

## **DESCRIPTION OF THE ADMISSION PROCEDURE FOR FOREIGNERS AND PERSONS WITHOUT CITIZENSHIP TO STUDY AT ALEKSANDRAS STULGINSKIS UNIVERSITY IN 2018**

### **I. GENERAL PROVISIONS**

1. Description of procedure (further – Description) of foreign nationals and stateless persons admission to study at Aleksandras Stulginskis University (further – University) in 2018 provides criteria for selection and order for admission to study at the University’s first cycle (Bachelor), second cycle (Master) and third cycle (PhD) study programmes.

2. The admission of foreign nationals and stateless persons to state-funded places is organised according to the order 04 01 2017 No V-9 of Minister of Education and Science of Republic of Lithuania “Description of the Procedure for the Competition for Admission to State-funded Study Courses at Higher Schools for Persons Who Have Acquired Education at Foreign Institutions or Under International Organizations Educational Programs”, the “*The Rules of Admission to First-cycle (Bachelor) Study programmes at Aleksandras Stulginskis University in 2018*” and “*The Rules of Admission to Second-cycle (Master) Study Programmes at Aleksandras Stulginskis University in 2018*”. State-funded places may be reserved for foreign nationals on all university study programs in which the instruction language is Lithuanian, as well as in doctoral programs.

3. Foreign nationals and stateless persons, are not corresponding the conditions, provided in the clause 5 of this Description, also foreign nationals and stateless persons, corresponding the conditions, provided in the clause 5 of this Description but not requesting for a state-funded place or have not received this place under the competition, can be admitted to study at their own expense (state non-funded) to the University study programmes of the first and second cycles, as well as doctoral studies.

4. In accordance with the procedure established by legal acts foreign citizens and stateless persons admitted to study at the University shall obtain a permit for temporary residence in the Republic of Lithuania or a residence permit of the European Community state or to have a permanent or temporary residence permit in the Republic of Lithuania.

### **II. ADMISSION OF FOREIGN NATIONALS TO STATE-FUNDED PLACES**

5. Persons who have acquired education at foreign institutions may be admitted to state-funded places in the first and second cycle study programmes instructed in Lithuanian language, if:

5.1. are citizens of the Republic of Lithuania, citizens of other European Union member states or countries of the European Economic Area and members of their families;

5.2. citizens and stateless persons who have a permit to reside permanently in the Republic of Lithuania and who are not from the member states of the European Union and other countries of European Economic Area;

5.3. foreigners of Lithuanian origin;

6. Admission of foreign citizens to the state-funded undergraduate studies is carried out in accordance with “*The Rules of Admission to First-cycle (Bachelor) Study programmes at Aleksandras Stulginskis University in 2018*” and in accordance with the admission process of Lithuanian Higher Education Institution Association for General Admission Organization (LAMA BPO). The admission of these persons is organized according to the LAMA BPO approved “General Admission Rules” and requests can be submitted on LAMA BPO website from 1 June 2018 (<http://www.lamabpo.lt>).

7. The recognition of qualifications and its equivalence to secondary education provided in Republic of Lithuania of foreign citizens specified in clause 5 and applying for state-funded first cycle (Bachelor) study programmes are done by the Centre for Quality Assessment in Higher Education (SKVC) on the request of ASU. This requirement is not applied for the persons who graduated from schools operating under the Convention defining the Statute of the European Schools and obtained European Baccalaureate Certificate.

8. Admission of foreign citizens specified in clause 5 and aspiring the state-funded graduate study programmes is carried out by University's Admission group. Candidates along with their applications have to provide certificates of Lithuanian language level gained in high school or higher education institution. If the applicant does not have the certificate, he can take the exam of Lithuanian language organised by University's Language Department. These persons are competing for the state-funded place in common competition queue according to the criteria and conditions, set in *"The Rules of Admission to Second-cycle (Master) Study Programmes at Aleksandras Stulginskis University in 2018"*. The evaluation of qualifications are done by ASU.

9. Persons who are pretending to the state-funded third-cycle study programmes, are considered according to *"The Rules of admission to third-cycle (doctoral) study programmes at Aleksandras Stulginskis University in 2018"* <http://asu.lt/university/research/doctoral-phd-studies/admission-to-phd-studies/>.

### III. ADMISSION OF FOREIGN NATIONALS TO STUDY AT THEIR OWN EXPENSE

10. Citizens of foreign countries and stateless persons can be admitted to study at all state non-funded places of the University's first and second cycle study programmes taught in the Lithuanian language. The list of study programmes, study forms and rules are published in *"The Rules of Admission to First-cycle (Bachelor) Study Programmes at Aleksandras Stulginskis University in 2018"* and *"The Rules of Admission to Second-cycle (Master) Study Programmes at Aleksandras Stulginskis University in 2018"*.

