

APPROVED

by Resolution No. S-2017-2-1 of 21 February 2017
of the Senate of Vilnius University
(wording of Resolution No. SPN-68 of 22 October
2024 of the Senate of Vilnius University)

THE DESCRIPTION OF THE PROCEDURE FOR THE ADMISSION OF FOREIGN NATIONALS TO FIRST CYCLE, SECOND CYCLE, AND INTEGRATED STUDY PROGRAMMES OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Admission of Foreign Nationals to First Cycle, Second Cycle, and Integrated Study Programmes of Vilnius University (hereinafter the 'Description') stipulates the admission of foreign nationals (hereinafter the 'Applicants') to full-time first cycle, second cycle, and integrated study programmes in non-State-funded student places at Vilnius University (hereinafter the 'University').

2. Nationals of the European Union and the European Free Trade Association (EFTA) employed and/or holding permanent residence permits in the Republic of Lithuania, their family members, and persons without citizenship applying for State-funded places shall be admitted following the Description of the Procedure for the Competition of Persons Educated in Foreign Institutions and in Programmes Launched by International Organisations for Admission in State-Funded Places of Higher Education Institutions approved by Order of the Minister of Education and Science of the Republic of Lithuania No. V-932 of 19 June 2020 "On the Approval of the Description of the Procedure for the Competition of Persons Educated in Foreign Institutions and in Programmes Launched by International Organisations for Admission in State-Funded Places of Higher Education Institutions" and the Rules for Admission to Vilnius University Study Programmes approved by the Senate of Vilnius University as well as the time limits set therein.

3. Foreign nationals applying to study programmes where the language of instruction is Lithuanian, as well as citizens of the Republic of Lithuania who have obtained education at Lithuanian education institutions, shall be admitted following the Rules for Admission to Vilnius University Study Programmes and time limits set therein.

CHAPTER II ORGANISING THE ADMISSION OF APPLICANTS

4. The admission of the Applicants to first cycle, second cycle, and integrated study programmes in non-State-funded student places shall be carried out by the Student Admissions Subdivision of the Study Quality and Development Division of the Central Administration of the University (hereinafter the 'Student Admissions Subdivision').

5. The Applicants may be admitted to all first cycle, second cycle and integrated study programmes offered by the University if they meet the general and specific admission requirements:

5.1. 'General requirements' mean the conditions that must be fulfilled in any given case in order to be eligible for higher education or a certain level of higher education or to acquire a higher education qualification of a certain level;

5.2. 'Specific requirements' mean additional admission criteria that must be met, along with the general requirements, to apply to the chosen study programme. These requirements shall be considered

on an annual basis at the core academic units of the University (hereinafter the ‘Units’) by the councils of the respective Units upon the proposal of the heads of these Units or their authorised persons. The persons authorised by the heads of Units shall submit the updated requirements to the Student Admissions Subdivision, which shall aggregate them and submit them to be approved by the Rector of the University, or by a Pro-Rector authorised by them, as the Specific Requirements for the Admission of Foreign Nationals to First Cycle, Second Cycle, and Integrated Study Programmes of Vilnius University (hereinafter the ‘Specific Requirements’).

6. In all cases, decisions on the Applicant’s eligibility to study the respective study programme shall be made by the Rector of the University following a proposal submitted by the head of the relevant Unit or their authorised person.

7. Admission to studies at the University shall be carried out on the basis of competition, having followed all the necessary processes consecutively:

7.1. the payment of the entrance fee in the amount of EUR 100. The fee shall be paid via an online payment system integrated into the application system for foreign students (hereinafter the ‘System’) (<https://apply.vu.lt>). The entrance fee paid is non-refundable. In exceptional cases, under the decision of the Rector of the University or their authorised Pro-Rector, Applicants or groups thereof may be exempt from paying the entrance fee;

7.2. the registration and submission of an application for participation in the competition (hereinafter the ‘Application’), by submitting up to three study programme preferences via the System within the time limits specified in Item 9 of the Description;

7.3. the submission of documents provided for in Item 10 of the Description;

7.4. passing the selection of Applicants at the Unit, in accordance with Items 15(4)(1) to 15(4)(3) of this Description;

7.5. the payment of the cost of tuition determined by the University within 15 days of receiving the offer of study and the pre-acceptance letter. Under a resolution of the head of the Student Admissions Subdivision and the head of the relevant Unit or their authorised person, the payment deadline may be extended or postponed for the persons who are candidates to be exempt from paying the tuition fee in accordance with the procedure set out in the legal acts of the University, who have applied for a State-funded place, State support from the Education Exchanges Support Foundation, or other financial support programme in Lithuania or abroad;

7.6. the conclusion of a study agreement with the University, having the student sign it in writing on the premises of a relevant Unit or by electronic means no later than 30 calendar days after the beginning of the first study semester.

