

## RULES FOR ADMISSION OF FOREIGN CITIZENS TO NON-STATE-FUNDED PLACES IN FOREIGN LANGUAGE STUDY PROGRAMMES AT UTENOS KOLEGIJA

### CHAPTER I GENERAL PROVISIONS

1. The Rules for Admission of Foreign Citizens to Non-State-Funded Places in Study Programmes in a Foreign Language of Utenos Kolegija (hereinafter referred to as the Kolegija) (hereinafter referred to as the Rules) establish the general principles and procedure for admission of persons with at least secondary education to non-state-funded places in first-cycle college study programmes conducted by the Kolegija..

2. Admission to the College is carried out in accordance with the Law on Science and Studies of the Republic of Lithuania (hereinafter referred to as the Republic of Lithuania) (current version), the Law on Education of the Republic of Lithuania, orders of the Minister of Education, Science and Sports of the Republic of Lithuania (hereinafter referred to as the Minister of Education, Science and Sports of the Republic of Lithuania) and other legal acts regulating admission to higher education institutions, the Statute of the College and the Study Regulations.

3. Study programs in foreign language at the College in places not funded by the state are conducted in English.

4. Admission to study programs in a foreign language is organized and carried out by the International Relations Department (hereinafter referred to as the TRS).

### CHAPTER II FOREIGN LANGUAGE STUDY PROGRAMS FOR WHICH ADMISSION IS TAKEN

5. Applicants are accepted to study in a foreign language in the following programs (see Table 1) at places not funded by the state:

Table 1. List of study programs in a foreign language

FACULTY OF BUSINESS AND TECHNOLOGY					
Code	Study program	Study form* And duration (years)		Language	Notes
		Full-time	Part-time		
Study field group: <b>COMPUTER SCIENCES</b>					
Qualification degree awarded: <b>PROFESSIONAL BACHELOR OF COMPUTER SCIENCES</b>					
6531BX020	Information Systems Engineering	3	4	English	
Study field group: <b>LAW**</b>					
Qualification degree awarded: <b>PROFESSIONAL BACHELOR OF LAW</b>					
6531KX007	Law	3	4	English	
Study field group: <b>BUSINESS AND PUBLIC MANAGEMENT</b>					
Qualification degree awarded: <b>professional</b>					

6531LX076	Business Management and Innovations	3	4	English	
6531LX075	Tourism Services Management	3	4	English	

\* Only citizens of European Union Member States and European Free Trade Association Member States may study part-time.

\*\* Applicants are accepted only for higher courses, including results of studies at a foreign higher education institution.

### CHAPTER III ENFORCEMENT OF ADMISSION

6. Applicants are admitted to the College on a competitive basis to study at their own expense. Applicants are admitted to study programs if they have an appropriate level of education and meet the requirements of the program they are applying for. The education of a person entering the first year must be equivalent to secondary education provided in the Republic of Lithuania; the education of a person entering a higher year must be equivalent to secondary and higher education provided in the Republic of Lithuania.

7. Persons who have acquired education in foreign institutions or under the educational programs of international organizations and who enroll in the College must have a decision of Utena College on the academic recognition of foreign qualifications or a decision of the Center for Quality Assessment of Studies (hereinafter – SKVC) on the recognition of education acquired in Lithuania.

8. The decision on the Entrant's opportunity to study in the relevant study programme is made by the Director of the College (hereinafter referred to as the Director) upon the recommendation of the Commission for Academic Recognition of Foreign Qualifications.

9. The admission dates and procedures are given in Table 2.

Table 2. Admission dates and procedures

<b>ADMISSION</b>		
<b><i>Submitting applications for study</i></b>	<b><i>Dates and terms</i></b>	<b><i>Location</i></b>
Submission of applications for study and other necessary documents for those intending to study <b>from the spring semester</b> .	<b>From September 15 to December 1.</b>	Maironio g. 7-26 kab. LT 28142 Utena <a href="mailto:admission@utenos-kolegija.lt">admission@utenos-kolegija.lt</a>

10. When submitting an application, it is mandatory to fill in all the questionnaire data and submit electronic copies of all required documents by e-mail: [admission@utenos-kolegija.lt](mailto:admission@utenos-kolegija.lt).