11. Applicants must provide a certificate of Lithuanian language knowledge not less than B2 or equivalent gained at the secondary school or other institution. If the applicant does not have the certificate, he can take the exam of Lithuanian language organised by University's Language Department.

12. Persons, specified in the table 1 and 2, can be admitted to state non-funded studies to the first (Bachelor) or second (Master) cycle study programmes, where language of instruction is English and the minimum level of English language proficiency required B2 or equivalent:

1 table. First cycle (Bachelor) study programmes instructed in English:

State code	Study programme	Duration	Qualification degree awarded
<b>6121DX012</b>	<b>Applied Ecology</b>	<b>4</b>	<b>Bachelor of Life Sciences</b>
<b>6121LX039</b>	<b>Logistics and Commerce</b>	<b>3,5</b>	<b>Bachelor of Business Management</b>
<b>6121LX038</b>	<b>Culture and Tourism Hospitality Management</b>	<b>3,5</b>	<b>Bachelor of Business Management</b>
<b>6121EX026</b>	<b>Hydraulic Engineering</b>	<b>4</b>	<b>Bachelor of Engineering Sciences</b>
<b>6121EX031</b>	<b>Water Recourses Engineering</b>	<b>4</b>	<b>Bachelor of Engineering Sciences</b>
<b>6121EX029</b>	<b>Agricultural Mechanical Engineering</b>	<b>4</b>	<b>Bachelor of Engineering Sciences</b>
<b>6121EX027</b>	<b>Transport Engineering</b>	<b>4</b>	<b>Bachelor of Engineering Sciences</b>
<b>6121FX010</b>	<b>Renewable Energy Resources Technologies</b>	<b>4</b>	<b>Bachelor of Technology Sciences</b>

2 table. Second cycle (Master) study programmes instructed in English:

State code	Study programme	Duration	Qualification degree awarded
<b>6211IX006</b>	<b>Horticulture</b>	<b>2</b>	<b>Master of Agricultural Sciences</b>
<b>6211IX007</b>	<b>Wildlife Management</b>	<b>2</b>	<b>Master of Agricultural Sciences</b>
<b>6211DX013</b>	<b>Applied Ecology</b>	<b>2</b>	<b>Master of Life Sciences</b>
<b>6211LX053</b>	<b>Accounting and Finance</b>	<b>2</b>	<b>Master of Business Management</b>
<b>6211LX055</b>	<b>Business Logistics</b>	<b>1,5</b>	<b>Master of Business Management</b>
<b>6211EX027</b>	<b>Hydraulic Engineering</b>	<b>2</b>	<b>Master of Engineering Sciences</b>
<b>6281LX006</b>	<b>Agri-Food Business Management (joint study programme)</b>	<b>2</b>	<b>Master of Business Management</b>
<b>6211EX030</b>	<b>Sustainable energy</b>	<b>2</b>	<b>Master of Engineering Sciences</b>
<b>6211EX029</b>	<b>Agricultural Mechanical Engineering</b>	<b>2</b>	<b>Master of Engineering Sciences</b>
<b>6211FX015</b>	<b>Biomass Technologies</b>	<b>2</b>	<b>Master of Technology Sciences</b>

13. Studies in English are organized only if a group for single study programme is collected:

- first cycle (Bachelor) Life Sciences and Business Management study field programmes – 15 students, Engineering and Technology Sciences – 10 students;
- second cycle (Master) Agricultural Sciences, Life Sciences and Business Management study field programmes – 10 students, Engineering and Technology Sciences – 6 students.

14. In case a minimum group of students to the programme is not organized, the candidates are advised to choose other study programme in English.

15. Studies in English are organized in full time study form according to concluded timetables of contact hours.

16. The recognition of qualifications and its equivalence to qualifications provided in Republic of Lithuania of foreign citizens who are applying for state non-funded first cycle (Bachelor) or second cycle (Master) study programmes are done by the University and if necessary by consulting with SKVC.

17. Foreign nationals and stateless persons can be admitted to state non-funded third-cycle study programs (fields) in English listed in Table 3. The minimum level of English language proficiency required B2 or equivalent:

Field code	Field of Sciences	Form of study and duration in years		Qualification degree awarded
		NL	I	
01 A	Agronomy	4	6	Doctor in Agricultural Sciences
04 A	Forest Sciences	4	6	Doctor in Agricultural Sciences
03 B	Ecology and Environmental Sciences	4	6	Doctor in Biomedical Sciences
03 S	Management	4	6	Doctor in Social Sciences
04 S	Economics	4	6	Doctor in Social

				Sciences
03 T	Transport Engineering	4	6	Doctor in technological Sciences
04 T	Environmental Engineering	4	6	Doctor in technological Sciences
09 T	Mechanical Engineering	4	6	Doctor in technological Sciences

