

APPROVED

By the decision of the Academic Council of
Panevėžio kolegija / State Higher Education
Institution:

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DESCRIPTION OF THE PROCEDURE FOR ADMISSION OF FOREIGN NATIONALS TO PANEVĖŽIO KOLEGIJA / STATE HIGHER EDUCATION INSTITUTION

I. GENERAL PROVISIONS

1. The Description of the Procedure for the Admission of Foreign Nationals (hereinafter – the Procedure) to Panevėžio kolegija / State Higher Education Institution (hereinafter – the College) establishes the general principles and rules for the admission of citizens of European Union Member States, European Economic Area States, other foreign countries, and stateless persons (hereinafter – foreign nationals) to state non-funded study places in study programmes offered by the College.

2. The Procedure is prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, the Statute of the College, the Description of the Procedure for the Recognition and Academic Accreditation of Qualifications Conferring the Right to Higher Education, and other internal and external legal acts.

3. Foreign nationals (except citizens of European Union Member States and European Economic Area States) are admitted to the College by order of the Director, upon recommendation of the Faculty Dean, only after obtaining a temporary residence permit in the Republic of Lithuania in accordance with the established procedure (exceptions may be applied in exceptional cases by decision of the Director).

4. Due to prolonged procedures at the Migration Department, and with the applicant's consent to start studies remotely until a temporary residence permit in the Republic of Lithuania is obtained, candidates may be admitted with the status of auditor for a period not exceeding one semester, by order of the Director upon recommendation of the Faculty Dean.

5. Auditors who obtain a temporary residence permit in the Republic of Lithuania shall be transferred to student status in the study programme in which they studied as auditors, by order of the Director upon recommendation of the Faculty Dean.

6. Studies for foreign nationals are conducted in English.

7. Each year, the College Academic Council approves the study programmes and forms (including the language of instruction) eligible for admission of foreign nationals and determines the tuition fees.

II. ADMISSION OF FOREIGN NATIONALS

8. Foreign nationals who have at least a secondary education recognized in Lithuania in accordance with the procedure established by the Government of the Republic of Lithuania and an English language proficiency of at least B2 are eligible to apply to the College.

9. The admission of foreign nationals is generally carried out until 15 June.

10. Applicants must complete the online **registration form at <https://panko.lt/en/full-time-studies-application-form-2/> and submit scanned, high-resolution documents made only from the original documents:**

10.1. A copy of the passport or identity document.

10.2. A photo of size 30x40 mm.

10.3. Copies of education document(s) (certificate, diploma) and annex(es) indicating at least secondary education. If the documents are not issued in English, a notarized translation of the education document(s) and annex(es) into Lithuanian or English must be provided.

- 10.4. Documents certifying any change of name and/or surname, if the education documents were issued under a different name and/or surname.
- 10.5. A document confirming payment of the registration fee for studies, which amounts to 100 EUR. The registration fee is non-refundable. The registration fee is paid to the College's account:

Bank name	AB bank „Swedbank“
SWIFT code	HABALT22
Bank code	73000
Account number	LT137300010074172424
Recipient name	Panevėžio kolegija / State Higher Education Institution
Recipient code	111968437
Payment reference	Candidate (first and last name) registration fee for studies in the study programme (Name of the Study Programme).

10.6. A valid certificate confirming B2-level English language proficiency. Foreign nationals whose official language is English are not required to submit documents proving foreign language proficiency.

11. If not all required documents are submitted, the application will not be considered.
12. Once the application is submitted, the registration fee is non-refundable.

III. SELECTION OF FOREIGN NATIONALS AND DECISION-MAKING

13. The selection and admission of foreign nationals to the College is carried out by the International Studies Coordinators.

14. Decisions regarding the admission of foreign nationals to the chosen study programme are made within one month from the submission of all required documents. The applicant is informed of the decision by email.

15. The following documents are sent to the student:

15.1. Letter of admission (in English).

15.2. Study agreement (in English), specifying the rights and mutual obligations of the student and the College. The signed study agreement, together with the document confirming payment of the tuition fee for the first year of studies, must be submitted within 10 (ten) working days in response to the received email. The tuition fee for the first year of studies is paid to the College account indicated in point 8.5.

16. Upon receiving the signed study agreement and the document confirming payment of the tuition fee for the first year of studies, a Letter of Facilitation for obtaining a temporary residence permit in the Republic of Lithuania is sent to foreign nationals (except citizens of EU and EEA countries) within 5 (five) working days.

17. If a foreign national invited to study does not arrive, the tuition fee paid for the first year of studies is non-refundable, except in cases where the foreign national did not receive a temporary residence permit in the Republic of Lithuania. Conditions for tuition fee refunds are specified in the study agreement. A student who has received a temporary residence permit in the Republic of Lithuania must arrive to commence studies within 20 (twenty) working days from the date of collecting the Temporary Residence Permit card, but not earlier than 20 (twenty) working days before the start of studies (exceptions may be applied in exceptional cases). Arrival deadlines are coordinated by the International Studies Coordinators, who inform the Faculty Deans about students who must be removed from the student lists.

18. A student who has received a temporary residence permit in the Republic of Lithuania and arrived at the College must submit the original secondary education document(s) (certificate, diploma) and its/their annex(es) to the International Studies Coordinator. If documents are found to be falsified, the study agreement is terminated, the student is removed from the College, and the tuition fee is non-refundable.

19. Foreign nationals arriving to study are responsible for obtaining all necessary documents for travel and residence in the Republic of Lithuania (passport, temporary or permanent residence permit, health insurance, travel formalities, etc.) on their own.

IV. ADMISSION OF FOREIGN NATIONALS TO A HIGHER YEAR

20. Foreign nationals who have previously studied at higher education institutions, colleges, or other universities and wish to continue unfinished studies or enrol in a higher-level course may be admitted to a higher year.

21. Foreign nationals applying for admission to a higher year must submit, through the registration form <https://panko.lt/en/full-time-studies-application-form-2/>, together with documents proving secondary education, copies of the diploma, its annex(es), and documents certifying completed parts of previous studies (transcript of records, study certificate, academic transcript, or other documents) along with their translations into Lithuanian or English. These documents will be used to recognise formally acquired study results and/or recognised competencies.

22. Documents proving obtained study results and/or formally acquired competencies are submitted to the respective Faculty Dean, who organises the recognition of the foreign national's partial study results and/or formally acquired competencies.

23. Partial study results are recognised and/or formally acquired competencies are accredited in accordance with the Description of the Procedure for Recognition of Partial Study Results and Formally Acquired Competencies at Panevėžio kolegija / State Higher Education Institution.

24. The Faculty Dean, having evaluated the prepared Partial Study Results and/or Recognition of Formally Acquired Competencies Sheet(s), decides on the foreign national's study duration and scope, as well as the possibility to study in a higher year, and informs the International Studies Coordinators accordingly.

25. Further admission of the foreign national is carried out in accordance with the procedure described in Section III of this Procedure.

V. FINAL PROVISIONS

26. Information regarding admission, document registration, enrolment, studies, accommodation, and other matters is provided by the International Studies Coordinators.

27. The Procedure, the study programmes and forms eligible for foreign national admission, the language of instruction, tuition fees, and a link to the registration form <https://panko.lt/en/full-time-studies-application-form-2/> are published on the College's website: <https://panko.lt/en/english-application-procedure/>.

28. The Procedure is approved and amended by the decision of the Academic Council.

29. Other issues related to the admission of foreign nationals to state non-funded study places not covered in this Procedure are resolved by the Vice-Director for Studies, in consultation with the Faculty Deans and International Studies Coordinators.