

**EXCHANGE TO MYKOLAS ROMERIS UNIVERSITY (ACADEMIC YEAR 2023/2024)**

<p><b>INSTITUTIONAL INFORMATION</b></p> <p>Full Legal Name of Institution: MYKOLAS ROMERIS UNIVERSITY          Institutional Code: LT VILNIUS06                      OID No. E10191520          Postal Address: Mykolas Romeris University, Ateities str. 20, Vilnius LT-08303, Lithuania          Telephone: +370 5 2714 625 (Rector's office)          Rector: Prof. dr. Inga Žalėnienė          Internet: <a href="http://www.mruni.eu">http://www.mruni.eu</a></p>	
<p><b>OFFICE RESPONSIBLE FOR STUDENT EXCHANGE</b></p> <p>International Office          Tel. +370 5 2714 695; Tel. +370 5 2714 603; +370 5 2714 579 Email: <a href="mailto:erasmus@mruni.eu">erasmus@mruni.eu</a>;          Internet: <a href="https://www.mruni.eu/en/university/internationalization/">https://www.mruni.eu/en/university/internationalization/</a></p>	
<p><b>CONTACT PERSONS AT THE INTERNATIONAL OFFICE</b></p>	
<p style="text-align: center;"><b>Head of International Office</b></p> <p>Tel. +370 5 2714 695, Email: <a href="mailto:adb@mruni.eu">adb@mruni.eu</a>; <a href="mailto:erasmus@mruni.eu">erasmus@mruni.eu</a>          Room No. I-317</p>	<p><b>Mrs. Audra Dargytė Burokienė</b></p>
<p style="text-align: center;"><b>Coordinator Responsible for Incoming Students</b></p> <p>Tel. + 370 5 714 603 Email: <a href="mailto:incoming@mruni.eu">incoming@mruni.eu</a> , <a href="mailto:erasmus@mruni.eu">erasmus@mruni.eu</a>          Room No. I-302 WhatsApp No. +37065973278</p>	<p><b>Ms. Paulina Dainiūtė</b></p>
<p style="text-align: center;"><b>Coordinator Responsible for Outgoing Students</b></p> <p>Tel. +370 5 2714 579 Email: <a href="mailto:outgoing@mruni.eu">outgoing@mruni.eu</a>; <a href="mailto:erasmus@mruni.eu">erasmus@mruni.eu</a>          Room No. I-302 WhatsApp No. +370610 69397</p>	<p><b>Ms. Anastasija Semenej</b></p>
<p style="text-align: center;"><b>Coordinator Responsible for International Traineeships</b></p> <p>Email: <a href="mailto:traineeships@mruni.eu">traineeships@mruni.eu</a>; <a href="mailto:erasmus@mruni.eu">erasmus@mruni.eu</a>          WhatsApp No. +37065960704</p>	<p><b>Mrs. Laura Jakubsevičienė</b></p>
<p><b>APPLICATION DEADLINES</b></p> <ul style="list-style-type: none"> <li>• <b>31 May</b> for Autumn Semester or Academic year arrivals</li> <li>• <b>30 November</b> for Spring Semester arrivals</li> </ul> <p>Nominations of students should be received before 20 May and 20 November to e-mail <a href="mailto:erasmus@mruni.eu">erasmus@mruni.eu</a> and include family and given names, gender, e-mail address, subject area and cycle of studies and period of mobility.</p> <p><b>N.B. we are planning to use third party provider (Mobility.Online) system for all Erasmus without paper functionalities (including online nomination) when they become available. When system set-up is functional, all partners will be dully notified well in advance .</b></p> <p>After nominations, students receive a link to on-line application package and other relevant pre-arrival information which is also available on the the below web-page:  <a href="https://www.mruni.eu/en/university/internationalization/erasmus-and-exchange-studies-incoming/">https://www.mruni.eu/en/university/internationalization/erasmus-and-exchange-studies-incoming/</a>          After the nomination by home institution, the on-line application for students is available at:  <a href="https://incoming.mruni.eu">https://incoming.mruni.eu</a></p> <p>Application package includes Application form, Study plan, and a Request for Accommodation. Only when ALL FIELDS of the Application form are completed, the on-line application system allows to SUBMIT it. The study plan may afterwards be exported into the online Learning agreement (according to Erasmus+ LA template) by MRU academic coordinator of the relevant host faculty OR student completes his/her learning agreement as instructed by home university. Learning agreement should be signed by student, home University coordinator, and receiving university (MRU) coordinator before the arrival for studies. Signed Learning agreement should be uploaded to the on-line application system.</p>	