8. Those Applicants who are admitted to study at the University by an order of the Rector and have concluded a study agreement with the University shall be considered University students.

CHAPTER III SUBMITTING APPLICATIONS

9. The time limits for submitting applications by Applicants shall be approved by an order of the Pro-Rector for Studies of Vilnius University.

10. When submitting their Application to the University via the System, the Applicant shall provide the following:

10.1. copies of documents certifying education and qualification acquired abroad (certificate, diploma) and supplements thereof in the original language, certified by a notary public or the originating institution:

10.1. 1. entrants to the first cycle and integrated study programmes must submit documents certifying the completion of secondary education or acquisition of equivalent qualification;

10.1.2. entrants to the second cycle study programmes must submit documents certifying the completion of higher education (bachelor or equivalent degree) qualification;

10.1.3. where an Applicant has not yet obtained final documents certifying the completion of the qualification, they may submit interim documents reflecting the qualification along with the written statement drawn up by the institution awarding the qualification, in which the precise title of qualification and the date of issue of the final documents of the qualification is specified;

10.1.4. an Applicant must submit final documents certifying the acquired qualification before the start of their studies at the University. In exceptional cases, under the decision of the head of the Student Admissions Subdivision, this time limit may be extended;

10.1.5. for nationals of non-European Union Member States and other non-European Free Trade Association (EFTA) countries, the gap between obtaining the last secondary or higher education qualification and the present may not exceed five years.

10.2. translations into English or Lithuanian of the documents specified in Item 10(1) of the Description, if these documents have been issued in a language other than English or Lithuanian. In justified circumstances, under a decision of the head of the Student Admissions Subdivision, educational documents may be submitted in the original language only. In such a case, translation of the educational documents is not required to be provided. Information on changes in document submission requirements shall be updated on an annual basis and published on the website of the University;

10.3. a copy of a personal identity document;

10.4. a copy of the document certifying the change of name or surname (if applicable).

10.5. a copy of the document certifying the level of proficiency in the language of instruction:

10.5.1. if the language of instruction in the chosen study programme is English and unless otherwise specified in the description of the study programme or Specific Requirements, an Applicant must submit a copy of an official certificate (IELTS Academic 5.5+, TOEFL iBT 46+, Cambridge English Exam 160+, Pearson PTE Academic 59+, LanguageCert IESOL B2, Duolingo English Test 95+) validating language proficiency level (no lower than B2 following the Common European Framework of Reference for Languages (CEFR)). This requirement shall not be applicable if the language of instruction in the chosen study programme is the Applicant's native language or the Applicant is a national of a state with the same official language, or the Applicant's previously acquired education had the same language of instruction.

10.5.2. in the event of other languages of instruction in the chosen study programme, the Applicant must submit a document issued by a competent institution (higher education institution, testing centre, etc.) certifying the proficiency level in the required foreign language provided in the Specific Requirements;

10.6. a cover letter;

10.7. an electronic confirmation (statement) that the information provided is true and correct, and an agreement to grant permission for the University to contact third parties (schools of secondary and higher education, ENIC-NARIC centres, etc.);

10.8. at the request of the Student Admissions Subdivision, other documents necessary for the assessment of the qualification and the Application certifying other education acquired by the Applicant, explaining the qualifications acquired, and/or the provided copies of the education documents.

11. Certified copies and official translations of the documents specified in Items 10(1) to 10(2) of the Description must be stapled and certified by the notary public or in accordance with the procedure laid down by the originating institution.

12. If the data of the Applicant are registered by another person or agency, an appropriate power of attorney or an agreement between the entrant and the agency shall be submitted.

13. The Applicant must submit all documents listed in Item 10 of the Description before the Application submission time limit specified in Item 9 of the Description. Failure to submit the required

documents on time or failure to provide all data or documents will result in the termination of the examination of the Application.

14. The assessment of the Application shall be carried out within 30 calendar days from the day of submission of all documents required to make the decision. Under the decision of the head of the Student Admissions Subdivision, when the relevant documents certifying the qualification are pending or when third parties must be contacted to assess the qualification acquired abroad, the Application assessment term may be extended and the Applicant shall be informed accordingly.

