

APPROVED
by Resolution No. S-2017-2-1
of 21 February 2017
of the Senate of Vilnius University
(wording of Resolution No. SPN-31
of 20 June 2023
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 Member States of the European Union and the European Free Trade Association (EFTA) employed in and/or holding permanent residence permits of the Republic of Lithuania, their family members, and stateless persons 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 terms and conditions stipulated by the Rules for Admission to Vilnius University Study Programmes approved by the Senate of Vilnius University.

3. Foreign nationals who wish to study in study programmes with the Lithuanian language of instruction and Lithuanian nationals who have obtained education at Lithuanian education institutions shall be admitted following the Rules for Admission to Vilnius University Study Programmes and terms 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' means 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' means 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 100 EUR and submission of a receipt proving the payment. The fee shall be paid via the Online Application System for Foreign Nationals (hereinafter the ‘System’) (<https://apply.vu.lt>) or to the following bank account of the University: Swedbank, AB, LT 377300010094318310, SWIFT code: HABALT22, reference No. 200678001, or to another account generated by the admission system. 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 (<https://apply.vu.lt>) within the deadlines 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)–15(4)(3) of this Description;

7.5. the payment of the cost of tuition determined by the University within 15 days from the day of the submission of an invitation to study and the receipt of the Pre-Acceptance Letter. Under the 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 apply for the exemption from tuition fees granted by the University, for a state-funded place, the state support from the Education Exchanges Support Foundation, or other financial support programmes in Lithuania or abroad;

7.6. after the conclusion of the Study Agreement with the University, signing it by a student in a written form 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 order of the Rector and have concluded a Study Agreement with the University shall be considered University students.

CHAPTER III SUBMITTING APPLICATIONS

9. Deadlines for submitting applications by Applicants:

9.1. for the autumn semester (studies starting on 1 September):

9.1.1. by 1 July: for foreign nationals who are not required to hold a visa to enter the Republic of Lithuania and for foreign nationals who are required to hold a visa to enter the Republic of Lithuania and the Lithuanian visa service (the Embassy of the Republic of Lithuania, the Consulate of the Republic of Lithuania or the Migration Department under the Ministry of the Interior of the Republic of Lithuania) is located in their country of origin;

9.1.2. by June 1: for foreign nationals who are required to hold a visa to enter the Republic of Lithuania, but the Lithuanian visa service (the Embassy of the Republic of Lithuania, the Consulate of the Republic of Lithuania or the Migration Department under the Ministry of the Interior of the Republic of Lithuania) is

not located in their country of origin;

9.2. the deadlines for submitting documents and for selecting applicants to joint study programmes shall be decided by a separate agreement between the partners of the study programme and published on the website of the University;

9.3. for the spring semester (starting on 1 February), the application submission deadlines (if such admission is provided for) shall be approved by the Rector of the University or their authorised Pro-Rector and published on the website of the University.

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

10.1. copies of documents certifying their foreign qualification (certificate, diploma) and annexes 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 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 an 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 term may be extended;

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 the decision of the head of the Student Admissions Subdivision, the educational qualifications may be submitted in the original language only. In such cases, translation of the educational qualifications document 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 surname or name (if applicable);

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

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 an official certificate (IELTS Academic 5.5+, TOEFL iBT 75+, Cambridge English exam 160+, Pearson PTE Academic 50+, LanguageCert IESOL B2, Duolingo English Test 90+) 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. if the language of instruction in the chosen study programme is Russian, the Applicant must submit a document issued by a competent institution (higher education institution, testing centre, etc.) certifying the proficiency level in Russian provided in the Specific Requirements;

10.6. the cover letter submitted in the System;

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 evaluation 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 deadline specified in Item 9 of the Description. In case of failure to submit the required documents on time or submission of incomplete data or documents, the application for participation in the competition shall not be considered, and the entrance fee shall not be repaid.

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 to evidence 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 the 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 the Description of the Procedure for Academic Recognition of Education and Qualifications Concerning Higher Education and Acquired Under Educational Programmes of Foreign States and International Organisations approved by the Senate of the University;

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 abilities based on the Specific Requirements and the decision on the recognition of an academic qualification acquired abroad;

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

15.4.3. inform the Applicant on additional admission criteria (the necessity for bridging studies) where the academic qualification recognition or admission decision provides for and the Unit can offer bridging studies. Bridging studies may be needed if the qualification of the Applicant applying for the second cycle study programmes is recognised as equivalent to a professional bachelor degree or having identified that the Applicant may lack training for the respective studies;

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

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

15.6.1. the Pre-Acceptance Letter;

15.6.2. the tuition fee receipt;

15.6.3. the Study Agreement, the terms and conditions thereof 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;

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 to the terms and conditions of the Study Agreement, draw up the Acceptance Letter notifying the Applicant of the admission to the University and send it to the Applicant via the System;

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

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

CHAPTER V COST OF TUITION

16. The cost of Vilnius University study programmes implemented in a foreign language, admission thereto 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 on the basis of 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 the Description of the Procedure of Payment, Reimbursement and Recovery of Tuition Fees at Vilnius University approved by the Senate of the University.

CHAPTER VI REGISTRATION OF APPLICANTS TO THE STUDIES

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

18.1. sign the Study Agreement and register for studies in accordance with the procedure laid down in the Study Agreement;

18.2. as needed, upon the arrival to study, submit to the Student Admissions Subdivision the original documents certifying the education if the documents were not sent via post earlier 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.

19. The University shall have a right to unilaterally terminate the Study Agreement and expel the Applicant from the University if:

19.1. the Applicant fails to fulfil the conditions set out in Item 18 of this Description;

19.2. 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;

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

20. 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 repaid.

CHAPTER VII APPEALS

21. Appeals concerning the decision on the academic recognition of the qualification acquired abroad shall be submitted in accordance with the Description of the Procedure for Academic Recognition of Education and Qualifications Concerning Higher Education and Acquired Under Educational Programmes of Foreign States and International Organisations approved by the Senate of the University.

CHAPTER VIII FINAL PROVISIONS

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