#### **IV. SELECTION CRITERIA FOR ADMISSION TO THE FIRST CYCLE (BACHELOR) STUDY PROGRAMMES**

18. Qualification criteria for foreign nationals and stateless persons for admission to the first cycle (bachelor) study programmes taught in English:

- 18.1. having not lower than secondary or equivalent education;
- 18.2. the period since last graduation is not longer than 5 years;
- 18.3. the average grade (GPA) for five subjects, including English and mathematics is not less than 3.5 or 50 % after recalculation of obtained grades in Lithuanian system\*;
- 18.4. the minimum level of English language proficiency required B2 or not lower than 50 % exam grade;
- 18.5. the minimum grade of biology can not be lower than 50 % for the candidates who apply for Life Sciences and Agricultural Sciences study programmes;
- 18.6. positive evaluation of the candidate's motivation to study selected study programme in accordance with the University study programme profile.

*\*For the citizens of Bangladesh, Northern India and Nepal grades average must be above 60 % or equivalent.*

#### **V. SELECTION CRITERIA FOR ADMISSION TO THE SECOND CYCLE (MASTER) STUDY PROGRAMMES**

19. Qualification criteria for foreign nationals and stateless persons for admission to the first cycle (bachelor) study programmes taught in English:

- 19.1 have acquired the Bachelor qualification degree in the same field of studies he desires to study in the second cycle (Master) of studies;
- 19.2 the minimum level of English language proficiency required B2;
- 19.3 positive evaluation of the candidate's motivation to study selected study programme in accordance with the University study programme profile.

20. In case the fields of the acquired Bachelor qualification degree and the desired to study programme in the second cycle (Master) of studies are different, the applicant might receive invitation to study, but Admission commission sets bridging studies of the basic subjects in the chosen field of studies or suggests starting studies from first cycle study programme. Admission to additional studies is formalized by separate Order of the University's Rector after the candidate pays the University's approved tuition fee for the additional studies. The tuition fee for bridging studies is paid in accordance to the amount of credits set to study additionally and the price of credit.

#### **VI. ADMISSION TO THE THIRD CYCLE (DOCTORAL) STUDY PROGRAMMES**

21. Admission to the third cycle (doctoral) study programmes is conducted under "*The Rules of admission to third-cycle (doctoral) study programmes at Aleksandras Stulginskis University in 2018*" <http://asu.lt/university/research/doctoral-phd-studies/admission-to-phd-studies/>.

## VII. SUBMISSION OF DOCUMENTS AND ORGANIZATION OF THE ADMISSION

22. The required documents for admission to the first and second cycle study programmes shall be submitted:

- from EU citizenships – from 15 April to 31 July;
- from non-EU citizenships and stateless persons – before 15 July,
- when studies starts from September and before 15 October when studies starts from February.

23. The required documents for admission to study at first and second cycle study programmes have to be sent by registered post or delivered personally by applicant to the International Department of the University (central building, room 202) and presented to the staff responsible for admission of international students. The following documents are submitted:

- filled in Application Form, available at <http://asu.lt/language/en/university/studies/admission-information/application-form/>
- notarized copy of the passport of the applicant;
- notarized copy of education documents - school leaving certificate for admission to the first cycle (Bachelor) study programmes; Bachelor's diploma and it's supplement – for admission to the second cycle (Master) study programmes;
- notarized copies of other education documents (if necessary);
- notarized copy of the evidence of the change of the surname if the submitted documents are not with the same surname;
- notarized copy of the proof from the Police that applicant has not been convicted or if he has, a notarized proof that he has served his sentence, which includes the type of conviction, the type of the sentence, the fact that the sentence has been served and the duration of the sentence.
- copy of the application fee payment set by University Council <http://asu.lt/language/en/university/studies/admission-information/why-asu/tuition-fees/> and payed to the University's bank account stated in clause 39.

24. Assessment of the applicant's education is carried out by ASU during the process of assessment and recognition of foreign educational qualifications in accordance with the submitted educational documents.

25. Foreign Students' Admission Commission performs the selection of applicants to first and second cycle studies and makes the list of the students who are accepted to studies. Commission arranges meetings according to the accumulated number of applications for candidates and the urgent handling of individual admission issues, especially for admission to the second cycle studies, but not less than once a month during the period of acceptance of documents. Selection of students is carried out in the absence of candidates.

26. When applicant is graduated ASU first cycle programme and applies to the second cycle programme and his study results are suitable for admission to study at his chosen second cycle study programme in the same field the Foreign Students' Admission Commission, if necessary, may decide on an urgent procedure for admission to the II cycle programme (in particular related to the student's legal status)

27. Information to the applicant on the results of the selection procedure is sent by e-mail within 1 month period from the date of receipt of all documents.

