

APPROVED by  
 Mykolas Romeris University  
 Senate Resolution No. 1SN-21 of 5  
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## RULES OF ADMISSION OF PERSONS TO MYKOLAS ROMERIS UNIVERSITY SECOND CYCLE (MASTER'S) STUDIES IN 2015

### I. List of study programmes

1. Rules of Admission of persons to Mykolas Romeris University (hereinafter – the University or MRU) Master's Studies in 2015 are intended to persons holding bachelor's degrees or those who completed integrated studies and apply for master's studies. Study programmes and awarded qualification degree:

Table 1

Study programme	Specializations	Length of studies		Awarded qualification
		FT	PT	
<b><i>Faculty of Economics and Finance Management</i></b>				
Financial Markets		1.5	2	Master of Economics
	Financial Analysis	1.5	2	Master of Economics
Financial Markets (in Klaipėda)		-	2	Master of Economics
Economics of Business Systems		1.5	2	Master of Economics
Public Sector Economics		1.5	2	Master of Economics
Financial Management		1.5	2	Master of Finance
International Trade		1.5	2	Master of Business
<b><i>Faculty of Politics and Management</i></b>				
Environmental Protection Policy and Administration		1.5	2	Master of Political Science
Public Policy and European Union Studies		1.5	2	Master of Political Science
Health Policy and Management		1.5	2	Master of Political Science
Education Policy and Management		1.5	2	Master of Political Science
International Politics and Economics		1.5	2	Master of Political Science
International Politics and Diplomacy <sup>3</sup>		1.5	2	Master of Political Science
Management of Programmes and Projects		1.5	2	Projektų vadybos magistras

Territorial and Environmental Planning		1.5	2	Master of Territorial Planning
Logistics Management		1.5	2	Master of Management
Logistics Management (in Klaipėda)		-	2	Master of Management
Crisis Management		1.5	2	Master of Management
Strategic Management of Innovations		1.5	2	Master of Management
Management of Tourism Sector		1.5	2	Master of Management
Performance Audit		1.5	2	Master of Management
Public Relations Management		1.5	2	Master of Management
Sports Industries Management		1.5	2	Master of Business and Management
Strategic Management of Organisations		1.5	2	Master of Business and Management
Politics and Management Energy		1.5	2	Master of Public Administration
Public Administration (in Utena)		-	2	Master of Public Administration
Public Administration (in Kaunas)		-	2	Master of Public Administration
Public Administration (in Klaipėda)		-	2	Master of Public Administration
Public Administration (in Vilnius)		1.5	2	Master of Public Administration
	Human Resources Management	1.5	2	Master of Public Administration
Leadership and Changes Management		1.5	2	Master of Human Resources Management
	Coaching	1.5	2	Master of Human Resources Management
<b><i>Faculty of Social Technologies</i></b>				
Management of Education Technology		1.5	2	Master of Educology
Communication and Creative Technologies		1.5	2	Master of Communication
Work and Organisational Psychology (in English) joint study programme with Tallinn University of Technology		2	-	Master of Psychology (double diploma)
Legal Psychology		2	3	Master of Psychology
Business Psychology		2	3	Master of Psychology
Social Work with Children and Young People (in English), joint study programme with Riga Stradins University		1.5		Master of Social Work
Social Work		1.5	2	Master of Social Work
Social Work (in Utena)		-	2	Master of Social Work

