

APPROVED
Klaipėdos valstybinė kolegija /
Higher Education Institution
Director's order No. V1-72 as of
4th May 2023

**KLAIPĖDOS VALSTYBINĖ KOLEGIJA / HIGHER EDUCATION INSTITUTION
RULES FOR ADMISSION OF INDIVIDUALS TO STUDY PROGRAMMS IN FOREIGN LANGUAGES IN 2022**

**CHAPTER I
GENERAL PROVISIONS**

1. The Rules for Admission (hereinafter – the Rules) of individuals intending to study in foreign languages (hereinafter – the individuals) the first-cycle Institution study programmes not financed by the state at Klaipėdos valstybinė kolegija / Higher Education Institution (hereinafter - the Institution) establish the general principles and procedures for the admission of individuals with at least secondary education.
2. In 2022 admission to the Institution is carried out in accordance with the documentation of the Minister of Education, Science and Sport of the Republic of Lithuania (hereinafter - LR ŠMSM) regulating admission to the study programs in foreign languages for higher education institutions.¹
3. The rules for admission of individuals to the Institution in 2023 provide only additional information, which may be accordingly revised considering any changes of the legal acts of the Republic of Lithuania.
4. Admission is carried out by the International Relations Department of the Institution (hereinafter - TRS). The results of the admission are approved by the Admission Commission formed by the order of the Director on the recommendation of the Head of TRS. The protocol is the basis of the order on the admission of students to study. A study agreement is signed with the student in two copies, one of which belongs to the student, the other is kept in the student's file at the Institution. The study contract is the basis for payment for studies.
5. In all cases not provided for in the admission rules, decisions shall be taken by the Admissions Committee.

**CHAPTER II
REQUIREMENTS FOR APPLICATIONS**

6. Individuals intending to study the Institution study programmes in foreign languages must submit the following documents:
 - 6.1. online application and motivation letter www.apply.kvk.lt;
 - 6.2. passport copy, notarised;

¹ <https://bakalauras.lamabpo.lt/teises-aktai/>

- 6.3. copies of documents certifying education (these documents must be submitted with a certified translation into English, Lithuanian or Russian), notarized;
- 6.4. proof of payment of the non-refundable accession fee (EUR 120);
- 6.5. a valid document certifying the foreign language proficiency level (TOEFL, IELTS, etc.) (the minimum required proficiency level of a foreign language - B1). Does not apply to individuals whose first language is English or who has a previous education in English.
 - 6.5.1. In case the individual does not have this document, employee of the Institution performs the foreign language proficiency test remotely. The individual is informed about the method and time of determining the level of the foreign language.
 - 6.5.2. If proficiency level of a foreign language of an individual is lower than required, he/she may be admitted to studies provided he/she achieves the required language proficiency level during the first semester of studies.
- 6.6. documents proving the activities performed, as required for the calculation of the additional score (in accordance with the item 2.1 of the Rules).
7. Good quality, clearly legible, colourful copies of the required documents are placed on the e-portal www.apply.kvk.lt or sent by e-mail admissions@kvk.lt, if the entrant's documents are submitted by an authorized person.
8. The Institution reserves the right to request submission of original or notarized copies required for the academic recognition of qualifications acquired abroad in accordance with “Guidelines of the procedure for assessment of education and qualifications concerning higher education and acquired under educational programmes of foreign states and international organizations for those applying to study at Klaipėdos valstybinė kolegija / Higher Education Institution” (hereinafter – guidelines for academic recognition)² approved by Institution Directors order no. V1-022 as of 15th February 2022.
9. If a foreign qualification is not recognized, admission to the Institution is not granted and the individual is notified immediately.

CHAPTER III STRUCTURE OF THE COMPETITIVE SCORE

10. A minimum competitive score of **4.3** is applied to all entrants to non-state funded study places in 2023.
11. The structure of the competitive score for individuals according to the study programmes:

STUDY FIELD	STUDY PROGRAMME, CODE. DESCRIPTIONS OF STUDY PROGRAMMES ³	THE FIRST (MAIN.) SUBJECT (maturity exam assessment only)	THE SECOND SUBJECT (maturity exam assessment or annual assessment)	THE THIRD SUBJECT (maturity exam assessment or annual assessment)	THE FOURTH SUBJECT
ENGINEERING SCIENCES					

² Additional information on the academic recognition of foreign qualifications is available on the Institution’s website – <https://www.kvk.lt/en/degree-studies/admission/academic-recognition/>.

³ <https://www.kvk.lt/en/degree-studies/study-programmes-in-english/>

Measurement engineering	Digital Geodesy (6531EX011)	Mathematics (0,4)	Physics or Chemistry, or Information Technology (0,2)	Any other subject that does not coincide with other subjects in the competitive score (0,2)	Native language, or English language (0,2)
COMPUTER SCIENCES					
Informatics	Informatics (6531BX004)	Mathematics (0,4)	Information Technology or Physics (0,2)	Any other subject that does not coincide with other subjects in the competitive score (0,2)	Native language, or English language (0,2)
BUSINESS AND PUBLIC MANAGEMENT					
Finance	Finance (6531LX009)	Mathematics (0,4)	History or Information Technology, or Geography, or Foreign language(0,2)	Any other subject that does not coincide with other subjects in the competitive score (0,2)	Native language, or English language (0,2)
Management	Administration of Institutions and Companies (6531LX008)				
Tourism and recreation	Toursim Business (6531LX011)	History (0,4)	Mathematics or Information Technology, or Geography, or Foreign language(0,2)		
HEALTH SCIENCES					
Nursing and midwifery	General Practice Nursing (6531GX002)	Biology (0,4)	Chemistry or Mathematics, or Information Technology (0,2)	Any other subject that does not coincide with other subjects in the competitive score (0,2)	Native language, or English language (0,2)
Oral care	Dental Hygiene (6531GX003)		Chemistry or Mathematics, or Information Technology or Physics (0,2)		
Rehabilitation	Physiotherapy (6531GX006)				
SOCIAL SCIENCES					