## EXCHANGE TO MYKOLAS ROMERIS UNIVERSITY (ACADEMIC YEAR 2023/2024)

### ACADEMIC CALENDAR

**Autumn semester (20 weeks):** from 1 September, 2023 to 28 January, 2024

**Introductory week:** from 28 August, 2023 to 3 September, 2023

**Date of arrival:** 28 August, 2023

**Lectures:** from 1 September, 2023 to 22 December, 2023

**Christmas holiday:** from 23 December, 2023 to 28 December 2023

**Examinations:** from 29 December, 2023 to 21 January, 2024

**Holidays/Resit of exams:** from 22 January, 2024 to 28 January, 2024

**Deadline for Applications:** 31 May, 2023

**Spring semester (20 weeks):** from 29 January, 2024 to 30 June, 2024

**Introductory week:** from 22 January, 2024 to 28 January, 2024

**Date of arrival:** 22 January, 2024

**Lectures:** from 29 January, 2024 to 26 May, 2024

**Examinations:** from 27 May, 2024 to 23 June, 2024

**Resit of Examinations:** from 25 June, 2024 to 30 June, 2024

**Summer holidays:** from 1 July, 2024 to 31 August, 2024

**Deadline for Applications:** 30 November, 2023

### Visas and Immigration Procedures

Students who are citizens of any country in the **EU, EEA, EFTA** do not need a visa to enter the Republic of Lithuania.

The students who are citizens of any EU country and stay in Lithuania longer than for 3 months, will have to apply for the certificate of the EU Member States citizen of his right to live in the Republic of Lithuania at the local migration office.

For all **non-EU, EEA or EFTA countries** citizens who will study and reside in Lithuania, a **National Visa (D-type) is compulsory**.

Students from countries who's citizens do not require visas for entrance to the Republic of Lithuania (<http://keliauk.urm.lt/en/entry-to-lithuania/visas/list-of-countries-whose-citizens-do-not-require-visas-to-enter-the-republic-of-lithuania>) can enter the Lithuanian territory, BUT after the arrival such students will have to apply for National Visa (D-type) at the local Migration office. **Below listed documents are compulsory to bring to Lithuania.** (can also be checked from Migration department: <https://www.migracija.lt/esu-studentas> ) The procedure will be explained after the arrival.

Students from countries who's citizens require visas for entrance to the Republic of Lithuania must **apply for National Visa (D-type) beforehand** at the visa authority of the Republic of Lithuania (through the application centres for visa applications of the external service provider).

In order to get a National Visa (D-type), the Student must submit:

- A number of Mediation submitted by Mykolas Romeris University to MIGRIS system ;
- a valid travel document (Passport) (its validity must be no less than 1 more year longer after the last day of stay in Lithuania);
- a completed form of application for National Visa (it must be completed online , submitted and printed);
- one photo of 35x45 mm, corresponding to the age of the Student;
- the receipt of the paid consular fee;
- a valid document certifying his/her health insurance coverage;
- a document certifying his/her sufficient subsistence means;
- Additional documents can be requested.

In order to get a special Mediation from Mykolas Romeris University the Student **has to send a copy of the passport by e-mail (except if a copy of passport has already been uploaded in the on-line application form)**.

Students with D-type visas can reside in Lithuania for up to 12 month. If the period of stay in Lithuania is longer, all international students will be required to apply for a temporary residence permit.

#### Registration

New students are required to register the arrival at the registration desk during the Introductory week or in case of later arrival at the International Office (room No. I-302).

Make sure that you bring these documents:

- Passport
- Visa (if required)
- Letter of acceptance
- Health insurance policy (or European health insurance card)
- Confirmation of accommodation
- Learning Agreement (it must be available online and dully signed by home coordinator)

#### Introductory Week

The International Office strongly recommends for new international students to participate in the Introductory Week organised before beginning of Autumn and Spring Semester. During this week, students are acquainted with the University, student life and services for students, with Vilnius and wider area, offered to join trips (possibly overnight). Participating students are asked to pay only for their accommodation during the overnight trips.