Child's Rights Protection		1.5	2	Master of Social Work
Welfare Sociology		1.5	2	Sociologijos magistras
Business Informatics		1.5	2	Master of Applied Informatics
Business Informatics (in English), joint study programme with University Fernando Pessoa (Portugal)		2	-	Master of Applied Informatics (double diploma)
Internet and Technology Law		1.5	2	Master of Law
Mediation		1.5	2	Master of Law
Electronic Business Management		1.5	2	Master of Business Administration
Social Technologies Management (in English), joint study programme with University Fernando Pessoa (Portugal)		2	-	Master of Business and Management (double diploma)
Cyber Security Management		1.5	2	Master of Business and Management
Electronic Government		1.5	2	Master of Public Administration
<b>Faculty of Law</b>				
Administrative Law <sup>1</sup>		1.5	2	Master of Law
Biolaw <sup>1</sup>		1.5	2	Master of Law
Law of Labour and Social Procurement <sup>1</sup>		1.5	2	Master of Law
European Union Law		1.5	2	Master of Law
European and International Business Law (in English), joint study programme with the University of Savoie		2	-	Master of Law (double diploma)
European Union Law and Management (in English), joint study programme with the Montesquieu University – Bordeaux IV		1.5	-	Master of Law (double diploma)
Financial Law <sup>1</sup>		1.5	2	Master of Law
Law	Civil Law	1.5	2	Master of Law
	Civil Justice	1.5	2	
	Criminal Law and Criminology	1.5	2	
	International Law <sup>1</sup>	1.5	2	
	International Law (in Klaipėda) <sup>1</sup>	-	2	
International Law (in English)		2	-	Master of Law
Business Law		1.5	2	Master of Law
Public Law (in Klaipėda) <sup>1</sup>		-	2	Master of Law
<b>Business and Media School with Middlesex University</b>				

Financial Markets (in English)		1.5	-	Master of Economics (double diploma)
Electronic Business Management (in English)		1.5	-	Master of Business Administration (double diploma)
Communication and Creative Technologies (in English)		1.5	-	Master of Communication (double diploma)
<b><i>Faculty of Public Security (in Kaunas)</i></b>				
Environmental Law <sup>1</sup>		1.5	2	Master of Law
Law and Police Activities <sup>2</sup>		-	2	Master of Law
Law and State Border Guard		-	2	Master of Law

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

<sup>1</sup> - One-year additional paid studies that take place before master's studies have been foreseen for persons who would wish to enrol in this programme but hold no university bachelor's degree in the field of law studies. Admission to additional studies shall be carried out at the same time as to master's studies.

<sup>2</sup> - One-year additional paid studies that take place before master's studies have been foreseen for persons who would wish to enrol in this programme but hold no university bachelor's degree in the field of law studies. Only officers (not including officers from Fire and Rescue Department) practicing according to the selected study programme or state servants shall be allowed to enrol to part-time master's studies.

## **II. Structure of the competitive score**

2. Structure of the competitive score for persons entering to the master's studies.

The competitive score is made of the amount of the following two scores:

- Arithmetic mean of the assessments (grades) of final examinations and (or) final work multiplied by weighted coefficient of 0.8;
- Arithmetic mean of the assessments (grades) that remained in the diploma supplement.

3. Structure of the competitive score for persons applying for full-time studies of respective master's study programmes after additional studies.

The competitive score is made of the amount of two scores:

- Arithmetic mean of the assessments (grades) of final examinations and (or) final work multiplied by weighted coefficient of 0.8;
- Arithmetic mean of the assessments (grades) that remained in the diploma supplement and of the assessments contained in the certificate of additional studies.

4. Obligatory level of preparation of the persons to be admitted:

Table 2

Level of preparation	Type of study programmes or specializations allowed to apply for
Graduates of university bachelor's studies in any study field	Communication and Creative Technologies, Communication and Creative Technologies (in English)
Graduates of university bachelor's studies in any study field	Logistics Management, Management of Extraordinary Situations, Strategic Management of Innovations, Management of Sports Industries, Management of Tourism Sector, Performance Audit, Management of Public Relations, Strategic Management of Organizations, Management of Social Technologies
Graduates of university bachelor's studies in any study field	Territorial and Environmental Planning, Management of Programmes and Projects, Leadership and Management of Changes, Energy Politics and Management, Public Administration ( <i>specializations</i> ), Management of Electronic Business, Electronic Government, Management of Cyber Security
Graduates of university bachelor's studies in any study field	Public Sector Economics, Financial Market, Financial Management, Economics of Business Systems, International Trade
Graduates of university bachelor's studies of Economics, Statistics or Econometrics	Finance Analytics ( <i>specialization of study programme Financial Markets</i> )
Graduates of university bachelor's studies in any study field	Environmental Policy and Administration, EU Policy and Administration, Health Policy and Management, Education Policy and Management, International Politics and Economics, International Politics and Diplomacy
Graduates of university bachelor's studies in any study field	Social Work, Protection of Child's Rights, Social Work with Children and Young People (in English)
Graduates of university bachelor's studies in any study field	Management of Education Technologies
Graduates of university bachelor's studies in the field of Law studies	Administrative Law, Environmental Law, Bio Law, Law of Labour and Social Procurement, European and International Law (in English), EU Law, EU Law and Management (in English), Financial Law, Criminal Investigations, Mediation, Law of New Technologies, Law and Police Activity, Law ( <i>specializations</i> ), International Law (in English), Law and Police Practice
Graduates of university bachelor's studies in the field of Psychology studies	Psychology of Law, Business Psychology, Labour and Organisational Psychology (in English)
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 social sciences	Business Informatics, Business Informatics (in English)