28. The applicants admitted to studies are asked to pay an annual tuition fee and dormitory deposit.

29. After receiving an annual tuition fee and dormitory deposit paid by the non-EU applicants to the University's account stated in clause 39, the University within 3 working days prepares the documents necessary to apply for national D visa and Temporary Residence Permit (TRP) of the Lithuanian Republic

and posts them to the applicant's address. EU citizens are asked to pay tuition fee for one study semester and dormitory deposit to the University's account stated in clause 39 prior to arrival to studies at the University.

30. The beginning of studies in first cycle study programmes is 1<sup>st</sup> September or January accordingly. Foreign students invited to study have to arrive to the University and register for studies not later when 1<sup>st</sup> October (when studies start in September) and 20<sup>th</sup> February (when studies start in January).

31. Upon arrival to study the foreign citizens shall submit the following documents:

- passport of the person (to show the original and to submit the copy);
- national D visa or Temporary Residence Permit of the Republic of Lithuania;
- original education documents;
- one photo;
- other original documents certifying appropriate education;

- notarized copy of the document evidencing change of the surname in case, if the submitted documents are not under the same surname.

32. Having submitted original documents, the acceptance of the student is approved by the Order of the University's Rector and Study Agreement is concluded with the student providing obligations and responsibilities of the University and the student as well as the terms of the payment of tuition fees by the student.

## VIII. TUITION FEES

33. Students - foreign nationals and stateless persons admitted to study at their own expense (state non-funded places) at first, second and third cycle study programmes, where language of instruction is Lithuanian, shall pay the tuition fees announced at the University's website: <http://asu.lt/stojantiesiems/stojantiesiems/priemimas-i-bakalauro-studijas/studiju-kainos-ir-nuolaidos/studiju-kainos/>;

34. Students – foreign nationals and stateless persons admitted to study at their own expense (state non-funded places) at first, second and third cycle study programmes, where language of instruction is English, shall pay the tuition fees and dormitory deposit announced at the University's website: <http://asu.lt/university/studies/admission-information/why-asu/tuition-fees/>.

35. For non-EU citizens and stateless persons the tuition fee is charged in advance for a full year of studies. For EU-citizens the tuition fee is charged for one study semester paid to the University's account stated in clause 39. After receiving payment of tuition fee and other admission payments (application fee and dormitory deposit) the person, who is invited to study, is given the documents necessary to apply for national D visa or Temporary Residence Permit in the Republic of Lithuania. Students, non-EU citizens and stateless persons, are asked to pay the year tuition fee prior to the beginning of the following study year. Students, EU citizens, are asked to pay the semester tuition fee prior to the beginning of the following study semester.

36. If the foreign national invited to study did not receive national D visa and for this reason was not able to arrive for studies, the tuition fee and dormitory deposit are refunded (account should be valid for transfers in Euro) after receiving the written, signed and notarized request for refunding fees to personal bank account or a notarized power of attorney to refund fees to the payer's account, if the fees were paid not by himself. The copy of visa rejection note from the Lithuanian Embassy at the relevant foreign country should be submitted along with the request.

37. If the foreign national invited to study was granted national D visa but did not arrive or arrived to study but did not make a Study Agreement, the paid study programme fee and dormitory deposit are not refundable.

38. The application fee is not refundable in any case.

39. The Account details for transfer of the application, the tuition fees and the hostel deposit:

*Account holder:* ALEKSANDRAS STULGINSKIS UNIVERSITY  
*Code of the legal person:* 111950962  
*VAT payer code:* LT119509610  
*Address:* Studentu 11, LT-53361 Akademijos mstl., Kauno r., LITHUANIA  
*Bank's name:* SEB bank AB  
*Bank's address:* Gedimino pr. 12, LT-01103 Vilnius, LITHUANIA,  
*SWIFT (BIC):* CBVILT2X  
*IBAN:* LT35 7044 0600 0290 0835  
*Titles of the payments:*  
„application fee – Name Surname“  
„tuition fee – Name Surname“  
„hostel deposit – Name Surname“  
*or*  
“application fee, tuition fee and hostel deposit – Name Surname”.

40. Contacts of Admission Group of Foreign Students:

*Address:* Aleksandras Stulginskis University  
Central building, Room 202  
Studentu 11, Akademija  
LT-53361, Kauno r.  
LITHUANIA

*Phone* +370 37 752398

*Fax* +370 37 752271

*E-mail:* [studies@asu.lt](mailto:studies@asu.lt),

*Webpage:* <http://www.asu.lt/en>

Applicants are consulted by e-mail, on phone, the information is provided in the website. Personally applicants are consulted on working days from 9.00 to 16.00.

41. Other information.

Foreign Students Admission Commission, appointed by the Order of the University's Rector, make decisions in all the cases not covered by the Acceptance Rules.