

**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 ACTIVITIES RELATED TO
STUDIES**

22 November, 2018
Vilnius

Seq. No	Name	Description content
1	Administrative service code	PAS30256
2	Administrative service version	Version 2
3	Administrative service name	Granting, updating and revoking the authorisation to carry out activities related to studies
4	Administrative service description	<p>The right to carry out 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"> 1) the branch of a foreign higher education institution, established in the Republic of Lithuania; 2) the representation of a foreign higher education institution established in the Republic of Lithuania; 3) legal persons, other organisations and their subdivisions functioning according to international agreements. <p>The authorisation to carry out activities related to studies shall be granted for an unlimited term. The authorisation to carry out activities related to studies shall be granted to the entity that meets the following requirements:</p> <ol style="list-style-type: none"> 1) the State Security Department concludes that activities planned by the entity do not pose threat to national security; 2) operations of the foreign higher education institution in its country of origin are lawful; 3) the foreign higher education institution does not object to the entity's activities related to studies in the Republic of Lithuania; 4) the competent body of a foreign state under whose jurisdiction the foreign higher education institution operates, does not object to the entity's activities related to studies in the Republic of Lithuania. <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 activities related to studies
9	Legal acts regulating provision of the administrative service	<ol style="list-style-type: none"> 1. Law of the Republic of Lithuania on Higher Education and Research 2. Description of the procedure for granting, updating and revoking the authorisation to carry out 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
10	Service initiation form	<p>The applicant for the authorisation to carry out activities related to studies shall submit to the Ministry of Education, Science and Sports the following documents in the official language personally, by registered mail, via courier, or by e-mail – in the latter case the documents must be accompanied by advanced e-signature:</p> <ol style="list-style-type: none"> 1. The authorisation application specifying the applicant's name, registered office address, e-mail address, phone number, objectives of activities, duration of activities, if limited, the register where the applicant's data are collected and stored, the foreign education institution, its founder, head, the position, forename and surname of the head, the person authorised by the latter and the applicant, the date of the application; 2. The document demonstrating that operations of the foreign higher education institution in its country of origin are lawful; 3. The document demonstrating that the competent body of a foreign state under whose jurisdiction the foreign higher education institution operates, does not object to the entity's activities related to studies in the Republic of Lithuania; 4. The document demonstrating that the foreign higher education institution does not object to the applicant's activities related to studies in the Republic of Lithuania; <p>In the event of change of data specified in the authorisation to carry out activities related to studies the applicant 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 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 a person	<p>The application shall consist of the following documents:</p> <ol style="list-style-type: none"> 1. The authorisation application specifying the applicant's name, registered office address, e-mail address, phone number, objectives of activities, duration of activities, if limited, the register where the applicant's data are collected and stored, the foreign education institution, its founder, head, the position, forename and surname of the head, the person authorised by the latter and the applicant, the date of the application;

		<p>2. The document demonstrating that operations of the foreign higher education institution in its country of origin are lawful;</p> <p>3. The document demonstrating that the competent body of a foreign state under whose jurisdiction the foreign higher education institution operates, does not object to the entity's activities related to studies in the Republic of Lithuania;</p> <p>4. The document demonstrating that the foreign higher education institution does not object to the applicant's activities related to studies in the Republic of Lithuania.</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 Pačėsienė, the Head of the Division of Higher Education Studies of the Department of Higher Education, Science and Technology; Albertas Žalys, the Director of the Department of Higher Education, Science and Technology
15	Administrative service provision duration	<p>The Minister of Education, Science and Sports, in observance of the conclusion of the State Security Department, shall take the decision to grant or refuse the authorisation not later than within 2 (two) months from the day of receiving the documents. In the event of change of data specified in the authorisation the applicant shall notify the Ministry of Education, Science and Sports and the latter shall issue the updated authorisation within 5 (five) business days from the notification date.</p> <p>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 available to the Ministry of Education, Science and Sports about the higher education institution or branch.</p>
16	Administrative service provision price	<p>Stamp duty – EUR 80 for granting the authorisation to carry out activities related to studies;</p> <p>Stamp duty – EUR 20 for updating the authorisation to carry out activities related to studies or for issue of its duplicate;</p> <p>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 activities related to studies or for updating the authorisation to carry out activities related to studies.</p>
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	Applicants for the authorisation to carry out activities related to

	provision specifics	studies must fulfil the requirements established in the Law of the Republic of Lithuania on Higher Education and Research.
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 ACTIVITIES RELATED TO STUDIES

