

## **PROCEDURE FOR ADMISSION OF CITIZENS OF FOREIGN STATES TO MYKOLAS ROMERIS UNIVERSITY FIRST-CYCLE AND SECOND-CYCLE STUDIES FOR 2015**

### **I. GENERAL PROVISIONS**

1. Persons – citizens of the Republic of Lithuania, citizens of the European Union and of the European Economic Area, other foreigners with permission for permanent residence in the Republic of Lithuania and foreigners of Lithuanian origin, who have submitted a statement of the Lithuanian community in the country they come from confirming their Lithuanian origin – who have acquired education abroad shall be admitted following the procedure approved by Order No. V-551 of 28 March 2012 of the Minister of Science and Education of the Republic of Lithuania On the Approval of the Description of the Procedure for Competition of Persons who have Acquired Education in Foreign Institutions regarding Admission to State-Funded Study Places and on the Procedure of Scholarships.
2. Foreign citizens not indicated in Paragraph 1 of this Annex who have acquired education in Lithuania shall be enrolled as students paying a full tuition fee according to the Rules of General Admission of Students or the Rules of Admission of Students to Mykolas Romeris University (hereinafter – the University).
3. Foreign citizens who do not satisfy the criteria laid down in paragraphs 1 and 2 of the description of this Procedure shall be admitted to the University by competition to study at their own cost in accordance with the Procedure for Admission of Citizens of Foreign States to the University (hereinafter – the University) (hereinafter – the Procedure) unless co-operation agreements provide for otherwise.

### **II. ORGANISING THE ADMISSION OF CITIZENS OF FOREIGN COUNTRIES TO STUDIES AT MYKOLAS ROMERIS UNIVERSITY**

4. Foreign citizens may be enrolled to bachelor and master study programmes, if they have the required level of qualifications and satisfy the requirements set by the University for the programme they apply as specified in Annexes 1, 2, 3 and 4 of the Procedure.
5. Foreign citizens willing to study the programmes, the language of instruction of which is Lithuanian, must have the Lithuanian language proficiency level B1.  
Level B1 – the person who knows the language at this level shall be able to understand the main ideas and details of precise texts about familiar issues (encountered in public life, academic activities or work); be able to communicate in many expected daily life situations; be able to create a simple coherent text on ordinary or his/her specialty topics (in standard language); be able to describe experience and events, future plans, summarise reasons and explain opinions or plans<sup>1</sup>.
6. Citizens of foreign states willing to study the programmes, the language of instruction of which is English, must have the following English proficiency level:
  - 6.1. For bachelor studies – at least level B1 (following the Common European Framework of Reference for Languages approved by the Council of Europe<sup>2</sup>). Assessments of English language proficiency certificates equivalent to level B1: TOEFL Paper 477-510, TOEFL IBT 53-64, IELTS 4.5-5.0, PTE level 3;
  - 6.2. For master studies – at least level B2 (following the Common European Framework of Reference for Languages approved by the Council of Europe<sup>2</sup>). Assessments of English language proficiency certificates equivalent to level B2: TOEFL Paper 513-547, TOEFL IBT 65-78, IELTS 5.5-6.0.

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<sup>1</sup> Order No. V-551 of 28 March 2012 of the Minister of Science and Education of the Republic of Lithuania On the Approval of the Description of the Procedure for Competition of Persons who have Acquired Education in Foreign Institutions regarding Admission to State-Funded Study Places and on the Procedure of Scholarships (Official Gazette 2012, No 41-2002; 2012, No 68-3499).

<sup>2</sup> [http://www.coe.int/t/dg4/linguistic/cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/cadre1_en.asp)

