

APPROVED
by the order No V-134 of
Director of Utenos kolegija of
15 September 2025

**RULES FOR ADMISSION OF FOREIGN NATIONALS TO NON-STATE-FUNDED
PLACES IN STUDY PROGRAMMES IN FOREIGN LANGUAGE AT UTENOS
KOLEGIJA HIGHER EDUCATION INSITUION**

**CHAPTER I
GENERAL PROVISIONS**

1. The Rules for Admission of Foreign Nationals to Non-State-Funded Places in Study Programmes in a Foreign Language at Utenos Kolegija Higher Education Institution (hereinafter 'Rules') stipulate 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 (hereinafter 'Kolegija').

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

3. Study programs in a foreign language at the Kolegija in non-state-funded places are conducted in English.

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

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

5. Applicants are accepted to study in a foreign language in non-state-funded places in the following programs (see Table 1):

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: LAW**					
Qualification degree awarded: PROFESSIONAL BACHELOR OF LAW					
6531KX007	Law	3	4	English	
Study field group: BUSINESS AND PUBLIC MANAGEMENT					
Qualification degree awarded: professional					
6531LX076	Business Management and Innovations	3	4	English	
6531LX075	Tourism Services Management	3	4	English	

* Only citizens of European Union and the European Free Trade Association may study in part-time studies.

** Applicants are accepted for higher courses, including the results of studies at a foreign higher education institution with which the Kolegija has signed an inter-institutional cooperation agreement.

CHAPTER III ORGANISING THE ADMISSION OF APPLICANTS

6. Applicants are admitted to the Kolegija to study at their own expense on a basis of competition. 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 RoL; the education of a person entering a higher year must be equivalent to secondary and higher education provided in the RoL.

7. Persons who have acquired education in foreign institutions or according to the educational programs of international organizations and who enrol in the Kolegija must have a decision of Kolegija on the academic recognition of foreign qualifications or a decision of the Centre for Quality Assessment of Studies (hereinafter 'SKVC') concerning the recognition of foreign education.

8. The decision on the Applicant's eligibility to study in the respective study programme shall be made by the Director of the Kolegija (hereinafter 'Director') following the recommendation of the Commission of Foreign Qualifications Academic Recognition.

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, LT 28142, Utena admission@utenos-kolegija.lt

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.

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

11.1. a completed and signed application in the prescribed form (hereinafter '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. a confirmation of the paid entrance fee of EUR 50;

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.

12. The Kolegija 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 Kolegija 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 Kolegija;

15.3. The study agreement must be signed by the applicant and sent by e-mail to admission@utenos-kolegija.lt to the Kolegija within 15 working days. Upon receipt of the signed study agreement and a copy of the payment order of tuition fee, an order of the Director's on admission to study programme 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 entrance fee will not be refunded.

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

CHAPTER IV COMPETITIVE SCORE STRUCTURE

16. The average academic achievement of applicants must be no less than 60% of the average secondary education assessment, taking into account the applicant's country's assessment system.

17. The minimum competitive score is no less than 5 points. The subjects used to calculate the competitive score for applicants to study programs are presented in the table (see Table 2).

Table 2. Components of the competitive score and their weighting coefficients

<i>Name of the field of study</i>	<i>Study program name</i>	<i>Main subject</i>	<i>Second subject (choose one subject with a higher grade)</i>	<i>Third subject</i>	<i>Fourth subject</i>
Weighting coefficient		4	2	2	2
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	Weighting coefficient of any subject that overlaps	Foreign Language

			entrepreneurship	with the first and second	
	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 Kolegija partial study, teaching and learning results crediting procedure, and/or the Kolegija 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 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 Kolegija, when submitting an application for admission, pay a registration fee of EUR 50.00 to the Kolegija account:

Name of the bank:	AB bank "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	Name, surname, personal identification number or date of birth of the applicant

CHAPTER VII YEARLY TUITION FEE

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

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 a student terminates the study contract before the start of the semester due to not receiving a temporary residence permit in the Republic of Lithuania, the tuition fees and dormitory deposit paid by the student shall be refunded upon submission of a written request for a refund of these fees, indicating the personal bank account details or a notarized power of attorney to refund these fees. upon submission of a written request for a refund of these fees, indicating the details of their personal bank account or a notarized power of attorney to refund these fees to the payer's account if the fees were not paid by them. Together with the request, he must submit the decision of the Migration Department of the Ministry of Internal Affairs of the Republic of Lithuania to refuse to issue a temporary residence permit in Lithuania.

28. If a student studying remotely has not received a temporary residence permit in the Republic of Lithuania and for this reason cannot come to continue his studies in person and terminates the study contract, the tuition fee paid for the remaining period of study (after the termination of the study contract) shall be refunded.

29. If an applicant has obtained a temporary residence permit in the Republic of Lithuania but has not arrived to study, they shall be removed from the student lists. The study program fee paid by the applicant shall not be refunded.

CHAPTER VIII ADDRESSES AND TELEPHONE NUMBERS OF THE DOCUMENT RECEPTION SERVICE

30. Information on admission, registration of documents, admission processing, and studies is provided from Monday to Thursday, 8.00-17.00, Friday, 8.00-14.30, with a lunch break from 12.00-12.30. At the Kolegija: Maironio str. 7, room 26, LT-28142 Utena; phone +370 610 69 398; email admission@utenos-kolegija.lt; website <https://www.utenos-kolegija.lt/en/international-students/admission>.

CHAPTER IX OTHER INFORMATION

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

CHAPTER X FINAL PROVISIONS

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

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

Rules for Admission of Foreign
Nationals to Non-State Funded Places
in Foreign Language Study
Programmes at Utenos Kolegija
Higher Education Institution
Annex 1

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

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)	Full-time studies	Part-time studies
FACULTY OF BUSINESS AND TECHNOLOGIES				
	Law			
	Business Management and Innovations			
	Tourism Services Management			

*** The selected preferences are numbered in the priority column from the most important (1) to the least important (3).

- I provide the following additional data:**
- 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 Kolegija student's 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 Admission of Foreign Nationals to Non-State Funded Places in Foreign Language Study Programmes at Utenos Kolegija Higher Education Institution, 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

<i>Who registered</i>	<i>Signature</i>	<i>Date</i>	<i>Paid entrance fee</i>	<i>Registration No.</i>