

APPROVED BY

Decision of Panevėžio kolegija / University of Applied Sciences Academic Council of 27 February 2019, No. V4-3

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DESCRIPTION OF THE ADMISSION PROCEDURE FOR FOREIGNERS TO PANEVĖŽYS UNIVERSITY OF APPLIED SCIENCES

I. GENERAL PROVISIONS

1. Description of the procedure of admission (hereinafter referred to as Procedure) of foreign nationals (hereinafter referred to as the Applicants) to study at Panevėžio kolegija / University of Applied Sciences (hereinafter referred to as the University) establishes the general principles and procedure for admission of persons having acquired education in foreign countries to the University's study programs.

2. The following foreigners may apply to the University study programs:

2.1. Citizens of the Republic of Lithuania who have acquired education abroad and who are also citizens of another state, citizens of the European Union and European Economic Area member states and other foreigners, persons without citizenship, holding a permanent residence permit in the Republic of Lithuania, and foreigners of Lithuanian origin who have submitted a certificate of Lithuanian origin from Lithuanian community in that country from which he / she came;

2.1.1. persons specified in Sub-clause 2.1. of this Procedure, who are admitted by competition according to the Order of 4 January 2017 No. V-9 of the Minister of Education and Science of the Republic of Lithuania "On Approval of the Description of the Procedure for Competition of Persons Qualified in Foreign Institutions or International Educational Programs for Admission to State-funded Higher Education Higher Education Institutions" may apply for studies in the Lithuanian language if one of the following conditions is met:

2.1.1.1. have passed the state language examination of Lithuanian language and literature or the final examination of the Lithuanian language according to the educational program of the international organization; or

2.1.1.2. proof of proficiency in the Lithuanian language is evidenced by a document issued by the competent authority confirming that its Lithuanian proficiency level is B2; or

2.1.1.3. proof of proficiency in the Lithuanian language is evidenced by a document issued by the competent authority confirming that his Lithuanian proficiency level is B2; or

2.1.1.4. if the person is unable to document the Lithuanian language proficiency, then he / she must additionally maintain the Lithuanian language record (B2 level of command).

2.2. Foreign nationals not specified in Clause 2 of the General Provisions but who have completed their education in Lithuania.

2.3. Foreign nationals who are not citizens of the European Union and European Economic Area member states and / or do not have a permanent residence permit in the Republic of Lithuania and / or do not have citizenship of the Republic of Lithuania.

2.4. The persons specified in Clauses 2.1-2.2 of the General Provisions shall be admitted in accordance with the Rules and Time Limits for Admission to Panevėžio kolegija / University of Applied Sciences. For the citizens of the European Union and the European Economic Area Member States studying in places not financed by the state, the tuition fee is approved by the Minister of Education, Science and Sport of the Republic of Lithuania after announcing the rates of normative study prices.

3. This Description regulates the procedure for admission to the state-funded study places, when these persons are not citizens of the European Union and European Economic Area member states and / or do not have a permanent residence permit in the Republic of Lithuania and / or do not have citizenship of the Republic of Lithuania.

II. ORGANIZATION OF ACCEPTANCE OF FOREIGN CITIZENS

4. Foreign nationals may be admitted to the proposed University's full-time study programs if they have an appropriate level of education and meet the requirements of the program to which they apply.

5. In order to study in English, University students must have at least high education and a level of proficiency in English at least B1 (in accordance with the Common European Framework of Reference for Languages endorsed by the Council of Europe). English B1 proficiency level is comparable to certificates: TOEFL Paper 477-510, TOEFL IBT 53-64, IELTS 4, .5-5.0. This requirement does not apply to foreign nationals whose official language is English.

6. Citizens of foreign countries indicated in Sub-clause 2.3 of this Description shall be admitted only to places not financed by the state.

7. Study programs, which are conducted in English and where foreign nationals are admitted to study places that are not financed by the state, study prices for one study year shall be approved by a separate decision of the University Academic Council.

8. After the Applicant fulfils all the requirements set out in the Description, admission of a foreign national to the study programs offered by the University in English shall be carried out by the following procedures:

8.1. Submission of established form for the application for studies at the specified time;

8.2. Payment of registration fee (120.00 EUR.). This tuition fee is non-refundable;

8.3. Selection of Applicants eligible for the program;

8.4. Preparation and sending of conditional admission letter to selected candidate;

8.5. Payment of tuition fee set by the University;

8.6. Preparation of documents confirming the admission of a foreign national to the University:

8.6.1. Approved copy or extract of the Order for Admission to the University;

8.6.2. Acceptance letter;

8.6.3. Request for a National Multiple Visa (D) or Temporary Residence Permit in the Republic of Lithuania (Preparation of Mediation Letters);