CHAPTER IV ASSESSING THE APPLICATIONS

15. Upon submission of the Application by the Applicant, the Student Admissions Subdivision shall:

15.1. within three working days confirm the receipt of the Application;

15.2. start the assessment of the Application. After reviewing the Application, the Student Admissions Subdivision may ask the Applicant to submit missing and/or additional documents and explanations;

15.3. perform academic recognition of the qualification acquired abroad in accordance with a description approved by the Senate of the University establishing the procedure for academic recognition of education and qualifications concerning higher education and acquired under educational programmes of foreign states and international organisations;

15.4. where the qualification acquired abroad is recognised, transfer the Application via the System to a responsible employee of the Unit, who shall:

15.4.1. assess the Application, carry out the assessment of the Applicant's motivation and, where necessary, within five working days from the day of receipt of the Application, may organise an entrance examination or additional testing of the knowledge and skills following the Specific Requirements and the decision on the academic recognition of the qualification acquired abroad;

15.4.2. mark the decision on the Applicant's motivation assessment in the System and prepare a proposal to the head of the Unit on the admission of the Applicant;

15.4.3. if provided for in the decision on the academic recognition of the qualification or admission, and if available at the Unit, recommend the Applicant to undertake bridging studies and inform the Student Admissions Subdivision of this recommendation. Bridging studies may be needed if the qualification of the Applicant applying for the second cycle study programmes is recognised as equivalent to professional bachelor degree or having identified that the Applicant may lack training for the respective studies;

15.5. mark the Applicant's competitive score (if provided for) in the System;

15.6. inform the Applicant of the decision on the admission. In the case of admission, the Student Admissions Subdivision shall send the Applicant the following via the System:

15.6.1. a pre-acceptance letter;

15.6.2. a tuition fee receipt;

15.6.3. the study agreement, the terms and conditions whereof the Applicant must become acquainted with and accept in the System within seven days;

15.7. in the case of non-admission, inform the Applicant of the decision and of the option to consider the Application according to other preferences (if any);

15.8. having identified that the Applicant needs bridging studies and the Unit can offer them, inform the Applicant on additional admission criteria and their implementation;

15.9. when the Applicant pays the tuition fee and agrees on the terms and conditions of the study agreement, draw up the acceptance letter notifying the Applicant on the admission to the University and send it to the Applicant via the System;

15.10. transfer the Application to the International Relations Office of the Central Administration of Vilnius University (hereinafter the 'International Relations Office'), which shall prepare documents for issuing a visa and/or a permit of temporary residence in the Republic of Lithuania;

15.11. under a decision of the head of the Student Admissions Subdivision, upon the arrival of the Applicant to study, verify the original documents certifying their education.

CHAPTER V COST OF TUITION

16. The cost of Vilnius University study programmes implemented in a foreign language, admission whereof of foreign nationals and stateless persons is carried out to non-State-funded student places, shall be approved by the Senate of the University every year upon a proposal from the Rector of the University, the preparation of which shall be ensured by the Student Admissions Subdivision.

17. The cost of tuition shall be paid in accordance with a description approved by the Senate of the University establishing the procedure of payment, reimbursement and recovery of tuition fees at Vilnius University.

18. In the event of a dispute regarding the reimbursement of the tuition fee, the examination of the Application (or, if the Applicant has already received the acceptance letter, the process of concluding the study agreement) shall be suspended until the dispute is resolved.

CHAPTER VI REGISTRATION OF APPLICANTS FOR STUDIES

19. The Applicant admitted for studies at the University must:

19.1. sign the study agreement and register for studies in accordance with the procedure laid down in the study agreement;

19.2. as needed, upon the arrival to study, submit to the Student Admissions Subdivision the original documents certifying their education unless the documents have been previously sent by post and/or email by the issuing institution. The information on the education document submission terms and conditions shall be provided to the Applicant by the Student Admissions Subdivision via the System.

20. The University shall have a right to unilaterally terminate the study agreement and expel the Applicant from the University if:

20.1. the Applicant fails to fulfil the conditions set out in Item 19 of this Description;

20.2. additional circumstances relating to the qualification acquired abroad or the authenticity of the education documents become apparent or it is established that the submitted documents certifying the qualification acquired and/or other documents referred to in Item 10 of this Description have been falsified. In this case, the documents shall be transferred to a competent law enforcement authority;

20.3. the Applicant fails to submit the final documents certifying the acquired academic qualification to the Student Admissions Subdivision.

21. Upon unilateral termination of the study agreement, all documents issued at the University concerning the admission of the Applicant shall be declared null and void. All relevant institutions and the Applicant concerned shall be informed thereof. Upon unilateral termination of the study agreement by the University, the tuition fee shall not be reimbursed.

CHAPTER VII APPEALS

22. Appeals concerning the decision on academic recognition of the education and qualification acquired abroad shall be submitted in accordance with the description approved by the Senate of the University establishing the procedure for academic recognition of education and qualifications concerning higher education and acquired under educational programmes of foreign States and international organisations.

CHAPTER VIII FINAL PROVISIONS

23. The Student Admissions Subdivision, the International Relations Office, and the Units shall review the Description on an annual basis and ensure its updating as needed.