

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

**DESCRIPTION OF PROVISION
OF THE ADMINISTRATIVE SERVICE OF THE ISSUE (SUPPLEMENT, UPDATE),
SUSPENSION, SUSPENSION CANCELLATION OR REVOCATION OF
THE LICENCE TO CONDUCT FORMAL VOCATIONAL EDUCATION**

22 November, 2018
Vilnius

Seq. No	Name	Description content
1	Administrative service code	PAS35483
2	Administrative service version	Version 2
3	Administrative service name	The issue, supplement, update, suspension, suspension cancellation, revocation of the licence to conduct formal vocational education.
4	Administrative service description	<p>The licence to conduct formal vocational education (hereinafter – the licence) shall be issued to legal persons, organisations of another Member State without legal personality and their branches established in the Republic of Lithuania, or natural persons who exercise the rights of movement in Member States granted to them by legal acts of the European Union (hereinafter – persons). The licence entitles to provide formal vocational education programmes or their modules registered in the Register of Study and Education Programmes and Qualifications, to engage in activities related to vocational education, i.e. to enrol persons for studies, issue to successful graduates Vocational Education Diplomas and Certificates recognised by the State.</p> <p>By decision of the Minister of Education, Science and Sports the issued licences may be supplemented by new formal vocational education programmes or their modules, suspended, their suspension may be cancelled and the licences may be revoked.</p> <p>For obtaining the service an application of the established form and documents shall be submitted. The application and necessary documents may be submitted addressing them directly to the Minister of Education, Science and Sports at the address: A. Volano g. 2, Vilnius, or sending by post, via courier, or documents accompanied by advanced e-signature may be sent by e-mail (smmin@smm.lt), as well as via the Product and Service Contact Centre. The Ministry of Education, Science and Sports shall provide information about the adopted decision in the manner requested by the applicant.</p>
5	Service recipient	Legal and natural persons
6	Service provision method	The service shall be provided by non-electronic means

7	Information on whether the service is paid	Yes. The stamp duty is charged.
8	Service result	The issue, supplement, update, suspension, cancellation of suspension, revocation of the licence to conduct formal vocational education – the information about that shall be published in the Licence Information System (LIS) and the applicant shall receive a copy of the respective decision.
9	Legal acts regulating provision of the administrative service	1. Law of the Republic of Lithuania on Vocational Education 2. Law of the Republic of Lithuania on Fees and Charges 3. Resolution No 822 of the Government of the Republic of Lithuania of 29 June 2004 on approval of the formal vocational education licensing rules 4. Resolution No 1458 of the Government of the Republic of Lithuania of 15 December 2000 on approval of on the specific rates of the stamp duty and the rules of its payment and refund (Seq. No 3.39)
10	Service initiation form	Submission of the application of the form established by the Ministry of Education, Science and Sports specifying the titles and state codes of the formal vocational education programmes to be provided and addresses of the educational institution.
11	Information and documents to be submitted by the person	<p>Documents to be submitted together with the application for obtaining the licence:</p> <ol style="list-style-type: none"> 1. Documents demonstrating the education, qualifications and learning achievements of vocational teachers or candidates for vocational teachers, as well as copies of documents demonstrating work experience and pedagogical work experience; 2. Copies of documents of methodological and material resources intended for theoretical and practical education; 3. Copies of documents demonstrating the lawfulness of management of training premises for provision of the formal vocational education programme or its module; 4. A free-form declaration stating that a legal or natural person does not carry out and pursue any activities prohibited by laws.
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	Romualda Kavaliauskienė, the Senior Specialist of the Lifelong Learning Department of the Vocational Education Division, phone: (8-5) 219 1206, e-mail: Romualda.Kavaliauskiene@smm.lt
14	Administrative service manager	Head of the Lifelong Learning Department of the Vocational Education Division
15	Administrative service provision duration	The licence or its motivated refusal shall be served to the person not later than within 20 days from the day on which the application and all duly executed documents are received. The period during which the applicant is required to submit the missing data shall not be included in the decision-making period. The licence issue time limit shall be calculated from the

		<p>day of submission of all duly executed documents. The licence shall be updated within 5 (five) business days from the day of receipt of the application.</p> <p>The licence shall be suspended or revoked within 20 business days from occurrence of the respective conditions. The licence suspension shall be cancelled immediately, but not later than within 5 business days, if it is established that the infringements were rectified.</p>
16	Administrative service provision price	<p>Stamp duty – EUR 34 for the licence issue; Stamp duty – EUR 17 for the licence supplement or update.</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 licence issue or Stamp duty for licence supplement/update.</p>
17	ICT used in the administrative service provision	<p>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.</p>
18	Administrative service provision specifics	<p>Licence applicants must fulfil the requirements established in the Law on Vocational Education. The qualifications management institution shall organise and perform the assessment (expert examination) of compliance with the established requirements and shall issue the expert examination report on the preparation to provide the formal vocational education programme or its module. The expert examination report shall constitute the ground for the issue (supplement) or refusal of the licence to conduct formal vocational education.</p>
19	Including administrative service provision descriptions in the accounting of documents	<p>The description shall be registered and kept in the respective file according to the documentation plan.</p>

SCHEME OF PROVISION OF CONSULTATIONS TO PERSONS AND ISSUANCE OF LICENCES

