

**PROCEDURE FOR THE PARTICIPATION IN THE STUDY PROCESS OF
INTERNATIONAL STUDENTS AWAITING OR HOLDING A TEMPORARY RESIDENCE
PERMIT IN THE REPUBLIC OF LITHUANIA FOR THE PURPOSE OF STUDIES**

I. GENERAL PROVISIONS

1. The Procedure for the Participation in the Study Process of International Students Awaiting or Holding a Temporary Residence Permit in the Republic of Lithuania for the Purpose of Studies (hereinafter referred to as the "Procedure") establishes the requirements governing the participation of international students of Mykolas Romeris University (hereinafter referred to as the "University") in the study process, as well as the procedure for monitoring and ensuring compliance with these requirements.
2. This Procedure applies to international students enrolled in degree-awarding study programmes who are either awaiting the issuance of a temporary residence permit in the Republic of Lithuania for the purpose of studies or hold a temporary residence permit in the Republic of Lithuania for the purpose of studies that was issued with the mediation of the University (hereinafter referred to as "international students").

II. OBLIGATIONS OF INTERNATIONAL STUDENTS

3. An international student shall:
 - 3.1. regularly attend lectures, practical classes, seminars, and other classes specified in the course description (hereinafter referred to as "classes"), and fulfil the cumulative assessment requirements set out in the course description;
 - 3.2. earn no fewer than 40 ECTS credits during the previous academic year;
 - 3.3. confirm their arrival in the Republic of Lithuania for the purpose of studies with the University's International Office within 2 working days of their arrival;
 - 3.4. throughout the entire period of study, except during academic holidays specified in the academic calendar or in the cases referred to in subparagraph 3.5 of this Procedure, upon invitation by the University, appear at the University's International Office to confirm their presence in the Republic of Lithuania no later than 2 working days after the invitation has been sent;
 - 3.5. inform the University's academic unit responsible for the study programme and the University's International Office of any valid reasons (e.g., illness) preventing the student from attending classes or appearing at the University upon invitation, and submit official documents issued by the competent authorities or institutions of the Republic of Lithuania clearly stating and confirming the circumstances preventing the student's participation in the study process.

III. ENSURING AND MONITORING THE PARTICIPATION OF INTERNATIONAL STUDENTS WHO HAVE ARRIVED IN THE REPUBLIC OF LITHUANIA IN THE STUDY PROCESS

4. In accordance with their respective areas of competence and the provisions of this Procedure, the University's academic units and the International Office shall monitor and ensure the participation of international students in the study process.
5. Deans of the academic units shall ensure regular monitoring of the attendance of international students and the timely initiation of procedures for the expulsion of international students who fail to participate in the study process without a valid reason.
6. In the event that an international student is absent from classes continuously for a period exceeding two weeks, the lecturer shall inform the Study Manager (hereinafter referred to as the "Study Manager") of the academic unit responsible for the study programme.
7. The Study Manager shall:
 - 7.1. upon receiving information from a lecturer regarding an international student's continuous absence from classes, contact the student by email, request an explanation for the absence, and set a deadline of up to 2 working days for the submission of a response;
 - 7.2. monitor the international student's compliance with the requirement set out in subparagraph 3.2 of this Procedure;
 - 7.3. upon receiving information from the University's International Office that the international student has repeatedly failed to appear at the University to confirm their presence in the Republic of Lithuania:
 - 7.3.1. contact the lecturers of the international student to ascertain whether the student is attending classes;
 - 7.3.2. upon receiving confirmation from the lecturers that the international student is attending classes, inform the University's International Office accordingly;
 - 7.3.3. upon receiving information from the lecturers regarding the international student's continuous absence from classes, take the actions specified in subparagraph 7.1 of this Procedure.
 - 7.4. If the Study Manager determines that the international student has failed to provide the explanation referred to in Paragraph 7.1 within the prescribed time limit or that the explanation does not adequately justify the student's absence from classes, and the student continues to fail to attend classes without a valid reason despite the Study Manager's request, the Study Manager shall, within 2 working days, inform the Vice-Dean for Studies of the academic unit responsible for the study programme (hereinafter referred to as the "Vice-Dean for Studies").
8. After reviewing the information provided by the Study Manager, the Vice-Dean for Studies shall take the following actions:
 - 8.1. issue a written warning to the international student regarding the possibility of expulsion from the University. The warning shall also inform the student of the University's obligation to notify the Migration Department under the Ministry of the Interior of the Republic of Lithuania (hereinafter referred to as the "Migration Department") of the cessation of the grounds for the issuance of a temporary residence permit in the Republic of Lithuania and shall set a 2 working day deadline for the student to submit an explanation for their absence from classes.
 - 8.2. where the international student fails to submit an explanation within the time limit specified in the warning regarding non-attendance of classes, or where the explanation does not adequately justify the student's absence, and the student continues to fail to attend classes without a valid reason for more than 5 working days following the issuance of the warning by the Vice-Dean for Studies, forward the relevant information to the Dean