#### **11. Applicants shall submit the following at the time of application:**

11.1. a completed and signed application in the prescribed form (hereinafter referred to as the Application, see Appendix No. 1);

11.2. a high-quality digital copy of the personal identity document, certified by a notary of the country that issued the document;

11.3. copies of the document certifying the change of name and (or) surname, certified in accordance with the established procedure, if the educational documents were issued under a different name and (or) surname;

11.4. copies of documents certifying secondary education. If the documents are not issued in English, an official translation of the educational document (certificate, diploma, their supplements, appendices, study certificate) into Lithuanian or English must also be submitted;

11.5. confirmation of the paid registration fee of 50 EUR;

11.6. a valid document certifying the level of foreign language knowledge. If applicants have passed an international English language exam no earlier than 2 years ago, the lowest threshold for the exam assessment must be: (IELTS – 5.5; PTE (Pearson Test of English) - 59; TOEFL iBT- 72, CAE – Cambridge Assessment English – 160). Not applicable to persons whose native language or education is in English. If the applicant does not have this document, the level of foreign language knowledge is determined remotely. The applicant is informed about the method and time of

determining the level of foreign language;

11.7. a copy of a valid temporary/permanent residence permit in the Republic of Lithuania or another European Union country, if he/she has one;

11.8. a certificate issued by SKVC on the recognition of the acquired education and equivalent education in the education system of the Republic of Lithuania, if it was received before submitting the application to study at the College (in the absence of a certificate, the recognition of the qualification is carried out at the College;

11.9. Copies of all submitted documents must be in color, of high quality, clearly legible and sent by e-mail to [admission@utenos-kolegija.lt](mailto:admission@utenos-kolegija.lt).

12. The College has the right to request the submission of original documents necessary for the academic recognition of qualifications acquired abroad.

13. If the qualification acquired abroad is not recognized, admission to the College is not carried out. The applicant is informed personally.

14. The decision on the admission of the applicant to study the chosen study program is made within 10 working days after the date of adoption of the decision on the academic recognition of foreign qualifications.

15. The applicant is informed about the decision to accept the study by e-mail, by sending the following documents to the applicant:

15.1. a letter of acceptance to study at the College;

15.2. a study agreement, which establishes the rights and mutual obligations of the student and the College;

15.3. The study agreement must be signed by the applicant and sent by e-mail to [admission@utenos-kolegija.lt](mailto:admission@utenos-kolegija.lt) to the College within 15 working days. Upon receipt of the signed study agreement and a copy of the payment order confirming the study program fee, an order of the College Director on admission to study is prepared;

15.4. If not all or incompletely completed required documents are submitted, the application for participation in the competition will not be considered, and the paid registration fee will not be refunded.

15.5. If the application is withdrawn, the study agreement is not signed or it is terminated, the registration fee will not be refunded.

## CHAPTER IV COMPETITIVE SCORE STRUCTURE

16. Stojančiųjų akademinių pasiekimų vidurkis turi ne mažesnis nei 60 proc. vidurinio išsilavinimo įvertinimų vidurkio, atsižvelgiant į stojančiųjų šalies vertinimo sistemą.

17. Minimalus konkursinis balas ne mažesnis nei 5 balai. Dalykai, iš kurių skaičiuojamas konkursinis balas stojantiejiems pagal studijų programas pateikiami lentelėje (žr. 2 lentelę).