7. In all cases a decision on the applicant's possibility of studying the relevant study programme shall be made by the Rector of the University following the Dean's recommendation based on the documents prepared by the Career Centre.
8. Having considered the documents of foreign citizens intending to study at their own cost, the Admission and Diploma Division shall draft an order of the Rector regarding the person's admission to the University.
9. Admission of foreign citizens to the study programmes offered by the University shall be effected after the applicant fulfils all requirements defined in the Procedure and for those entering to double-diploma study programme by competition the terms and conditions whereof are laid down by co-operation programmes regarding a specific programme upon completion of all the procedures listed below:
  - 9.1. Submission of the application to take part in the competition via international students' Online Admission platform (hereinafter – the Platform) within the time-limits specified in the Procedure.
  - 9.2. Payment of the application fee specified in the Procedure.
  - 9.3. Selection of the applicants meeting the programme requirements specified in Annex No. 1 to the Procedure.
  - 9.4. Payment of the tuition fee specified by the University following the Procedure for Administration of Payment of Tuition Fees and other Fees of the University<sup>3</sup> and Annex 3 of the Procedure.
  - 9.5. Order of the Rector regarding the admission of a foreign citizen to the University.
  - 9.6. Preparation of documents confirming the admission of a foreign citizen to the University:
    - 9.6.1. Letter of Admission;
    - 9.6.2. Application to issue a multiple visa D;
    - 9.6.3. The confirmation letter of the Tuition Fees payment;
    - 9.6.4. Letter on the accommodation in the *Student House* of the University;
  - 9.7. Dispatch of original documents attesting to the admission of a foreign citizen to the University to a student.

### III. SUBMISSION OF APPLICATIONS TO ALLOW PARTICIPATION IN THE ADMISSION

10. Participation in the competition for a study place shall be allowed after submission of the application of the prescribed form and the following required documents:
  - 10.1. Copies of the qualification document (certificate, diploma) and their annexes;
  - 10.2. Certificate issued by the Centre for Quality Assessment in Higher Education (hereinafter – CQAHE) on the assessment and recognition of qualification in Lithuania pursuant to Annex 4 of the Procedure. The documents necessary for the assessment and recognition shall be submitted by the applicant separately following the requirements of CQAHE.
  - 10.3. Valid certificate to attest the English language proficiency (TOEFL, IELTS, etc.) or to pass English language examination arranged by the University following the Procedure for Remote Electronic Examination of the University and the Procedure of English Language Proficiency Testing of Foreign Citizens of the University. Foreign citizens from countries the official language of which is English and foreign citizens who satisfy the requirements of the course delivered by the University in English shall not be required to submit the documents attesting to the proficiency of English.
  - 10.4. Copy of personal identity document certified by a notary or a relevant institution;
  - 10.5. Letter of financial guarantee from parents/sponsors to reflect their commitment to provide financial support to the future student during the period of his/her entire studies and an extract from the bank account of parents/sponsors about the income held.
  - 10.6. Payment confirmation of the Registration Fee of EUR 100. The fee shall be paid to the account LT857300010002492590 (**Account holder** - Mykolas Romeris University; address: Ateities str. 20, 08303 Vilnius, Lithuania; **Bank** Swedbank, AB; address: Konstitucijos ave. 20A, 03502 Vilnius, Lithuania; bank code 73000; SWIFT/BIC: HABALT22; payment code 101941), bank payment order shall state the name, surname and date of birth. The persons who studied at the University according to exchange programmes shall be exempt from the application fee.
11. All the documents shall be submitted either in Lithuanian or in English.

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<sup>3</sup> Council Resolution No. 1UT-7 of 19 December 2013 Amending Articles 53, 54 of the Procedure for Administration of Payment of Tuition Fees and other Fees and the Amounts of Tuition Fees approved by Resolution No 1UT-16 of 12 June 2013 of the University Council, supplementing Article 58 and Approving Tuition Fees by Study Fields, Cycles and Modes to Students Enrolled to Mykolas Romeris University from 2014.

12. An application shall be considered received (registered), when there are answers provided in the application form to the questions about personal details, acquired qualifications, other important data and at least one option is indicated.

13. Authorised persons who register the documents of entrants shall have a written notarised authorisation from the entrant.

14. In case not all or incomplete documents have been submitted, the application to take part in the competition shall be dismissed and the registration fee paid shall not be refunded.

