

APPROVED BY
Order No V-69 of the Director of Utenos
kolegija of 25 April 2025

**REGULATIONS FOR FOREIGN NATIONALS' ADMISSION TO STATE NON-FUNDED
POSITIONS IN STUDY PROGRAMMES CONDUCTED IN FOREIGN LANGUAGE OF
UTENOS KOLEGIJA/ HIGHER EDUCATION INSTITUTION**

**CHAPTER I
GENERAL PROVISIONS**

1. The Regulations for Foreign Nationals' Admission to State Non- Funded Positions in Study Programmes Conducted in Foreign Language's at Utenos kolegija/Higher Education Institution (hereinafter 'Regulations') stipulates the general principles and procedures for admitting of foreign nationals (hereinafter 'Applicants') with at least secondary education into first-cycle college study programmes offered by the Utenos Kolegija/ Higher Education Institution (hereinafter 'College').

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

3. Study programs offered at the College in foreign languages for state non- funded positions are conducted in English or Russian language of instructions.

4. The International Relations Department (hereinafter 'TRS') manages admissions to study programs in foreign language.

**CHAPTER II
STUDY PROGRAMS IN FOREIGN LANGUAGES FOR WHICH ADMISSION IS TAKEN**

5. Applicants are accepted to study in the following programs with foreign language of instructions in non- state funded study positions (see Table 1):

Table 1. List of study programs in a foreign language

FACULTY OF MEDICINE				
<i>Code</i>	<i>Study program</i>	<i>Study form* and duration (years)</i>	<i>Language of instructions</i>	<i>Awarded Professional qualification</i>

		<i>Full-time</i>	<i>Part-time</i>		
Study field group: HEALTH SCIENCES					
Qualification degree awarded: PROFESSIONAL BACHELOR OF HEALTH SCIENCES					
6531GX024	General Practice Nursing	3,5	-	Russian	General Practice Nurse
6531GX027	Physiotherapy	3	-	Russian	Physiotherapist
6531GX028	Cosmetology	3	4	Russian	-
6531GX029	Odonatological Care	3	-	Russian	Dental assistant
Study field group: SOCIAL SCIENCES					
Qualification degree awarded: PROFESSIONAL BACHELOR OF SOCIAL SCIENCES					
6531JX015	Social Work	3	4	Russian	Social Worker
FACULTY OF BUSINESS AND TECHNOLOGIES					
<i>Code</i>	<i>Study program</i>	<i>Study form* and duration (years)</i>		<i>Language of instructions</i>	<i>Professional qualification</i>
		<i>Full-time</i>	<i>Part-time</i>		
Study field group: COMPUTER SCIENCES					
Qualification degree awarded: PROFESSIONAL BACHELOR OF COMPUTER SCIENCES					
6531BX020	Information Systems Engineering	3	4	English	N/A
Study field group: LAW**					
Qualification degree awarded: PROFESSIONAL BACHELOR OF LAW					
6531KX007	Law	3	4	Russian, English	N/A
Study field group: BUSINESS AND PUBLIC MANAGEMENT					
Qualification degree awarded: professional					
6531LX076	Business Management and Innovations	3	4	English	N/A
6531LX075	Tourism Services Management	3	4	English	N/A

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

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

N/A professional qualification is not awarded

CHAPTER III ENFORCEMENT OF ADMISSION

6. Admission to the College is competitive and self-funded. 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 the Applicant entering the first year must be equivalent to secondary education provided in LR; the education of the Applicant entering a higher course must be equivalent to secondary and higher education provided in the LR.

7. Persons who have acquired education in foreign institutions or under the educational programs of international organizations and who enrol 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 academic recognition of foreign education in Lithuania.

8. The decision on the Applicant's opportunity to study in the relevant study programme is made by the Director of the College (hereinafter '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

ADMISSION		
<i>Submitting applications for study</i>	<i>Dates and terms</i>	<i>Location</i>
Submission of applications for study and other necessary documents for those intending to study from the spring semester .	From September 15 to December 1.	Maironio str. 7, room 26, LT 28142 Utena, e-mail admission@utenos-kolegija.lt

10. While submitting the application, it is mandatory to fill in all the required data and submit electronic copies of all the required documents by e-mail admission@utenos-kolegija.lt.

11. The electronic copies of the following documents are submitted while submitting the application for the admission:

11.1. a completed and signed Application (hereinafter '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 colour, high quality, clearly legible and sent by e-mail to 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 within 15 working days after receiving. Upon receipt of the signed Study Agreement and a copy of the payment order confirming the tuition fee, an Order of the 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

COMPOSITION OF COMPETITIVE SCORE

16. The Applicant's academic achievements must be at least 60% of their country's average secondary education evaluations.

17. The minimum competitive score must be no less than 5 points. The subjects from which the competitive score is calculated for Applicant according to the study programs are presented in the table 3 (see Table 3):

Table 3. Components of the competitive score and their weighting coefficients

Name of the field of study	Study program name	Main subject (PD)	Second subject (AD) (choose one subject with a higher grade)	Third subject (TD)	Fourth subject (KD)
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
	Odontological 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
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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.

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

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 [Procedure for Academic Recognition and Acceptance of the Learning Outcomes of Partial Studies, Training at Utenos Kolegija/Higher Education Institution](#) and/or the College's Description of the Procedure for the Assessment and Recognition of Competences aquired through Non-formal and Informal Learning related to higher education.

23. Upon receipt of the Applicant'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	Applicant's name and surname, personal identification number or that date of birth

CHAPTER VII

ANNUAL 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 Academic Recognition and Acceptance of the Learning Outcomes of Partial Studies, Training at Utenos Kolegija/ Higher Education Institution, 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 Applicant 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/she 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.

28. If the applicant has received a visa to the Republic of Lithuania but has not arrived for studies, they 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 ADMISSION OFFICE

29. Information on admission, registration of documents, admission processing, studies are provided on working days: from Monday to Thursday from 8.00 to 17.00, on Friday from 8.00 to 14.30, lunch break from 12.00 to 12.30. Address: Maironio st. 7, room 26, LT-28142 Utena; phone +370 610 69 398; e-mail admission@utenos-kolegija.lt; website <https://www.utenos->

CHAPTER IX OTHER INFORMATION

30. Studies in foreign languages are organized when a group of at least 15 applicants is formed.

CHAPTER X FINAL PROVISIONS

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

32. The Regulations 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	Citizenship
Phone number (with country code)	E-mail

APPLICATION

(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)	Study language (Russian)	Full-time studies	Part-time studies
FACULTY OF MEDICINE					
	General Practice	not applicable			not applicable
	Nursing				
	Odonatological Care	not applicable			not applicable
	Physiotherapy	not applicable			not applicable
	Cosmetology	not applicable			
	Social Work	not applicable			
FACULTY OF BUSINESS AND TECHNOLOGIES					
	Information Systems		not applicable		
	Engineering				
	Law				
	Business Management and Innovations		not applicable		
	Tourism Services Management		not applicable		

*** 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 higher school notes

Who registered	Signature	Date	Paid registration fee	Registration No.