admission

- After the competition the entrant is offered one state-funded (hereafter – SF) or non-state-funded place with a study scholarship (hereafter –NSF/SS) and one non-state-funded (hereafter - NSF) place (if such has been specified by the applicant).
- The person invited to study can either accept the offer that satisfies his needs or take part in the other stage.

3.2.2. Additional Admission

Participation in the additional stage of admission is only allowed for the entrants who have submitted applications to participate in the General Admission:

- If an agreement on SF or NSF/SS studies has been concluded with the higher education institution, participation in the Additional Submission is allowed for NSF study place only.
- If agreement on NSF studies has been concluded with the higher education institution or if no invitation to study has been accepted, participation in the Additional Admission is allowed for both SF, NSF/SS and NFS study places.
- Up to 6 alternatives may be selected in the Additional Admission application.

3.3. Admission procedures

3.3.1. Submission of registration application, examination sessions and additional documents:

Table 3

PROCEDURES		DATE
Registration of applications to study in the university		From 01/06/2015 to 18/07/2015 5 p.m.
Motivation test to entrants to the pedagogics studies	Session	From 19/06/2015 to 08/07/2015
Additional session of entrance examinations and motivation tests (only for those who have not participated in the general session due to justified reasons)	Session	From 09/07/2015 to 10/07/2015
	Announcement of results	10/07/2015
Submission of the data of 2010–2014 Matura certificates and results of the main session of the Matura examinations of 2015 to LAMA BPO from the state databases.		Until 2015-07-13**
Submission of certificate of education acquired abroad and Matura certificates acquired until 2009 inclusive to the units of LAMA BPO		From 1/06/2015 to 18/07/2015 5 p.m.

** Results of additional session and appeals shall be provided until 18/07/2015.

3.3.2. Announcement of invitations to study and execution of admission

Table 4

PROCEDURES	DATE
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General admission (Part 1)	Announcement of invitations to study	23/07/2015 until 3 p.m.
	Concluding agreements with the persons invited to study and execution of admission	From 24/07/2015 to 28/07/2015
	Announcement of last available study places	29/07/2015
General admission (Part 2)	Announcement of invitations to study	29/07/2015 until 4 p.m.
	Concluding agreements with the persons invited to study and execution of admission	From 04/08/2015 to 06/08/2015
	Announcement of last available study places	07/08/2015

Additional admission	Provision of updated applications to study in universities	From 07/08/2015 to 10/08/2015
	Announcement of invitations to study	12/08/2015 until 5 p.m.
	Concluding agreements with persons invited to study and execution of admission	13 and 14 August 2015 until 4 p.m.

4. Entrance documents

4.1. Additional documents required while entering different study programmes during the General Admission

4.1.1. If an entrant selects one of the full-time study programmes of the **Law and State Border Guard, Law and Police Practice or Police Practice**, he/she must get a referral from the Institution of Interior (hereafter – IoI) (Table 5). IoI shall send the list of persons referred to study to the Admission Commission Group of the Faculty of Public Safety no later than until 17 July, 1.00 p.m. (Maironio str. 27, Kaunas).

4.1.2. In order to get a referral from the Institution of Interior **from 20 March to 15 June** (form of application to IoI for referral) one must do the following:

- Upon entrance to Law and Police Practice or Police Practice study programme a person must apply for the police unit by the place of residence (addresses) and submit an application for the referral. Here the person will be issued a reference for health-check at the Central Commission of Medical Experts (Žygimantų str. 8, Vilnius).
- Upon entrance to Law and State Boarder Guard study programme a person must apply for the State Border Guard district services (addresses) and submit an application for the referral. Here the person will be issued a reference for health-check at the Central Commission of Medical Experts (Žygimantų str. 8, Vilnius).

4.1.3. Persons invited to study in full-time studies of Law and State Border Guard, Law and Police Practice, Police Practice study programmes must sign a trilateral agreement pursuant to Article 9 of the Statute of Internal Service (Official Gazette, 2003, No. 42-1927).