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<p style="text-align: center;"><b>Mentor System</b></p> <p>A student mentor is assigned to every international exchange and visiting student at MRU. The mentor is a fellow student who helps new exchange students in solving all necessary things, such as:</p> <ul style="list-style-type: none"> <li>- housing in the Students' House;</li> <li>- finding a flat to rent if it is necessary;</li> <li>- helping to register at the Migration Office;</li> <li>- applying for ISIC or LSP (Lithuanian student ID);</li> <li>- helping to pay for the dormitory or open an account in the bank;</li> <li>- helping to register for health care services and etc.</li> </ul> <p>A student mentor meets the arriving student at the railway station, bus station or airport if she/he has been informed about the arrival a few days in advance. The student mentor is contacting his/her foreign student before arrival. Our mentors are volunteers from ESN MRU Vilnius section.</p>	<p style="text-align: center;"><b>Study Guides Published in English</b></p> <p>Study related information in English is published at: <a href="https://www.mruni.eu/en/university/internationalization/erasmus-and-exchange-studies-incoming/">https://www.mruni.eu/en/university/internationalization/erasmus-and-exchange-studies-incoming/</a></p> <p>The list of course units students can choose is published at: <a href="https://www.mruni.eu/en/university/internationalization/erasmus-and-exchange-studies-incoming/">https://www.mruni.eu/en/university/internationalization/erasmus-and-exchange-studies-incoming/</a></p> <p>The description of the courses is available on: <a href="https://stdb.mruni.eu/studiju_programu_katalogas.php?!=en">https://stdb.mruni.eu/studiju_programu_katalogas.php?!=en</a></p> <p style="text-align: center;"><b>Practical information</b></p> <p>For practical information on studying and living in Vilnius, please refer to a Guide for International Students published at: <a href="https://www.mruni.eu/en/university/internationalization/practical-information-for-incoming-students/">https://www.mruni.eu/en/university/internationalization/practical-information-for-incoming-students/</a></p>
<p style="text-align: center;"><b>Health Insurance</b></p> <p><b>All international students</b> must have a valid health insurance during their period of stay in Lithuania. Students who are citizens of any country in the European Union must have European Health Insurance Card. All students from non-European Union countries can obtain their health insurance (travel medical insurance) policy at their home countries (please, check if the insurance is valid in the entire Schengen zone) or they can obtain it in Lithuania. For the purpose of National D-type visa, a minimum insured amount of the medical insurance contract (policy) needs to be at least <b>30.000 eur</b> and the insurance contract shall guarantee that all basic medical assistance costs and travel expenses which may arise in connection with the return, for health reasons, of a foreigner to homeland (medical transportation/repatriation, including escort by medical brigade or a doctor) will be covered.</p>	
<p style="text-align: center;"><b>Student Housing</b></p> <p>Mykolas Romeris University offers accommodation for international students on campus - at student residence halls "Student house" - Didlaukio st. 57 or Didlaukio st. 86. It takes 5 minutes on foot to come to the main University building. Due to the high number of international students, mostly shared rooms are available. There are rooms to be shared by two or three students. Monthly accommodation fee of a place in a shared room at the "Student house" is 100 eur/month in a room shared by three students or 145 eur/month in a room shared by 2 students. Accommodation fee is subject to change and may be checked on <a href="https://www.mruni.eu/en/study-organization-and-environment/accommodation/">https://www.mruni.eu/en/study-organization-and-environment/accommodation/</a>.</p> <p>Residents must comply with the rules of Students house. University has a right to evict any resident of the Student house who does not comply with the rules of Student house. Student is responsible for reimbursing any damage done while living in the "Student House".</p> <p>All rooms have wi-fi access to Internet. Bathroom facilities are mostly shared by at least two rooms. There are two common use kitchens, a meeting room, a working room in each floor. Students are obliged to clean up and keep the order in the kitchen and rooms by themselves. Laundry room is also available for international students at the Student house (operated by external service provider).</p> <p>Application for student house is made in the following steps:</p> <p>Firstly, by marking that applicant intends to live in the MRU student house in the online application form. After the acceptance of student is confirmed by MRU and student data are enlisted in the MRU students registry (approximately <b>1 month before semester begins</b>), the student must activate the MRU student account and then secure the reservation of a chosen room via the MRU Student house reservation platform:</p> <p>Step 1: create MRU account at <a href="https://stud.mruni.eu/en/reguser.php">https://stud.mruni.eu/en/reguser.php</a></p> <p>Step 2: with your MRU username (Username are all letters UNTILL the „@stud.mruni.eu“) login to Student house reservation system and book your chosen place or room of accommodation at the dormitory and pay reservation fee of 100 EUR.</p> <p>Then the reserved place (or room) is waiting for the student from the student's arrival.</p> <p>More information and options about on campus and outside campus accommodation available on: <a href="https://www.mruni.eu/en/university/internationalization/practical-information-for-incoming-students/">https://www.mruni.eu/en/university/internationalization/practical-information-for-incoming-students/</a></p>	

