

APPROVED

By the Order No. 11- 210 of the Rector of
Mykolas Romeris University, 4 July 2025

ORDER OF THE PROCEDURE FOR ENSURING THE PARTICIPATION IN THE STUDY PROCESS OF FOREIGN STUDENTS HOLDING A TEMPORARY RESIDENCE PERMIT IN THE REPUBLIC OF LITHUANIA FOR STUDY PURPOSES

I. GENERAL PROVISIONS

1. The Order of the Procedure for Ensuring the Participation in the Study Process of Foreign Students Holding a Temporary Residence Permit in the Republic of Lithuania for Study Purposes (hereinafter referred to as the Order) regulates the monitoring of attendance and participation in the study process of foreign students of Mykolas Romeris University (hereinafter referred to as the University) who are studying under degree-awarding study programmes and who have a temporary residence permit in the Republic of Lithuania for study purposes issued through the mediation of the University (hereinafter referred to as foreign students), the control mechanism, responsibility and actions in the event of non-attendance or non-participation.
2. The purpose of the Order is to ensure that foreign students actively participate in the study process and comply with the requirements set by the legal acts of the Republic of Lithuania regarding legal stay and studies in Lithuania.

II. STUDENT OBLIGATIONS

3. Foreign students must:
 - 3.1. regularly attend lectures, practical and laboratory work, seminars and other classes, collect the cumulative grade provided for in the description of study subjects;
 - 3.2. collect at least 40 study credits during the last one year of study and at least 20 study credits during each semester of study;
 - 3.3. when invited, come to the University, confirm their presence in the Republic of Lithuania;
 - 3.4. inform the academic unit of the University where the study program is carried out and the University's International Office about important reasons (e.g. illness) due to which the student cannot participate in classes or come to the University when invited, and submit official evidence issued by Lithuanian institutions confirming the circumstances of the student's inability to participate in the study process.
4. If a foreign student's study program begins at the University before the procedures for issuing a residence permit in the Republic of Lithuania based on studies have been completed, he or she must participate in the study process and fulfill the requirements of subparagraphs 3.1 - 3.2 of the Order remotely.

III. ENSURING PARTICIPATION IN THE STUDY PROCESS

5. Deans of academic units must ensure periodic control of foreign students' attendance and timely submission of foreign students, who do not participate in the study process without a justifiable reason, for expulsion from the University.
6. Lecturers inform the study manager of the academic unit where the study program is carried out about the observed permanent (more than 2 weeks without a justifiable reason) lack of attendance of a foreign student.

7. The study manager of the academic unit monitors the compliance of foreign students with the requirements of subparagraphs 3.1. - 3.2. of the Order, and if cases of non-compliance are identified, he contacts the student in writing (by e-mail) and invites him to explain the reasons for non-participation in the study process.
 8. At the end of each semester (by December 31 and by May 31) the study manager of the academic department reports to the Vice-Dean for Studies of the academic unit in which the study program is carried out about foreign students who do not participate in the study process in accordance with the requirements of subparagraphs 3.1. - 3.2. of the Order, including those foreign students who do not participate in the study process for important reasons.
 9. The Vice-Dean of Studies shall analyze the information provided by the study manager of the academic unit about the attendance and participation of foreign students in study process and foreign students who do not participate in the study process without a justifiable reason in accordance with the requirements of subparagraphs 3.1. - 3.2. of the Order, and shall take the following actions:
 - 9.1. shall warn the foreign student in writing about possible expulsion from the University and further informing of the Migration Department under the Ministry of the Interior of the Republic of Lithuania (hereinafter referred to as the Migration Department) about the disappearance of the grounds for obtaining a residence permit in the Republic of Lithuania;
 - 9.2. if the student continues to fail to participate in the study process without a justifiable reason, shall forward the information to the Dean of the academic unit, who shall initiate the procedure for expelling the student from the University, in accordance with subparagraph 126.1. of the Order on the University's Study Procedure.
 10. The International Office shall ensure periodic control of the presence of foreign students in the territory of the Republic of Lithuania and timely notification to the Migration Department about changes in the student's status. For this purpose, during the period of study at the University, a foreign student may be invited at the time specified in the invitation of the International Partnerships Unit of the International Office and in such case must arrive to confirm his/her presence in the Republic of Lithuania. If a foreign student fails to arrive at the specified time without a justifiable reason, the International Office shall warn the foreign student in writing about possible expulsion from the University and further informing of the Migration Department about the disappearance of the grounds for obtaining a residence permit in the Republic of Lithuania and repeatedly invite the student to arrive to confirm his/her presence in the Republic of Lithuania. If a foreign student fails to arrive at the University after a repeated invitation, the International Office shall forward the information to the dean of the academic unit, who shall initiate the procedure for expelling the student from the University, in accordance with Subsection 126.1. of the Order on the University's Study Procedure.
 11. The decision on the expulsion of a foreign student from the University shall be made by the Rector.
 12. The University's International Office shall inform the Migration Department within 5 working days about a foreign student expelled from the University.
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