of the academic unit, who shall initiate the procedure for the student's expulsion from the University in accordance with subparagraph 126.9 of the University Study Regulations.

9. The decision to expel an international student from the University shall be taken by the Rector.

10. The University's International Office shall:

10.1. periodically verify the status of international students' temporary residence permits in the Republic of Lithuania issued for the purpose of studies;

10.2. periodically invite international students to appear at the University's International Office to confirm their presence in the Republic of Lithuania. Invitations shall be sent to the student's University email address and shall specify the exact date and time of the required appearance. If the international student fails to appear in response to the first invitation, a repeated invitation shall be sent.

10.3. where an international student fails to appear at the University's International Office in response to the repeated invitation, inform the Study Manager accordingly;

10.4. notify the Migration Department of an international student who has been expelled from the University within 5 working days of the adoption of the decision on the student's expulsion.

IV. PARTICIPATION IN THE STUDY PROCESS OF INTERNATIONAL STUDENTS AWAITING THE ISSUANCE OF A TEMPORARY RESIDENCE PERMIT IN THE REPUBLIC OF LITHUANIA

11. International students who are unable to arrive in the Republic of Lithuania in due time due to pending procedures for the issuance of a temporary residence permit in the Republic of Lithuania may, until the end of the first semester of their first academic year (31 January), but no longer:

11.1. participate in the study process remotely;

11.2. complete and submit interim assessment tasks remotely that form part of the continuous assessment.

11.3. take final assessments remotely, provided that the course lecturer determines that the final assessment may be conducted remotely and, in accordance with the Procedure for the Organisation of Digital Studies at the University, obtains the required authorisation to conduct the assessment remotely.

12. International students who, due to pending procedures for the issuance of a temporary residence permit in the Republic of Lithuania, have not taken or have failed the final assessments by the end of the first semester of their first academic year, but arrive in the Republic of Lithuania by 31 January of their first academic year, may have the deadlines for completing the final assessments extended in accordance with the Procedure for the Assessment of Study Results. Where such an extension is granted, the final assessments shall be taken at the examination premises designated by the University.

13. International students who have been permitted to participate in the study process remotely in accordance with Section 11 of this Procedure shall, upon the completion of the first semester of their first academic year, participate in the study process in person while being present in the territory of the Republic of Lithuania.

14. For the purpose of assessing the risk that an international student may fail to arrive in the Republic of Lithuania before the end of the semester, the University's International Office shall inform the Dean and the Vice-Dean for Studies of the relevant academic unit where it establishes that a first-year international student has not received a decision regarding the issuance of a temporary residence permit in the Republic of Lithuania by 31 December.

15. Where an international student fails to arrive in the Republic of Lithuania by 31 January of the first academic year, the Dean of the relevant academic unit shall initiate the procedure for removing the student from the University's register of students in accordance with subparagraph 125.7 of the University Study Regulations.

V. FINAL PROVISIONS

16. The Student Admissions Office shall ensure that international students acknowledge this Procedure, either by signature or by electronic means, prior to the conclusion of the study agreement.

17. This Procedure shall be published in English on the University's website.