2 lentelė. Konkursinio balo dedamosios ir jų svartiniai koeficientai

<i><b>Name of the field of study</b></i>	<i><b>Study program name</b></i>	<i><b>Main subject</b></i>	<i><b>Second subject (choose one subject with a higher grade)</b></i>	<i><b>Third subject</b></i>	<i><b>Fourth subject</b></i>
Weighting coefficient		4	2	2	2
Health Science	General Practice Nursing	Biology	Chemistry, Mathematics, IT, Physics, Engineering technologies	Weighting coefficient of any subject that overlaps with the first and second	Foreign Language
	Odonatological Care				
	Cosmetology				

	Physiotherapy				
Social Sciences	Social Work	History	Mathematics, IT, Geography, Philosophy	Weighting coefficient of any subject that overlaps with the first and second	Foreign Language
Computer Sciences	Information Systems Engineering	Mathematics	IT, Physics, Chemistry, Biology, Geography, Engineering technologies	Weighting coefficient of any subject that overlaps with the first and second	Foreign Language
Law	Law	History	Mathematics, IT Philosophy	Weighting coefficient of any subject that overlaps with the first and second	Foreign Language
Business and Management	Business Management and Innovation	Mathematics	History, IT, Geography, Economics and entrepreneurship	Weighting coefficient of any subject that overlaps with the first and second	Foreign Language
	Tourism Services Management	History	Mathematics, IT, Geography Economics and entrepreneurship	Weighting coefficient of any subject that overlaps with the first and second	Foreign Language

18. The competitive score is calculated using the formula below, based on the Applicant's annual grades or the results of the final state exams, depending on which grades are indicated in the secondary education document.

$$KB = 4 \times \frac{PD}{V_{max}} + 2 \times \frac{AD}{V_{max}} + 2 \times \frac{TD}{V_{max}} + 2 \times \frac{KD}{V_{max}}$$

KB- competitive score, PD, AD, TD, KD- grades for the first, second, third, fourth subjects, respectively, Vmax- maximum possible grade.

## CHAPTER V ADMISSION TO A HIGHER COURSE

19. Applicants who have graduated, studied or are studying at foreign higher education institutions according to higher education study programs and wish to continue their studies at the College according to the same or other study programs of the College may be admitted to a higher course, having included their achieved study results.

20. Applicants for a higher course shall submit the documents specified in Chapter II of these Regulations and the higher education institution diploma, its supplement (appendix) and descriptions of modules (subjects), if the person has acquired higher education or other education and wishes it to be included.

21. Admission shall be granted to that course (semester) in which there are no more than

three differences in the subjects of the study program remaining, but no more than 30 credits. These differences may be eliminated during the studies until the beginning of the examination session.

22. Study results are credited in accordance with the Utena College partial study, teaching and learning results crediting procedure, and/or the College's description of the procedure for the assessment and recognition of competences acquired through non-formal and informal learning related to higher education.

23. Upon receipt of the Entrant's study results crediting card, the student is admitted in accordance with the procedure established in Chapter II of these Regulations.

## **CHAPTER VI REGISTRATION FEE, ACCOUNT DETAILS**

24. Applicants to the College, when submitting an application for admission, pay a registration fee of EUR 50.00 to the College's account:

Name of the bank:	AB bankas "Swedbank"
SWIFT code:	HABALT22
Code of the bank:	73000
Account No.	LT96 7300 0100 0260 7628
Beneficiary:	Utenos kolegija
Company code:	111965850
Name of the payment:	Registracijos įmoka
Payer's personal identification code	To write applicant's personal code or personal identification number

## **CHAPTER VII YEARLY TUITION FEE**

25. Those admitted to the College must pay the annual tuition fee, approved by the resolution of the Academic Council of the College.

26. When enrolling in a higher course, the study program fee may be proportionally adjusted for students who, in accordance with the Procedure for Crediting Partial Studies, Teaching and Learning Outcomes, credits and study results of subjects studied at other foreign higher education institutions corresponding to parts of the studied program are credited.

27. If the Enrollee has not received a visa to the Republic of Lithuania and for this reason cannot come to study, the tuition fee (90%) and dormitory deposit paid by him shall be refunded upon submission of a written request for the refund of these fees, indicating the personal bank account details or a notarized authorization to refund these fees to the payer's account, if the fees were not paid by him himself. Together with the request, he must submit a copy of the explanatory document of the Embassy of the Republic of Lithuania in the relevant foreign country on the refusal of the visa.

