

RULES FOR ADMISSION OF FOREIGN CITIZENS TO MYKOLAS ROMERIS UNIVERSITY I AND II CYCLE STUDIES IN 2021

I. GENERAL PROVISIONS

1. Rules for Admission of Foreign Citizens to Mykolas Romeris University (hereinafter – the University) I and II cycle studies in 2021 (hereinafter – Admission) (hereinafter – Rules) regulate the admission procedure to study programmes and study forms approved by the Order of the Rector.

2. Persons – citizens of the Republic of Lithuania, citizens of the Member States of the European Union and the European Economic Area, other aliens with a permanent residence permit in the Republic of Lithuania and aliens of Lithuanian origin who have submitted a certificate attesting to Lithuanian origin issued by the Lithuanian community in the country of residence – having completed studies abroad are admitted by the rules outlined in the June 19th, 2020 Minister of Education, Science and Sport of the Republic of Lithuania No. V-932 Order, “Regarding Approval of the Description of Procedure for the Competition of Persons Who Have Acquired Education in Foreign Institutions or Under the Educational Programmes of International Organizations for Admission to State-Financed Studies’ Places in Higher Education Institutions”.

3. Foreign citizens, not specified in the Clause 2 of the Rules and having acquired education in Lithuania, are admitted to state non-funded studies, paying the full tuition fee, according to the General Admission, which is organized by the Lithuanian Association of Higher Education Institutions for general admissions, rules or student admission to the University as outlined in the order.

4. Foreign citizens, who do not meet the criteria specified in the Clause 2 and 3 of these Rules shall be admitted to the University by competition to study at their own expense as in accordance with the procedure established by these Rules, unless the cooperation agreements stipulate otherwise.

5. Citizens of foreign countries, who have been admitted to the University to the first year of the University’s I cycle studies in 2021 approved by Order of the Rector, may be exempted from the tuition fee for studies in 2021-2022 academic year in accordance with the procedure established in the Chapter VII of the Rules.

6. In all cases, not outlined in the Admission Rules, decisions are made by the Rector’s appointed Admission Commission.

II. MINIMUM REQUIREMENTS FOR ADMISSION

7. Foreign citizens, who have at least a secondary education and meet the requirements of the programme to which they are applying, approved by the Order of the Rector, may be admitted to I cycle study programmes.

8. Foreign citizens, who have at least a university Bachelor’s Degree and meet the requirements of the programme to which they are applying, approved by the Order of the Rector, may be admitted to II cycle study programmes.

9. Foreign citizens, applying to Law LL.M. programmes with other than law university Bachelor’s Degree, must first complete LL.M. additional studies. Applicants can apply to LL.M. additional studies, if they have at least a university Bachelor’s Degree and at least 3-year work experience applying law which is related to the LL.M. programme, which they intend to study.

10. Depending on the country where the applicant obtained his/her education, candidates to I and II cycle studies may be asked to submit additional educational documents necessary for evaluation and recognition of this education level, considering the set qualification recognition requirements of the Centre for Quality Assessment in Higher Education (hereinafter - SKVC) for each country.

11. Applicants to I cycle studies must have evaluations of specific subjects required for specific programmes, approved by the Order of the Rector, in their education assessment certificate.

12. In accordance with the June 19th, 2020 Minister of Education, Science and Sport of the Republic of Lithuania No. V-932 Order, "Regarding Approval of the Description of Procedure for the Competition of Persons Who Have Acquired Education in Foreign Institutions or Under the Educational Programmes of International Organizations for Admission to State-Financed Studies' Places in Higher Education Institutions", foreign citizens who want to study in programmes in Lithuanian language, must have knowledge of Lithuanian language at an advanced user level C1.

13. In accordance with the "Common European Framework of Reference for Languages" approved by the Council of Europe, foreign citizens must be fluent in English in order to study in programmes taught in English:

13.1. for admission to the I cycle of studies - at least at the level of advanced user level B1;

13.2. for admission to II cycle of studies, at least at the level of advanced user level B2.