15. Admission of applications shall be carried out within the time-limits laid down in the Procedure:

15.1. Foreign citizens shall submit documents to first-cycle or second-cycle study programmes within the following deadlines:

15.1.1. For the autumn semester (beginning on 1 October):

15.1.1.1. Citizens of EU Member States and the countries of the visa-free travel regime for entry into the Republic of Lithuania – by 15 August;

15.1.1.2. Citizens of the countries requiring visas for entry into the Republic of Lithuania where there are Embassies of the Republic of Lithuania – by 1 August;

15.1.1.3. Citizens of the countries requiring visas for entry into the Republic of Lithuania where there are no Embassies of the Republic of Lithuania – by 1 June;

15.1.2. For the spring semester (beginning on 1 February):

15.1.2.1. Citizens of EU Member States and the countries of the visa-free travel regime for entry into the Republic of Lithuania – by 15 December;

15.1.2.2. Citizens of the countries requiring visas for entry into the Republic of Lithuania where there are Embassies of the Republic of Lithuania – by 1 December;

15.1.2.3. Citizens of the countries requiring visas for entry into the Republic of Lithuania where there are no Embassies of the Republic of Lithuania – by 1 October;

15.2. Decisions on the admission of foreign citizens to selected programmes shall be made within 15 business days after the expiry of the announced final deadline for applications.

15.3. When necessary and requested by applicants, the Rector of the University can make decisions on the admission of foreign students in advance before the expiry of the time limit to submit documents on the referral of the Dean and based on the recommendations made by the Career Centre.

#### **IV. FUNDING OF THE STUDIES**

16. Foreign students shall be admitted to the **study places not funded by the state**. The tuition fee shall be approved by Mykolas Romeris University every year.

17. The tuition fee shall be paid following the Procedure for Administration of Payment of Tuition Fees and other Fees of the University<sup>4</sup> and Annex 4 of the Procedure.

18. Citizens of foreign states who have been referred to study in the University by International Alumni shall be subject to 5 per cent discount for a yearly tuition fee. The discount is applied only the case when the name, surname, study programme graduated from and year of graduation of the University Alumni is indicated in the application for admission to study form. The discount is not applied when the Alumni carries out an activity of attraction and consultation or international foreign students and has concluded an agreement on co-operation with the University.

#### **V. REGISTRATION OF FOREIGN CITIZENS TO STUDIES**

19. Before arrival the student shall inform the International students Office about his arrival and indicate the date, time and place of his arrival.

20. Foreign citizens shall arrive for studies not later than on:

20.1. 15 October for the autumn semester;

20.2. 15 February for the spring semester.

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<sup>4</sup> Resolution No IUT-16 of 16 June 2013 of the Council on the Approval of the Procedure for Administration of Payment of Tuition Fees and Other Fees and the Amounts of Tuition Fees for Study Years 2013/0214 per Study Fields, Cycles and Modes and Approval of Other Fees.

21. In case of failure to arrive until the above-referred time limit, all the documents issued by the University to obtain permission for temporary residence in the Republic of Lithuania and to get a multiple visa D shall lose their effect. This fact is reported to the agencies of the Republic of Lithuania in the foreign countries.

22. In cases when a group of 15 members is not formed in the first-cycle study programme, the University shall remain a right to suggest the following to the citizens of foreign states who have already arrived: an individual study schedule, combining studies with other groups or postponing the start of the studies until next semester.

## **VI. CONTACTS**

23. Foreign citizens who apply for studies of first-cycle or second-cycle programmes shall submit the documents necessary for admission procedures to the Career Centre, Room IV-214, Ateities str. 20, Vilnius, LT-08303, and by e-mail: [study@mruni.eu](mailto:study@mruni.eu).

## **VII. FINAL PROVISIONS**

24. Foreigners who have entered the University shall respectively obtain a permission for temporary residence in the Republic of Lithuania or a permission for temporary residence in the Republic of Lithuania issued by a Member State of the European Communities under the procedure prescribed by legal acts or shall hold permission for temporary residence in the Republic of Lithuania.

25. Foreigners shall sign a study agreement with Mykolas Romeris University which defines the rights and mutual obligations of the student and the higher education institution.

26. Admitted students shall be responsible and take care individually of all travel documents: passport, insurance and travelling expenses which are excluded from the tuition fee.