### III. Execution of admission

5. The competitive line of the entrants shall be formed taking into account competitive scores and order of priority of the alternatives.
6. An entrant shall be entitled to indicate no more than 8 alternatives enumerated in the order of priority in his application which is completed at MRU. Indication of the **study programme** and/or **its specialization** (specializations of study programmes shall be applied to separately, as a separate alternative), study form and type of funding for studies shall be treated as one alternative.
7. Grades of the five-score system of the diploma supplement shall be doubled. Grades of non-decimal assessment system shall be first of all converted to the decimal system and only then arithmetic actions shall be carried out.
8. 1 additional score shall be added to the competitive score of the entrants to the study programmes of Financial Markets, Economics of Business Systems, Financial Management and Economics of Public Sector of those who completed study programmes in the field of economics.
9. 1 additional score shall be added to the competitive score of the entrants to the study programmes of Public Administration, Energy Policy and Management, Electronic Government study programmes and their specializations and of those who completed study programmes in the field of Public Administration.
10. 1 additional score shall be added to the competitive score of the entrants to the study programmes of Social Work, Protection of Child's Rights, Social Work with Children and Young People of those who completed study programmes in the field of Social Work.
11. 1 additional score shall be added to the competitive score of the entrants to the programmes or specializations of the Law Faculty, who, at the time of bachelor's studies, have passed final examination and/or defended final work complying with the field of the selected master's study programme or specialization:

Table 3

Programme	Selected final examination adding 1 point to the competitive score
Administrative Law	Administrative Law and Administrative Process Law
Bio law	Administrative Law and Administrative Process Law or Civil Law and Civil Process Law
Law of Labour and Social Procurement	Labour Law and Social Security Law
European Union Law	European Union Law
European Union Law and Management	European Union Law
European and International Business Law	Civil Law and Civil Process Law
Financial Law	Administrative Law and Administrative Process Law
International Law	International Law
Law ( <i>Criminal law and Criminology</i> )	Criminal Law and Criminal Process Law
Law ( <i>Civil Justice</i> )	Civil Law and Civil Process Law
Law ( <i>Civil Law</i> )	Civil Law and Civil Process Law
Law ( <i>International Law</i> )	International Law
Business Law	Civil Law and Civil Process Law
Public Law	Constitutional Law or Administrative Law and Administrative Process Law