If a student studying remotely has not received a visa for the Republic of Lithuania and for this reason cannot arrive to continue his studies in contact mode, the tuition fee paid by student is refunded in accordance with the procedure for payment of fees of the Utena Kolegija Public Institution.

28. If the Entrant has received a visa to the Republic of Lithuania but has not arrived to study, he/she will be removed from the student lists. The study program fee paid by the Entrant will not be refunded.

## **CHAPTER VIII ADDRESSES AND TELEPHONE NUMBERS OF THE DOCUMENT RECEPTION SERVICE**

29. Information on admission, registration of documents, admission processing, studies

is provided from Monday to Thursday 8.00-17.00, Friday 8.00-14.30, lunch break 12.00-12.30. College: Maironio st. 7, room 26, LT-28142 Utena; phone +370 610 69 398; e-mail [admission@utenos-kolegija.lt](mailto:admission@utenos-kolegija.lt); website <https://www.utenos-kolegija.lt/en/international-students/admission>.

## **CHAPTER IX OTHER INFORMATION**

30. Foreign language studies are offered in a group of at least 15 applicants.

## **CHAPTER X FINAL PROVISIONS**

31. The Rules shall be approved, amended and supplemented by order of the Director.

32. The Rules shall enter into force on the date specified in the Director's order.

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Surname	Name
Date of birth	Place of Birth
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> not indicated	Citizenship
Phone number (with country code)	E-mail

## REQUEST

(application form must be printed or written in block letters)

\_\_\_\_\_ 202\_\_

Registration date	Registration number
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**I choose the study program and form in the following order:**

Distribution of priorities when choosing study programs***			Study form	
Priority No.	Study program	Study language (English)	Full-time studies	Part-time studies
<b>FACULTY OF MEDICINE</b>				
	General Practice Nursing			not applicable
	Odonatological Care			not applicable
	Physiotherapy			not applicable
	Cosmetology			
	Social Work			
<b>FACULTY OF BUSINESS AND TECHNOLOGIES</b>				
	Information Systems Engineering			
	Law			
	Business Management and Innovations			
	Tourism Services Management			

\*\*\* A maximum of 3 preferences are selected, numbered in the priority column from most important (1) to least important (3).

### 1. I provide the following additional data:

## 2. Permanent address

Address	
Postal code	City
Country	Valid till

## 3. Temporary address (if different from permanent)

Address	
Postal code	Postal code
Country	Country

## 4. Person to contact in case of unforeseen circumstances

Name	Surname
Address	
Postal code	City
Country	
Phone number (with country code)	
E-mail	

## 5. Education

Education (Secondary, Higher)	
Education acquired	
Start of the studies	
End of the studies	
School type	



## 6. Passport information (for non-EU citizens)

Passport No.	
Date of issue	
Expiration date	
Place of issue	

## 7. Accommodation

Do you need accommodation in the Utena College student dormitory?	
Yes	
No	

## 7. Attached (mark x)

Copies of documents confirming at least secondary education (certificate, diploma, their supplements, appendices) in the original language	
Notarized copies of the higher education diploma with supplement or appendix or transcript from the higher education institution where the student studied (if applicable)	
Copies of personal identification documents	
Document(s) certifying the change of name and/or surname or a copy(s) certified in accordance with the established procedure, if the educational documents were issued under a different name and/or surname.	
A copy of the receipt for the paid entrance fee of EUR 50.	
A document confirming the level of proficiency in a foreign language (English and/or Russian) (not applicable if this language is native).	

I guarantee that the data provided is correct, I am familiar with the Rules for the Admission of Foreign Citizens to Non-State-Funded Places in Utena College Study Programs in a Foreign Language, and I agree to the processing of my personal documents, as well as the procedures for admission to study.

(date)

(signature)

(name, surname)

For high school notes

Who registered	Signature	Date	Paid registration fee	Registration No.