III. STRUCTURE AND CALCULATION OF THE COMPETITIVE SCORE

14. Applicants to the I cycle studies are selected by participating in a competition. The competitive score is the arithmetic average of all secondary education grades converted to a ten-point system.

15. Applicants for II cycle studies must have a I cycle study education equivalent to a university Bachelor's Degree obtained in the Republic of Lithuania and meet the requirements specified for a specific program, approved by the Order of the Rector. The competitive score consists of the sum of two parts:

15.1. the arithmetic average of the assessments (grades) of the final examinations and/or the final work, multiplied by a weighting factor of 0.8;

15.2. the arithmetic average of the remaining assessments (grades) in the diploma supplement or appendix.

16. Applicants for I and II cycle studies may be asked to participate in the Knowledge evaluation in accordance with the procedure provided in the Chapter VI of the Rules.

IV. ORDER, PROCEDURES AND DEADLINES FOR ADMISSION

17. Foreign citizens, specified in the Clause 2 of the Rules, applying for state-funded places for I cycle studies, shall submit applications to participate in the competition in accordance with the general admission procedure and deadlines established for the general admission to the Lithuanian Association of Higher Education Institutions.

18. Foreign citizens, specified in the Clause 2 of the Rules, applying for state-funded places for II cycle studies, shall submit applications to participate in the competition in accordance with the procedure established for the admission of students to the University.

19. Admission is organized in two stages: main admission and additional admission, in accordance with the procedure established in the Chapter V of the Rules and the admission deadlines approved by the Order of the Rector.

20. Main and additional admission to the University is organized by competition. Applicants, meeting the requirements outlined in the Rules, can participate in the competition. Those applying to double diploma study programmes – must meet additional requirements, stipulated in cooperation agreements regarding specific implementation of the programme.

21. During admission to the University, applicants shall:

21.1. submit a request to participate in a competition via international students admission system (hereinafter - System) in accordance with deadlines approved by the Order of the Rector;

- 21.2. pay the application fee in accordance with the order outlined in the Clause 42 of the Rules;
- 21.3. if assigned, participate in the Knowledge evaluation;
- 21.4. upon receipt of an invitation to study at the University, to approve the study contract in accordance with the procedure outlined in the Chapter IX of the Rules.
- 22. Having received the necessary application documents, the University:
 - 22.1. performs assessment and recognition of education acquired abroad on the basis of the procedure for assessment and academic recognition of educational documents issued by a University abroad;
 - 22.2. organizes Knowledge evaluation of the applicant in accordance with the procedure outlined in the Chapter VI of the Rules;
 - 22.3. conducts a selection of applicants meeting the requirements approved by the Order of the Rector;
 - 22.4. prepares the documents for the applicant invited to study at the University by the Order of the Rector;
 - 22.5. sends the documents required for obtaining a National Visa (D) to the applicant who has been invited to study at the University and who has already approved the study contract.

V. SUBMISSION OF APPLICATION TO PARTICIPATE IN MAIN AND ADDITIONAL ADMISSION

- 23. A request to participate in the competition for a study place is filled out in the System presenting necessary documents:
 - 23.1. copies of educational documents (certificate, diploma) and their attachments;
 - 23.2. SKVC certificate attesting to assessment and recognition in Lithuania, if the applicant has such a certificate. If no such certificate exists, then assessment and recognition is undertaken by appointed responsible persons in the University;
 - 23.3. a valid certificate proving English language proficiency level (TOEFL, IELTS or other certificate) or evaluation of an English language subject of at least grade 8 in a 10-point system in high school or in a I cycle studies completion document. If the applicant does not present such an evaluation or certificate, then he/she is able to take an English language examination organized by the University. The examination is organized in accordance with the approved Order of the Rector;
 - 23.4. a document proving at least 3-year work experience applying law which is related to the LL.M. programme, which they intend to study, for applicants to the LL.M. additional studies;
 - 23.5. a copy of an identity document, approved by a notary or institutions that approve such documents;
 - 23.6. a receipt of the application fee payment;
 - 23.7. other documents, which may be necessary to evaluate the education level and recognition in Lithuania, considering SKVC set qualification recognition requirements for a specific country.
- 24. All documents must be submitted in Lithuanian, English or Russian language.
- 25. The application is considered accepted (registered), when answers are submitted in the System's registration form about the individual, the education level, other important data and at least one study programme is selected.
- 26. Authorized persons, registering documents for an applicant, must have the applicant's written and notarized authorization.
- 27. Having submitted incomplete or not totally filled out documents, the application to participate in a competition is not considered and the paid application fee is not refunded.
- 28. The application to participate in the admission procedure is submitted and documents are registered according to the deadlines approved by the Order of the Rector.