### Requirements for persons entering first-cycle study programmes

1. For entry to first-cycle study programmes:

1.1. The first-cycle study programmes offered in Lithuanian are specified in the Rules of Admission of Students to Mykolas Romeris University or in the Rules of General Admission of Students

([www.lamabpo.lt](http://www.lamabpo.lt)).

1.2. First-cycle study programmes held in other language than Lithuanian:

| Item No.   | Title of the study programme  | Language of studies | Length of studies | Required preparation for the programme                  | Awarded qualification degree |
|--|---|---------------------|-------------------|---|------------------------------|
| <b>Faculty of Social Technologies</b>                      |   |                     |                   |   |                              |
| 1.   | Informatics and Digital Contents (joint study programme with Dongseo University, South Korea) | English             | 4 years           | Secondary education (grade in Mathematics)              | Bachelor of Informatics      |
| 2.   | Psychology  | English             | 3.5 years         | Secondary education (grade in Mathematics)              | Bachelor of Psychology       |
| 3.   | Social Work   | English             | 3.5 years         | Secondary education (grade in History/Foreign language) | Bachelor of Social Work      |
| 4.   | Sociology   | English             | 3.5 years         | Secondary education (grade in Mathematics)              | Bachelor of Sociology        |
| <b>Business and Media School with Middlesex University</b> |   |                     |                   |   |                              |
| 1.   | Financial Economics, joint study programme with Middlesex University                          | English             | 3.5 years         | Secondary education (grade in Mathematics)              | Bachelor of Economics        |
| 2.   | Business Informatics, joint study programme with Middlesex University                         | English             | 3.5 years         | Secondary education (grade in Mathematics)              | Bachelor of Informatics      |
| <b>Faculty of Politics and Management</b>                  |   |                     |                   |   |                              |
| 1.   | Tourism Management and a Heritage   | English             | 3.5 years         | Secondary education (grade in History/Foreign language) | Bachelor of Management       |
| 2.   | English for Specific Purposes and the Second Foreign Language                                 | English             | 3.5 years         | Secondary education (grade in History/Foreign language) | Bachelor of Philology        |

### Requirements for persons entering second-cycle study programmes

1. For entry to second-cycle study programmes:
  - 1.1. The second-cycle study programmes offered in Lithuanian are specified in the Rules of Admission of Students to Mykolas Romeris University.
  - 1.2. Second-cycle study programmes held in other language than Lithuanian:

| Item No.   | Title of the study programme   | Language of studies | Length of studies | Required preparation for the programme   | Awarded qualification degree      |
|--|--|---------------------|-------------------|--|-----------------------------------|
| <b>Faculty of Social Technologies</b>                      |  |                     |                   |  |                                   |
| 1.   | Work and Organisational Psychology, joint study programme with Tallinn University of Technology        | English             | 2 years           | Bachelor of Psychology   | Master of Psychology              |
| 2.   | Social Work with Youth and Children, joint study programme with Riga Stradins University               | English             | 1.5 years         | Graduates of university bachelor's studies in any study field  | Master of Social Work             |
| 3.   | Business Informatics, joint study programme with University Fernando Pessoa                            | English             | 1.5 years         | Graduates of university bachelor's studies in the area of physical, technological sciences, in the field of business, management, economics, finance, accounting, business and management study fields of the area of management | Master of Applied Informatics     |
| 4.   | Social Technology Management, joint study programme with University Fernando Pessoa                    | English             | 1.5 years         | Graduates of university bachelor's studies in any study field  | Master of Business and management |
| <b>Business and Media School with Middlesex University</b> |  |                     |                   |  |                                   |
| 1.   | Communication and Creative Technologies  | English             | 1.5               | Graduates of university bachelor's studies in any study field  | Master of Communication           |
| 2.   | E-business management  | English             | 1.5               | Graduates of university bachelor's studies in any study field  | Master of Business Administration |
| 3.   | Financial Markets  | English             | 1.5 years         | Graduates of university bachelor's studies in any study field  | Master of Economics               |
| <b>Faculty of Law</b>                                      |  |                     |                   |  |                                   |
| 1.   | International Law  | English             | 2 years           | Bachelor of Law  | Master of Law                     |
| 2.   | European and International Business Law, joint study programme with the University of Savoie           | English             | 2 years           | Bachelor of Law  | Master of Law                     |
| 3.   | European Union Law and Governance, joint study programme with the Montesquieu University – Bordeaux IV | English             | 1.5 years         | Bachelor of Law  | Master of Law                     |
| 4.   | Legal Regulation of Public   | English             | 2 years           | Bachelor of Law  | Master of Law                     |