Social work	Social Work (6531JX001)	History (0,4)	Mathematics or Information Technology, or Geography, or Foreign language(0,2)	Any other subject that does not coincide with other subjects in the competitive score (0,2)	Native language, or English language (0,2)
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12. Those who do not have the assessment of the first (main) maturity exam required for the study program to be studied, a test of the knowledge of the field, which is performed by an expert of the Institution, is obligatory.
13. Additional scores for entrants to non-state funded places may be awarded:

CRITERIA	CRITERION VALUE IN SCORES
Vocational training program completed (level IV)	1
At least 6 months of work experience according to the chosen field of study (except Dental care, Nursing and midwifery, Social work study fields)	1
At least one year of study in Lithuanian or foreign higher education institutions	1
Qualification of Assistant Nurse (applies only to those entering the General Practice Nursing study program)	1
Qualification of a social worker assistant (applies only to those entering the Social Work study program)	1
Employer's recommendation corresponding to the chosen study program	0,5
Examination of knowledge in the field (applies to those who have completed upper secondary education from 2021 or do not have the first major entry point)	2

CHAPTER IV STUDY PRICES AND FORMS

14. Prices and study forms to the foreign language study programmes of the Institution admission for 2023:

Study programme ⁴	Study fee for one academic year (EUR)	Duration of studies (years)	Language of study
FACULTY OF TECHNOLOGIES			
Digital Geodesy	3000	3	English
Informatics	3000	3	English
FACULTY OF BUSINESS			
Finance	2520	3	English
Administration of Institutions and Companies	2520	3	English
Tourism Business	2520	3	English
FACULTY OF HEALTH SCIENCES			
General Practice Nursing	2950	3,5	English
Dental Hygiene	2950	3	English
Physiotherapy	2950	3	English
Social Work	2680	3	English

CHAPTER V ADMISSION DATES AND PROCESSES IN 2023

15. Admission is carried out in two stages: first, the documents submitted are assessed in accordance with Chapter II. If the documents are submitted, an academic assessment of the foreign qualification is carried out in accordance with the guidelines of academic recognition.
16. TRS informs the individual who have submitted applications by email about the decision made on admission to study.
17. The individual pays a one-year tuition fee. Upon a reasoned request, a person may pay the tuition fee in instalments.
18. TRS prepares and sends the mediation documents for the visa (if necessary) to the recipient only after receiving the documents confirming the payment for the studies.
19. The fact of study is confirmed by signing the study agreement, the protocol for the Admission Commission and the order of the Director regarding admission to studies are prepared, the student file is compiled and forwarded to the Center for Studies and Career.
20. Admission will not be carried out if:
 - 20.1. the individual does not submit all the documents in time;
 - 20.2. copies of submitted documents are not of good quality;

⁴ The maximum possible number of students in the first year of the full-time study program is 30 students in study programmes of Faculties of Technologies and Health Sciences, 20 students in study programmes of Faculty of Business.

20.3. the admission deadline passed.

General admission	Submission of the documents (according to the Chapter II)	2022-06-01
	Publication of the invitation to study	2022-06-30 ⁵
	Conclusion of contracts with invitees	till 2022-09-15
Additional admission (only in exceptional cases)	If the individual submits all the documents (according to Chapter II) at the same time (applicable to individuals acquiring secondary education in 2023)	2022-06-30
	If the individual submits all the documents (according to Chapter II) at the same time and is not required to obtain visa for entering Lithuania	2022-07-29
	Publication of the invitation to study	2022-08-26
	Conclusion of contracts with invitees	till 2022-09-15

CHAPTER VI EXECUTION OF ADMISSION

21. Execution of signing the agreements for studies:

- 21.1. International Relations Department, room 122, Jaunystes str. 1, Klaipėda
- 21.2. Phone +370 659 67260 or +370 630 07720, email: admissions@kvk.lt
- 21.3. Working hours: I – IV 9.00 – 16.00; V 9.00 – 15.00, lunch break: 12.00 – 12.45

22. Prior to the commencement of studies, a person may terminate studies by submitting a request to TRS in the prescribed form. If the request for termination of the study agreement is not submitted in time, the agreement shall be deemed valid.

23. All individuals submitting an application for studies pay an application fee of 120 Eur. The registration fee is non-refundable.

24. The application fee shall be paid into the account of the Institution. The following details are specified when making the payment:

Beneficiary	Klaipėdos valstybinė kolegija
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⁵ The period may vary depending on the academic recognition of the foreign qualification.

Company code	111968056
Account	LT80 7300 0100 7417 8978
Bank	„AB Swedbank“
Bank code	73000
SWIFT code	HABALT22
Purpose of payment	Application fee [name surname]
Amount	120 EUR

CHAPTER VI ADMISSION TO A HIGHER COURSE

25. Admission to a higher course is coordinated and carried out by the person in charge of the Faculty in accordance with “Description of the study result recognition procedure of the Klaipėdos valstybinė kolegija / Higher Education Institution”⁶ approved by Institution Academic Council protocol resolution of the meeting (protocol No. SV1-06) on 12th November 2020“.
26. If a person enrolling to a higher course needs a visa, the person in charge of the Faculty shall inform the TRS and submit copies of the identity document and the order of admission.

⁶ Documents can be found in Institution website - <https://www.kvk.lt/en/for-students/study-documents/>.