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<b>Information on Lithuanian Language Courses</b>	
At Mykolas Romeris University, Lithuanian language course may be taken by exchange students as an elective 6 ECTS course unit during the semester without fees.	
<b>While studying at Mykolas Romeris University</b>	
Information on major events, announcements, etc. is provided on the University's home page: <a href="https://www.mruni.eu/en/">https://www.mruni.eu/en/</a> Follow Mykolas Romeris University on <a href="#">Facebook</a> or <a href="#">LinkedIn</a> <b>and Follow MRU International Office on Facebook (<a href="#">MRU Erasmus+</a>) or Instagram (<a href="#">mru.erasmus</a>)</b>	
<b>At the end of the mobility period</b>	
Students MUST complete a pre-departure declaration and leave it in the International office. Duration certificates, any other documents are being issued ONLY after pre-departure declaration is presented to International office.	
<b>After the period of studies at Mykolas Romeris University</b>	
The official transcript of records for the exchange/free-mover students will be sent within 5 weeks after the assessment period is finished by e-mail to the address, indicated in the pre-departure declaration (and by post, when requested by the partner institution).	
<b>Official days in 2023/2024, when the University is closed:</b> November 1-2 (All Saints Days) December 24-26 (Christmas) January 1 (New Year's Day) February 16 (Independence Day) March 11 (Restoration of Lithuanian Independence Day) April 1 (Easter Monday) May 1 (International Labour Day) June 24 (All John's Day) July 6 (Day of Statehood – Coronation of King Mindaugas) August 15 (the Assumption day)	<b>Approximate cost of monthly budget</b> 500 – 550 eur and more (depending on personal habits)  <b>Housing:</b> ~100-250 eur (at the MRU Residence halls) - >250 eur (in private sector) <b>Food, transport, books, leisure:</b> food: 150 – 200 eur transport: 6 eur (student monthly public transportation e- ticket) – 40 eur (other types of transportation) leisure: 60 – 170 eur other: 50 – 100 eur

<b>ACADEMIC (DEPARTMENTAL) COORDINATORS</b>	
<b>Associated professor of Law School</b> Address: Ateities str. 20, LT-08303 Vilnius, Room No. V-344 Tel. +370 5 2714 597, Email: <a href="mailto:dgailiute@mruni.eu">dgailiute@mruni.eu</a> <b>Subject areas covered by the School:</b> <a href="#">Law (042)</a>	<b>Assoc. Prof. Dr. Dovilė Gailiūtė-Janušonė</b>
<b>Vice-Dean for studies of the Faculty of Public Governance and Business</b> Address: Ateities str. 20, LT-08303 Vilnius, Room No. V-507 Tel. + 370 5 714 657 Email: <a href="mailto:irotom@mruni.eu">irotom@mruni.eu</a> <b>Subject areas covered by the Faculty:</b> <a href="#">Political sciences and civics (0312)</a> , <a href="#">Management and Administration (0413)</a> , <a href="#">Economics (0311)</a> , <a href="#">Business (041)</a> , <a href="#">Finance (0412)</a> <a href="#">Informatics ICT (0611, 0612)</a>	<b>Prof. Dr. Irmantas Rotomskis</b>
<b>Vice-Dean for studies of the Faculty of Human and Social Studies</b> Address: Ateities str. 20, LT-08303 Vilnius, Room No. V -241 Tel.: +370 5 271 4529 Email: <a href="mailto:selmistraitis@mruni.eu">selmistraitis@mruni.eu</a> <b>Subject areas covered by the Faculty:</b> <a href="#">Psychology (0313)</a> , <a href="#">Languages (0231, 0232)</a> , <a href="#">Education (0111)</a> , <a href="#">Social work (0923)</a> , <a href="#">Teacher training (0113)</a> <a href="#">Communication and Media (032)</a>	<b>Prof. Dr. Linas Selmistraitis</b>
<b>Vice-Dean for Studies of the Public Security Academy</b> Address: V. Putvinskio 70, LT- 44211 Kaunas Tel.: +370 5 271 4663 E-mail: <a href="mailto:dseniutiene@mruni.eu">dseniutiene@mruni.eu</a> <b>Subject areas covered by the Academy:</b> <a href="#">Security services (103)</a> , <a href="#">Law (042)</a>	<b>Mrs. Danguolė Seniutienė</b>