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|--|--|--|--|--|--|
|  | Administration and Human Rights, joint study programme in Taras Shevchenko National University of Kyiv |  |  |  |  |
|--|--|--|--|--|--|

### **Procedure of Payment of Tuition Fees and Other Fees by Citizens of Foreign Countries**

1. Citizens of Member States of the European Union shall be subject to the same procedure of payment of study fees as citizens of the Republic of Lithuania.
2. Citizens of foreign countries, not including those falling under Paragraph 1, willing to enter places not funded by the state shall remit the tuition fee for the first study year to a respective bank account of Mykolas Romeris University following payment receipt in 15 days of the day of announcement of invitation to study. A copy of receipt of payment of the tuition fee or of payment transfer shall be submitted to the Admission and Diploma Division of the Academic Affairs Centre. Employees of the Division having checked whether the fee was received, formalizes the admission of a foreigner by the order of the Rector and dispatches original documents to the student necessary for issuance of a National multiple visa D.
3. In order to ensure agreement liabilities of the student to the University, citizens of foreign countries shall be subject to payment of additional one-off deposit of up to EUR 500 upon arrival to study in the University. Administration of the deposit is regulated by the Procedure approved by the Order of the Rector.
4. Citizens of foreign countries, not including those falling under Paragraph 1, shall pay tuition fee for the second, third and succeeding years following Paragraph 18<sup>5</sup> of the Procedure for Administration of Payment of Tuition Fees and other Fees of the University.
5. Citizens of non-EU Member States, who have paid (overpaid) the established tuition fee or a part of it, however, not registered to the studies and/or failing to arrive for studies for the first study year, shall be refunded the tuition fee less costs of transfer payment.

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<sup>5</sup> Resolution No IUT-16 of 16 June 2013 of the Council on the Approval of the Procedure for Administration of Payment of Tuition Fees and Other Fees and the Amounts of Tuition Fees for Study Years 2013/0214 per Study Fields, Cycles and Modes and Approval of Other Fees.



## **Recognition of Qualification Documents of Citizens of Foreign Countries in Lithuania**

1. Foreigners from the following countries shall not be required to provide any proof of recognition of their foreign qualification by the CQAHE upon entering first-cycle and second-cycle study programmes.
  - 1.1 citizens of EU Member States and Turkey;
  - 1.2 foreigners who have acquired their qualification in the USA, UK, Canada, Australia, South Korea, Japan, Ukraine, Georgia, Azerbaijan, Armenia;
  - 1.3 foreigners who have completed education institutions of partners of the University;
  - 1.4. foreigners represented by an agent, who has signed a cooperation agreement and who may ensure the credibility of students.
2. If during the admission procedure a suspicion arises concerning the education or qualification of the student, he/she is channelled to the CQAHE for assessment of his/her qualification.
3. A Foreigner not issued a certificate from CQAHE, shall have his/her qualification assessed and must provide the Admission and Diploma Division with a conclusion of CQAHE until the end of the running semester: 31 January/30 June.
4. Before coming to Lithuania a foreigner must contact CQAHE and find out what type of documents must be provided for successful qualification assessment.
5. In case of failure to successfully assess their qualification/negative response from CQAHE, a person is expelled and refunded partial tuition fee paid based on the Procedure for Administration of Payment of Tuition Fees and Other Fees of the University<sup>6</sup>. A foreigner is informed about this possibility prior to making the tuition fee, thus he/she takes full risk of any case of unsuccessful qualification assessment.

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<sup>6</sup> Resolution No IUT-16 of 16 June 2013 of the Council on the Approval of the Procedure for Administration of Payment of Tuition Fees and Other Fees and the Amounts of Tuition Fees for Study Years 2013/0214 per Study Fields, Cycles and Modes and Approval of Other Fees.