29. Application documents to I and II cycle study programmes are submitted for studies that begin in the fall semester.

VI. ORGANIZATION AND IMPLEMENTATION OF KNOWLEDGE EVALUATION

30. Undertaking assessment and recognition of education in Lithuania that has been acquired abroad, applicant may be required to take a Knowledge evaluation, implemented in accordance with the Procedure for Organization and Implementation of Mykolas Romeris University Knowledge Evaluation for Foreign Nationals Applying to I and II Cycle Studies.

31. The Knowledge Evaluation is assigned:

31.1. when the Knowledge Evaluation is recommended by the Centre for Quality Assessment in Higher Education;

31.2. when applicant cannot present the country's, where he/she studied, state examination results and/or academic achievements in the fields, which are important for the selected study programme raise doubts whether the applicant will be able to study successfully;

31.3. when there is a possibility that in the country, where education was acquired, institutions cannot ensure adequate quality of education or the applicant's competencies for studies;

31.4. other circumstances not covered in the Rules.

32. Having made a decision that the applicant must participate in the Knowledge Evaluation, the applicant is informed at least one week prior to the Knowledge Evaluation.

33. During the Knowledge Evaluation the following may be evaluated:

33.1. adequate preparation for study in a specific study programme;

33.2. knowledge of English language,

33.3. applicant's motivation to study in a selected study programme.

34. The applicant is appointed to participate in the Knowledge Evaluation that has been prepared for a specific study programme to which the applicant is applying.

35. Evaluation of the Knowledge Evaluation is registered as "Pass" or "Fail".

36. In case of failing to pass or not taking the Knowledge Evaluation, further participation in the competition to a study programme is not possible.

VII. SELECTION PROCEDURE FOR APPLICANTS EXEMPT FROM TUITION FEE PAYMENT FOR THE 1st YEAR OF I CYCLE STUDIES

37. Foreign nationals, who are citizens of countries that are specified in a list approved by the Order of the Rector or having a permanent residence permit in that country, can have their tuition fee waived in accordance with the University Council's Dec. 23rd, 2019 Resolution No. IUT-21, paragraph 65, "Regarding Procedure for Administration Order Approval of Mykolas Romeris University Tuition Fee Payment" for the 2021-2022 academic year. Requests are submitted according to the order outlined in the Chapter V of the Rules.

38. Applicants who have completed secondary education in the year 2021 are eligible to take part in the competition. These applicants must submit a copy of their school-issued certificate transcript indicating the grades of the last 2 years. The competitive score of applicants, who completed secondary education in 2021, is composed of an arithmetic average of all grades earned within the 2 years.

39. Applicants take part in this selection process, if:

39.1. they meet all the requirements detailed in the Rules;

39.2. they presented the application to participate in the main admissions process on time;

40. The selection is undertaken by competition. Those applicants who have the highest competitive score are offered a study place with a first-year tuition fee waiver for a tuition fee indicated in the Clause 46 of the Rules. The number of such study places is approved by the Order of the Rector.

The competitive score is counted in accordance with the Clause 14 of the Rules. If the number of applicants, taking part in the competition to have the first-year tuition fee waived and the competitive score are the same, the applicant with the higher evaluation of the mandatory subject, according to the programme, takes precedence.

