

**MINISTRY OF EDUCATION, SCIENCE AND SPORTS  
OF THE REPUBLIC OF LITHUANIA**

**DESCRIPTION OF PROVISION  
OF THE ADMINISTRATIVE SERVICE OF GRANTING THE AUTHORISATION TO  
CARRY OUT STUDIES AND ACTIVITIES RELATED TO STUDIES**

22 November, 2018  
Vilnius

Seq. No	Name	Description content
1	Administrative service code	PAS28734
2	Administrative service version	Version 2
3	Administrative service name	Granting, updating and revoking the authorisation to carry out studies and activities related to studies
4	Administrative service description	<p>The right to carry out studies and activities related to studies shall be enjoyed by the following entities holding the authorisation to carry out activities related to studies specified by the Law of the Republic of Lithuania on Higher Education and Research:</p> <ol style="list-style-type: none"> <li>1) a state higher education institution;</li> <li>2) a non-state higher education institution;</li> <li>3) a foreign higher education institution activities of which were evaluated by the agency for quality assessment in higher education which is included in the European Quality Assurance Register for Higher Education or a branch of the agency that is a full member of the European Association for Quality Assurance Higher Education set up in Republic of Lithuania.</li> </ol> <p>The authorisation to carry out studies and activities related to studies shall be granted if the higher education institution or a branch of a foreign higher education institution meets the following requirements:</p> <ol style="list-style-type: none"> <li>1) the State Security Department of the Republic of Lithuania concludes that activities planned by the higher education institution or the branch of the foreign higher education institution do not pose threat to national security;</li> <li>2) the higher education institution or the branch of the foreign higher education institution undertakes to implement studies of at least 3 study fields (for a university) or 2 study fields (for a college) during 12 months from the day of granting the authorisation to carry out studies and activities related to studies and to implement at least a half of the study programmes in the territory of the Republic of Lithuania;</li> <li>3) the Centre for Quality Assessment on Higher Education establishes that material facilities and qualified staff are appropriate for the implementation of planned study programmes, research and/or artistic activities and the higher education institution or a branch of a foreign higher education institution meets other conditions established in this Law</li> </ol>

		<p>necessary to ensure the quality of planned study programmes, research and/or art activities, and the compliance with the requirements of higher education qualifications to be awarded.</p> <p>For obtaining the authorisation an application and documents shall be submitted. The application and required documents shall be submitted by advanced means of communication: e.g., documents sent by e-mail (smmin@smm.lt) shall be accompanied by advanced e-signature, or submitted directly to the Minister of Education, Science and Sports at the address: A. Volano g. 2, Vilnius.</p>
5	Service recipient	Legal persons
6	Service provision method	The service shall be provided by non-electronic means
7	Information on whether the service is paid	Yes
8	Service result	The granted, updated, refused authorisation to carry out studies and activities related to studies
9	Legal acts regulating provision of the administrative service	<ol style="list-style-type: none"> <li>1. <a href="#">Law of the Republic of Lithuania on Higher Education and Research</a></li> <li>2. <a href="#">Description of the procedure for granting, updating and revoking the authorisation to carry out studies and activities related to studies approved by Resolution No 149 of the Government of the Republic of Lithuania of 1 March 2017 on the implementation of the Law of the Republic of Lithuania on Higher Education and Research</a></li> </ol>
10	Service initiation form	<p>A state and non-state higher education institution and a foreign higher education institution activities of which were evaluated by the agency for quality assessment in higher education which is included in the European Quality Assurance Register for Higher Education or a branch of the agency that is a full member of the European Association for Quality Assurance Higher Education set up in Republic of Lithuania applying for the authorisation shall submit to the Ministry of Education, Science and Sports an application in the Lithuanian language personally, by registered mail, via courier, by e-mail (smmin@smm.lt) accompanied by advanced e-signature.</p> <p>In the event of change of data specified in the authorisation to carry out studies and activities related to studies the higher education institution or branch must notify the Ministry of Education, Science and Sports about that within 5 (five) business days from the change of data.</p> <p>In order to obtain a duplicate of the authorisation to carry out studies and activities related to studies the applicant shall submit the Ministry of Education, Science and Sports the application for issuing the duplicate.</p>
11	Information and documents to be submitted by the person	<p>The application shall consist of the following documents:</p> <ol style="list-style-type: none"> <li>1. The application for the authorisation to carry out studies and activities related to studies, specifying in it the name of the higher education institution or of the branch of the foreign higher education institution, the legal form, the legal person's code of the higher education institution or branch, the registered office</li> </ol>