8.6.4. Letter on accommodation in the University dormitory;

8.7. Signing a study agreement with the University.

III. SUBMISSION OF REQUESTS FOR PARTICIPATION IN ADMISSION

9. The following documents must be provided by the Applicant:

9.1. Filled and signed an established application form for studies (application form can be found at: <https://panko.lt/en/for-applicants/english-full-time-studies/>) (Annex 1);

9.2. A copy of the identity document and a translation by an approved notary or institutions providing these services;

9.3. A copy of the educational document (certificate, diploma) and its annexes, certified by at least secondary education;

9.4. A certificate issued by the Center for Quality Assessment in High Education on the recognition of education obtained in foreign institutions: http://www.skvc.lt/default/en/60/apply/documentation_requirements;

9.5. Valid certificate of English language level (TOELF, IELTS, etc.). Foreign nationals whose language is English are not required to produce documents stating English proficiency;

9.6. 3 (three) 30x40 mm. size photos;

9.7. Document confirming payment of registration fee for studies;

9.8. A letter of financial commitment signed by the parents / sponsors stating the commitment that the future student will be supported financially throughout the study period and the parent /

- sponsor and an account statement from the bank (the amount of the means of subsistence is determined by the Minister of Social Security and Labor of the Republic of Lithuania or another authorized institution);
- 9.9. Documents certified by the notary stating the change of name and / or surname (as required);
- 9.10. CV and Cover Letter (up to 2 pages)
- 9.11. Health Certificate;
10. All documents referred to in Clauses 9.2, 9.3, 9.7, 9.8, 9.9, 9.10, 9.11 shall contain one of the following languages: Lithuanian, English or Russian. Certified copies of documents and translations must be certified by a notary.
11. Authorized persons registering documents of entry must have a power of attorney certified by a notary.
12. Admission of foreign nationals applications for studies shall be carried out by the submission of the documents referred to in Clause 9 before 1 May (beginning of autumn semester - September 1). Foreign citizens who need a visa to come to the Republic of Lithuania but do not have an embassy of the Republic of Lithuania in their countries of origin submit admission requests by 1 May. For spring semester (beginning of spring semester - 1 February), admission of applications for study by foreign nationals is carried out by submitting documents by 1 November.
13. Entrants shall send copies of all necessary documents (scanned) by e-mail to: admission@panko.lt Studies, Career and Students Occupation Center: Panevėžys University of Applied Sciences, Laisvės a. 23, LT-35200, Panevėžys, Lithuania.
14. The annual tuition fee and registration fee shall be paid to the University account: LT137300010074172424; Swedbank; SWIFT code HABALT22; bank code 73000 with payment information.
15. If not all or incompletely completed documents are submitted for studies, the application is not considered, the tuition fee is not refunded.

III. SELECTION OF FOREIGN CITIZENS AND DECISION TAKING

16. The selection and admission to the University is carried out by the Studies, Career and Students Occupation Center.
17. For students who intend to study in the chosen study program in English, studies are organized if a group of at least 5 (five) persons is formed. In the absence of a group of 5 (five) individuals, the University reserves the right to offer foreign nationals: an individual study schedule, combined studies with other groups.
18. Decisions regarding admission of students to study in the chosen study program shall be taken within 10 (ten) working days after the deadline for submission of documents specified in Clause 12 of this Description. The applicant shall be informed of the decision by e-mail. The following documents are sent together with the decision:
- 18.1. Acceptance letter;
- 18.2. Study Agreement, which specifies the rights and duties of the student and the University.
19. Filled and signed Study Agreement (the Participant notes that he / she has become acquainted with the terms and conditions of the Study Agreement) together with a document confirming payment of the annual tuition fee shall be provided to the University by the invited foreigner within 10 (ten) working days from the date of receipt of the notice. If the enrolled entrant does not pay the tuition fee for the first year of study, he / she is considered not to be invited to study at the University.
20. Foreign nationals (except citizens of the European Union and the Member States of the European Economic Area) must receive a national multiple-entry visa or temporary residence permit in the Republic of Lithuania in accordance with the procedure established by legal acts.
21. Studies, Career and Students Occupation Center within 5 (five) working days from the date of receipt of the document certifying the payment of the tuition fee shall send a Mediation letter addressed to the Lithuanian Embassy or another authorized institution to issue a national multiple-entry visa or Mediation letter to issue a temporary residence permit in the

Republic of Lithuania. The student starts studying with a multiple national visa or a temporary residence permit in the Republic of Lithuania within 2 (two) weeks from the beginning of the semester (in the autumn semester - until 15 September in the spring semester - until 15 February). In exceptional cases, the foreign national may be granted an extension of this period if there are objective reasons.

22. In the event of failure to complete studies within the specified time limits, all documents issued by the University regarding the admission of foreign nationals shall cease to be valid. The relevant authorities and foreign nationals are informed about this.

IV. FINAL PROVISIONS

23. In all cases not provided in this Description, decisions are made by the Director of the University on the recommendation of the Head of the Studies, Career and Students Occupation Center.
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