41. Students, whose tuition fee has been waived for the first study year, but who have failed to register for studies and/or did not arrive to study, will have the decision to waive the tuition fee revoked.

VIII. APPLICATION AND TUITION FEES

42. When the applicant submits a request to participate in a competition, he/she must transfer the application fee to the proper University bank account according to a payment receipt. The receipt, indicating payment info (payment copy, or bank transfer copy document) must be sent by e-mail to the responsible person at the University Admissions and Marketing Office.

43. The application fee (EU citizens, University graduates – 25 EUR, all other country citizens – 100 EUR), must be paid to the bank account LT857300010002492590 (bank account owner-Mykolas Romeris University; address – Ateities St. 20, 08303 Vilnius, Lithuania; bank – “Swedbank”, AB; address: Konstitucijos Ave. 20A, 03502 Vilnius, Lithuania; bank code 73000; SWIFT/BIC – HABALT22; fee code – 101941) by indicating name, surname and date of birth.

44. The application fee, having submitted the application, is non-refundable.

45. Foreign citizens, who have studied at the University under exchange programmes, will have their application fee waived.

46. Tuition fees for the 2021-2022 academic year are approved by the University Senate and announced in the University website and in the System.

47. The tuition fee is paid in accordance with the University fee payment administration order.

IX. ORDER OF FOREIGN CITIZENS ADMISSION REGISTRATION

48. Decisions regarding foreign citizens' admission to the selected programme are made within 15 working days from the announced deadline for submitting applications after each admissions stage.

49. Applicants, invited to study at the University, must indicate their approval to study by paying the first-year tuition fee in accordance with the University tuition administration order and electronically indicate their approval of the study contract in line with the procedure for concluding contracts approved by the Rector. Applicants, invited to study at the University, sign the study contract via electronic signature having connected to the study contract approval system.

50. Applicants, invited to study for the LL.M. additional studies, confirm their intention to study by paying the additional studies' fee and electronically confirming the associate student study contract in accordance with the procedure for concluding contracts approved by the Rector.

51. If the study contract is not approved on time, the invitation to study is annulled.

52. Before arriving on the University, the student must inform the International Office's International Exchange and Student unit about their arrival indicating the exact arrival date and time.

53. Foreign citizens must arrive for studies in the fall semester no later than September 20th, 2021. Those studying English Language minor Studies – no later than October 18th, 2021. The deadlines might be prolonged in exceptional cases after objective reasons are indicated by the student.

54. Educational documents and their original supplements must be submitted to the International Office's International Exchange and Student unit, once the student has arrived on campus for studies.

55. If a student fails to arrive by the deadline stipulated in the Clause 53 of the Rules, then the University-issued documents for a National Visa (D) will be revoked. The representative offices of the Republic of Lithuania abroad and the Migration Department Under the Ministry of Interior of the Republic of Lithuania will be informed.

56. If a group of 15 students is not formed for studies in a I cycle study programme and 10 persons for II cycle study programme, an applicant who has indicated his/her desire to study and approved the study contract, will be offered to study in other university study programmes.

X. OTHER PROVISIONS

57. Foreign citizens, admitted to the University, according to the order outlined in legal acts, must receive the necessary permits to temporarily reside in the Republic of Lithuania or receive a certificate allowing to temporarily live in the Republic of Lithuania or have a permit allowing for permanent residence in the Republic of Lithuania.

58. Admitted students are responsible themselves for having all necessary documents for the journey to Lithuania: passport, insurance and funds for travel, which are not included in the tuition fee.

59. Admission procedures for studies are implemented in accordance with valid legal acts of the Republic of Lithuania regarding protection of personal data of individuals. With the approval of the applicant, personal data is lawfully processed and stored for the purposes of admission procedures and data accounting. The purpose of personal data processing is to organize and carry out admissions to the University, to make lists of those invited to study at the University (collect application requests, ID data, applicants' educational documents, other documents indicating achievements, to make lists of competitive scores, organize and implement Knowledge Evaluations), register applicant study contracts.