		<p>address, phone number, e-mail address, addresses and phone numbers of subdivisions established in another Member State, in the territory of another municipality, the position, forename and surname of the manager or the person authorised by the manager who filed the application, the date of filing the application;</p> <p>2. The undertaking to implement studies of at least 3 study fields (for a university) or 2 study fields (for a college) during 12 months from the day of granting the authorisation to carry out studies and activities related to studies and to implement at least a half of the study programmes in the territory of the Republic of Lithuania;</p> <p>3. The profiles of study programmes planned to be carried out;</p> <p>4. The description of the international-level fundamental and applied research and experimental development planned to be delivered at the university and/or professional art planned to be developed, applied research, experimental development and/or professional art planned to be delivered in a college;</p> <p>5. The financial plan of activities and the description of planned measures that would secure the obligations to students in the event of termination of activities of a higher education institution or branch;</p> <p>6. the description of available and planned material resources for carrying out of study and research (or) art activities;</p> <p>7. The list and description of qualifications of academic staff and other staff of the higher education institution or branch planned to be employed for the delivery of studies and activities related to studies and the intentions or obligations submitted by these persons in writing to participate in studies or activities related to studies;</p> <p>8. The internal quality assurance system description;</p> <p>9. Copies of founding documents of the higher education institution or branch. Where copies of founding documents of the higher education institution or branch from public registers may be obtained by Centre for Quality Assessment on Higher Education, the submission of these documents shall not be necessary.</p> <p>10. A branch shall additionally submit:</p> <p>10.1. The document issued by a competent authority demonstrating that a foreign higher education institution is lawfully operating and that study programmes planned to be carried out by it are lawfully carried out in the country of origin;</p> <p>10.2. The letter of the authority supervising the quality of studies on the supervision of quality of the implementation of planned study programmes at the branch.</p>
12	Information and documents obtained by the service provider	Information on payment of the stamp duty shall be obtained from the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania.
13	Administrative service provider	Daiva Vipartienė, the Advisor to the Division of Higher Education Studies of the Department of Higher Education, Science and Technology, phone: (8-5) 2191157, e-mail: daiva.vipartiene@smm.lt

14	Administrative service manager	Giedrė Pačėsiėnė, the Head of the Division of Higher Education Studies of the Department of Higher Education, Science and Technology; Albertas Źalys, the Director of the Department of Higher Education, Science and Technology
15	Administrative service provision duration	Not later than within 7 months from the day of receipt of documents, the Ministry of Education, Science and Sports, in observance of conclusion of the State Security Department and the Centre for Quality Assessment on Higher Education shall take the decision on the granting or refusal of the authorisation. If data specified in the authorisation change the applicant shall notify the Ministry of Education, Science and Sports about their change and the Ministry of Education, Science and Sports shall issue the updated authorisation within 5 (five) business days from the notification date. The Ministry of Education, Science and Sports shall take the decision on the issue of a duplicate of the authorisation within 5 (five) business days from the application date and shall issue the duplicate on the basis of data about the higher education institution or branch available to the Ministry of Education, Science and Sports.
16	Administrative service provision price	Stamp duty – EUR 80 for granting the authorisation to carry out studies and activities related to studies; Stamp duty – EUR 20 for updating the authorisation to carry out studies and activities related to studies or for issue of its duplicate; Payment requisites: the stamp duty shall be paid to the account of the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania: payee's code – 188659752, payee's bank – Swedbank, AB, bank code 73000, settlement account No LT24 7300 0101 1239 4300, payment code 5759, name of the fee – Stamp duty for issuing the authorisation to carry out studies and activities related to studies or for updating the authorisation to carry out studies and activities related to studies.
17	ICT used in the administrative service provision	I-st information maturity level of transfer of administrative services to the Internet. Information about the administrative service is available on the website of the Ministry of Education, Science and Sports; the application (request) and accompanying documents may be submitted electronically.
18	Administrative service provision specifics	Applicants for the authorisation to carry out studies and activities related to studies must fulfil the requirements established in the Law of the Republic of Lithuania on Higher Education and Research. The Centre for Quality Assessment on Higher Education must conclude that material facilities and qualified staff are appropriate for the implementation of planned study programmes, research and/or art activities and that the higher education institution or the branch of the foreign higher education institution fulfils other conditions established by this Law necessary to ensure the quality of planned study programmes, research and/or art activities, and the compliance with the requirements of higher education qualifications to be awarded. The State Security Department of the Republic of Lithuania must conclude that activities planned by the higher

		education institution or the branch of the foreign higher education institution do not pose threat to national security.
19	Including administrative service provision descriptions in the accounting of documents	The description shall be registered and kept in the respective file according to the documentation plan.

**SCHEME OF PROVISION OF CONSULTATION OF PERSONS AND GRANTING OF AUTHORISATIONS TO CARRY OUT STUDIES AND ACTIVITIES RELATED TO STUDIES**