12. The following additional scores shall be added for those entering to:
  - All study programmes, 2 scores shall be added for those who hold MRU leader's diploma.
  - All study programmes, 1 score shall be added for those who were members of the Students' Science Fellowship and were active in the activity of the Fellowship (upon reference of the President of the Student's Science Fellowship).
13. Applying for the programmes instructed in English must have an assessment of English language not lower than 8 scores in the bachelor's diploma supplement, or a confirmation of English language knowledge not lower than level B2 in international test certificates of the assessment of English language (e.g., TOEFL, IELTS).
14. 1 score shall be added to the competitive score of the entrants complying with the requirements specified in Table 2 of the Admission Rules.
15. For persons who have carried out compulsory permanent military service or completed basic military training following the 1 September 2011 and who have submitted a certificate of approved form shall be added 1 additional score when applying to the places of studies of all programs.
16. Entrants to the EU Law and Management programme must submit a motivation letter by the 29 June. Only those who will receive a positive evaluation of the motivation letter by the Selection Commission will be entitled to apply for this programme.
17. **Only officers** shall be admitted to part-time master's studies of Law and Police Activity (not including officers of Fire and Rescue Department) working under the selected study programme or **civil servants**.
18. Those holding other than legal university education and applying for master's studies of some of the Law programmes shall be subject to additional paid one-year studies which take place before master's studies. More detailed information on the admission may be found on the website [www.mruni.eu](http://www.mruni.eu) or by phone (+370 5) 2714704.
19. Admission to additional studies shall be carried out at the same time as to master's studies.
20. Persons who have fulfilled the programme of additional studies and wish to apply for full-time studies shall apply to enter at the general procedure and submit an application of specific form by e-mail: [priemim@mruni.eu](mailto:priemim@mruni.eu) or in person at room II-233.

#### IV. Admission procedures and dates

Admission procedures and dates

Table 4

Admission procedures	Dates and deadlines
Admission of applications to take part in the competition and registration of documents, specification of the wishes provided in the applications	From 04/06/2015 to 04/07/2015, 12.00 p. m.
Announcement of the list of the persons invited to study ( <b>round 1</b> )	10/07/2015, 12.00 p. m.
Execution of admission of the persons invited to study	From 10/07/2015, 12.00 p. m. to 12/07/2015, 12.00 p. m.
Appeals concerning the competition shall be accepted	Till 11/07/2015, 12.00 p. m.
Announcement of the specified lists of the persons invited to study ( <b>round 2</b> )	16/07/2015, 1.00 p. m.
Execution of admission of the persons invited to study in the round 2	From 16/07/2015, 1.00 p. m. to 18/07/2015, 1.00 p. m.

21. Lists of the persons invited to study after round 1 and round 2 shall be announced at MRU and placed on the following website:  
[http://www.mruni.eu/lt/norintiams\\_studijuoti/maginstraturos\\_studijos/informacija\\_stojantiems/kvieciamuju\\_sarasai/](http://www.mruni.eu/lt/norintiams_studijuoti/maginstraturos_studijos/informacija_stojantiems/kvieciamuju_sarasai/)
22. Persons invited to study after round 1 (although they have signed the study agreement) shall take further part in the competition for available places according to the alternatives indicated in the application in the order of priority. If the invited person does not further wish to take part in round 2 of the competition, he must notify the Admission Commission on his decision in writing and send it by e-mail [priemim@mruni.eu](mailto:priemim@mruni.eu) (form enclosed).
23. Additional notification of the invitation to study shall be communicated by e-mail. The notification shall have no legal power and the Admission Commission shall undertake no responsibility for the delivery of the notification to the addressee.

## **V. Required documents**

25. Entrants to master's studies must submit:
  - The application (to be filled out at MRU);
  - The original of the document certifying higher university bachelor's degree or equivalent education, its supplements and their copies\* certified by a person authorized by the rector of MRU (copies shall be provided). MRU graduates of 2013-2015 shall not be entitled to provide originals and copies of Bachelor's diploma and its supplements.
  - documents certifying change of the surname if not all documents provided are in the same surname (copies shall be provided);
  - Copy of the last page of the passport or a copy\* of the personal ID (the copy shall be provided);
  - Entrance tuition fees paid to the MRU account in the bank, a receipt or certified copies of the documents which prove the right not to pay the entrance tuition fee;
  - Persons who have acquired education abroad shall submit documents pointing to recognition of such acquired education in Lithuania and copies thereof\* (more details at [www.skvc.lt](http://www.skvc.lt)) (copy shall be provided).