4.2. Other documents

The following entrants must submit documents allowing to calculate the competitive score to the unit of LAMA BPO before the deadline for application submission during the General Admission:

- who have acquired secondary education till 2009 or earlier;
- who have acquired secondary education in foreign institutions;
- who have graduated from an International Baccalaureate Diploma programme;
- who have passed international foreign language examinations and request their results to be included into the calculation of competitive score.

Entrants have to register as users of the LAMA BPO information system (IS) before arriving to the unit of LAMA BPO.

5. Execution of admission to study in MRU

5.1. The persons invited to study or persons with notary authorization by them must sign the study agreement by non-qualified e-signature and execute the admission.

If the study agreement is not signed on time, the invitation to study shall be annulled.

5.2. The following must be present during the execution of admission:

- originals of Matura certificate and/or its supplements, or of another document certifying acquisition of secondary education (displayed);
- persons who have acquired education abroad shall submit documents on recognition of such acquired education in Lithuania (more details on education recognition at www.skvc.lt) (displayed).
- a receipt of registration fee paid to the bank account of MRU or certified copies of documents proving the right not to pay the registration fee (copies provided);
- copy of the personal data page of the passport or a copy of the personal ID (copy provided);
- documents certifying change of the surname if not all documents provided are issued with the same surname (copies provided);
- persons enrolled in full-time studies submit an application to grant residence in a dormitory (if needed). The application shall be supplemented with additional documents indicated in MRU web site.

5.3. In order to execute the admission, persons invited to study must arrive at the following location when signing an agreement on studies:

- Persons invited to study in the programmes: Law and Pre-trial Process, Law and Police Practice, Law and State Border Guard and Police Practice, must arrive to the FACULTY OF PUBLIC SAFETY in Kaunas, Maironio str. 27, on the dates specified in the Table 4.
- Persons invited to study in other programmes must arrive to the headquarters in Vilnius, Ateities str. 20 on the dates specified in Table 4.

5.4. Execution of admission upon arrival to the University:

- Upon arrival to sign the study agreement, students to be admitted or persons authorized by them address to the Admission Commission of the University and submit documents certifying personal identity, as well as in case of authorization, a notary approved authorisation documents.
- Member of the Admission Commission of the University in the electronic environment activates access to students enrolled or persons authorized by them to independently conclude an electronic study agreement by using login information provided to them, and to sign it with unqualified e-signature and execute the admission.

6. Registration fee and bank accounts

6.1. Persons invited to study shall pay the registration fee to **Mykolas Romeris University** account by indicating the code of payment – 101939, payer's code – personal identification code, to any of the following bank account:

- AB Swedbank bank No **LT85 7300 0100 0249 2590**;
- SEB bank No **LT95 7044 0600 0773 4526**;
- DNB bank No **LT16 4010 0424 0354 4858**.

6.2. Persons who have none of the parents or guardians and those who grew up at children's homes and were born in 1990 or later, also disabled persons of the first disability group (level of working capacity is 0-25 %) shall be exempted from the registration fee. Such persons must provide documents proving the right of exemption together with the application (copies provided).

6.3. Any other person is allowed to make payment in the name of the person invited to study, however, payment data must be indicated correctly.

6.4. In case of termination of the study agreement the registration fee is not refundable.

6.5. The fee may also be paid in the university with the help of internet banking or Foxbox terminal.

7. Tuition fees for bachelor's studies

Tuition fee for 2015 may be found at university website.

The tuition fee for the first semester of studies shall be paid within 15 days from the start of the semester.

The Head of the Faculty may allow to pay the tuition fee for the semester in instalments at the established payment schedule.

8. Addresses and telephone numbers of the Admission Commissions

Information on the admission procedure and studies at Mykolas Romeris University and consultations concerning selection of the study programme shall be provided:

- At the Admission Commission (in Vilnius, Ateities str. 20, and in Kaunas, Maironio str. 27),
- By telephone: (+370 5) 271 47 04, (+370 37) 30 36 47, e-mail: priemim@mruni.eu
- Website: <http://www.mruni.eu/lt/>.

9. Other information

9.1. Decisions concerning all cases not specified in the Admission Rules shall be taken by the Admission Commission appointed by the Order of the Rector.

9.2. Academic credits acquired in the higher education institutions may be included following the procedure for recognition of Academic credits.