*\* Copies of the documents shall be made and approved in room 233 from the 4 June.*

26. Entrants to study programmes of Law and Police Practice, Law and State Border Guard shall additionally provide a certificate on the job position of the officer.
27. Entrants wishing to take part in the competition may send copies of required documents with notary authorisation and an application by mail until 4 July.
28. Documents of the entrants shall be accepted from the 4 June:
  - From the entrants to the groups of Vilnius and Kaunas - in Vilnius, Ateities str. 20, room II-233 (business days from 9 a.m. to 4.30 p.m., on Saturdays – from 9 a.m. to 1 p.m.);
  - From the entrants to the groups of Klaipėda, room 114, I. Kanto str. 7, Klaipėda (Ph. +370 46 397 255; e-mail: [r.mickiene@lmc.lt](mailto:r.mickiene@lmc.lt)).
  - From the entrants to the groups of Utena, room 106, Maironio str. 18, Utena (ph. +370 61069397, e-mail: [zibute@utenos-kolegija.lt](mailto:zibute@utenos-kolegija.lt))



## **VI. Execution of admission**

29. The persons invited to study or persons with notary authorization by them must sign the study agreement (hereinafter – the Agreement) by non-qualified e-signature and execute the admission at dates established in Table 4 based on the Procedure of Conclusion of MRU Study Agreements, approved by Order No 1I-267 of 27 April 2013 of the Rector of MRU.
30. If the study agreement is not signed on time, the invitation to study shall be annulled and the applicant shall take no further part in the competition.
31. Execution of admission in case of failure to arrive to the University:
  - 31.1. The procedures for conclusion of the Agreement shall be carried out in the University's Information System and its address shall be specified at the University's website at address "www".
  - 31.2. Agreement shall be concluded by following the step-by-step actions specified in the User Access
32. Execution of admission upon arrival to the University or when persons invited to study legally authorize their representatives:
  - 32.1. Upon arrival to sign the Agreement, students/hearers to be admitted or persons authorized by them address the Admission Commission of the University and submit documents certifying personal identity, as well as, in case of authorization, a document validating the right of representation with notary approval.
  - 32.2. Member of the University Admission Commission shall check the documents certifying personal identity of the students to be admitted or persons authorized by them, as well as document validating their right of representation.
  - 32.3. Member of the Admission Commission activates a possibility in the electronic access of the students to be admitted to them or persons authorized by them to independently conclude the Agreement in an electronic way by using login information provided for them.

## **VII. Entrance study fee and bank account**

33. The entrance tuition fee shall be paid taking into account the number of alternatives selected.
34. Entrants shall pay the entrance tuition fee to any of the following **Mykolas Romeris University** 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**.
35. The payment statement must contain the code of payment **101939**, payer's code – personal identification code. The paid entrance tuition fee is non-refundable after registering the application for competition.
36. The amount of the entrance tuition fee shall be **EUR 20** provided that one or two alternatives have been submitted, and **EUR 25** provided that three to eight alternatives have been submitted. Upon submitting an application the entrance tuition fee must be already paid to the specified bank account (see paragraph 34).

37. If at the time of correcting the alternatives, the number of alternatives increases resulting in the overrun of the threshold set for the entrance tuition fee, the difference of payments shall be also paid. If the request is corrected and previous wishes are changed, the last correction wish shall be valid.
38. Persons who have none of the parents or guardians and those who grew up at children's homes and were born in 1989 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).

### **VIII. Tuition fee**

39. Tuition fee for 2015 may be found at university website.
40. The tuition fee for the semester of studies must be paid within 15 days from the start of the semester.

### **IX. Other information**

41. Decisions concerning all cases not specified in the Admission Rules shall be taken by the Admission Commission appointed on Rector's order.
42. Persons wishing to receive residence in the Student Home (dormitory) shall deliver the application to room II-233 by 2 August. The application must be accompanied by additional documents referred to in the MRU website at:  
[http://www.mruni.eu/lt/studijos/studentu\\_gyvenimas/bendrabuciai/](http://www.mruni.eu/lt/studijos/studentu_gyvenimas/bendrabuciai/)
43. Entrants objecting to the results of the competition may lodge the appeal to the Admission Commission. The appeal containing the motives may be lodged no later than within 24 hours from the announcement of the results. The appeal shall be examined and the decision shall be disseminated not later than within two business days. Belated appeals shall not be examined.