

EXCHANGE TO MYKOLAS ROMERIS UNIVERSITY (ACADEMIC YEAR 2018/2019)

INSTITUTIONAL INFORMATION Full Legal Name of Institution: MYKOLAS ROMERIS UNIVERSITY Institutional Code: LT VILNIUS06 ECHE No. 78018 Postal Address: Mykolas Romeris University, Ateities str. 20, Vilnius LT-08303, Lithuania Telephone: +370 5 2714 625 (Rector's office) Fax: +370 5 2676000 (Rector's office) Rector: Assoc.prof. dr. Algirdas Monkevičius Internet: http://www.mruni.eu	
OFFICE RESPONSIBLE FOR STUDENT EXCHANGE International Office Tel./Fax. +370 5 2714 695; Tel. +370 5 2714 603; +370 5 2714 579 Email: erasmus@mruni.eu; Internet: http://www.mruni.eu/en/prospective_students/erasmus/	
CONTACT PERSONS AT THE INTERNATIONAL OFFICE	
Erasmus Institutional Coordinator Tel./Fax. +370 5 2714 695, Email: adb@mruni.eu; erasmus@mruni.eu Room No. I-317	Mrs. Audra Dargytė Burokienė
Coordinator Responsible for Incoming Students Tel. + 370 5 714 603 Email: incoming@mruni.eu , erasmus@mruni.eu Room No. I-302	Ms. Inesa Cvetkova
Coordinator Responsible for Outgoing Students Tel. +370 5 2714 579 Email: exchange@mruni.eu; erasmus@mruni.eu Room No. I-302	Ms. Eglė Bielinytė
APPLICATION DEADLINES • 31 May for Autumn Semester or Academic year arrivals • 30 November for Spring Semester arrivals Nominations of students should be received before 20 May and 20 November to e-mail erasmus@mruni.eu and include family and given names, gender, e-mail address, subject area and cycle of studies and period of mobility. 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: http://www.mruni.eu/en/prospective_students/erasmus/ After the nomination by home institution, the on-line application package for students is available at https://incoming.mruni.eu/ 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 submitted study plan is afterwards exported into the Learning agreement (according to Erasmus+ LA template) by MRU academic coordinator of the relevant host faculty. The student is required to print out the Learning agreement, sign it, collect mandatory signature of home University coordinator, and return the signed and scanned Learning agreement via the on-line application system.	
ACADEMIC CALENDAR Autumn semester (20 weeks): from 3 September, 2018 to 27 January, 2019 Introductory week: from 28 August, 2018 to 2 September, 2018 Date of arrival: 27 August, 2018 Lectures: from 3 September, 2018 to 23 December, 2018 Christmas holiday: from 24 December, 2018 to 30 December 2018 Examinations: from 31 December, 2018 to 27 January, 2019 Holidays/Resit of exams: from 28 January, 2019 to 3 February, 2019 Deadline for Applications: 31 May, 2018 Spring semester (20 weeks): from 28 January, 2019 to 30 June, 2019 Introductory week: from 28 January, 2019 to 3 February, 2019 Date of arrival: 28 January, 2019 Lectures: from 28 January, 2019 to 26 May, 2019 Easter holiday: from 22 April, 2019 to 28 April, 2019 Examinations: from 27 May, 2019 to 30 June, 2019 Summer holidays: from 1 July, 2019 to 31 August, 2019 Deadline for Applications: 30 November, 2018	

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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 Statement 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 Migration Department in Vilnius. **Below listed documents are compulsory to bring to Lithuania.** 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. National Visas are issued at the diplomatic missions or consular offices of the Republic of Lithuania abroad.

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

- A special Mediation Letter from Mykolas Romeris University (written in Lithuanian language);
- 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;
- 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 Letter 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 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 - Three passport-size photographs - ECTS Learning Agreement	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.
Mentor System A student mentor is assigned to every international exchange and visiting student at MRU. The mentor is a Lithuanian fellow student who helps new exchange students in solving all necessary things, such as: - Meet the arriving students at Vilnius International Airport, Bus or Train stations; - housing in the Students' House; - finding a flat to rent if it is necessary; - helping to register at the Migration Office; - applying for LSP (Lithuanian student ID) or ISIC; - helping to pay for the dormitory or open an account in the bank; - helping to register for health care services and etc. 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.	Study Guides Published in English Study related information in English is published at: http://www.mruni.eu/en/prospective_students/erasmus/ The list of courses you can choose is published at: http://www.mruni.eu/en/prospective_students/erasmus/ The description of the courses are available on: http://www.mruni.eu/en/ects/ Practical information For practical information on studying and living in Vilnius, please refer to a Guide for Foreign Students http://www.mruni.eu/en/prospective_students/erasmus/

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Health Insurance

All international students 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 Lithuanian territory) 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 **30.000 eur** 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.

Student Housing

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, only shared rooms are offered. 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 85 eur/month in a room shared by three students or 100 eur/month in a room shared by 2 students. Accommodation fee is subject to change. International students are required to pay for the accommodation for the entire semester at their arrival or during the introductory week (t.i. for all 5 months of the semester). It means that accommodation fee for entire semester of a place in a room shared by 3 students is 425 eur, or for a place shared by 2 students is 500 eur. An additional deposit of 100 eur is required, because student is responsible for reimbursing any damage done while living in the “Student House”. Residents of the Student House are requested to 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.

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).

Reservation of rooms at the “Student house” is made through the International Office. The Request of Accommodation may be found as part of On-line Application Form. More information and options about outside campus available on: http://www.mruni.eu/en/prospective_students/accommodation/

Information on Lithuanian Language Courses

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.

While studying at Mykolas Romeris University

Information for current Erasmus and exchange students (schedules, events, announcements, etc.) is provided on dedicated internet page: <http://www.mruni.eu/en/studentams/erasmus/>
Follow Mykolas Romeris University on [Facebook](#) or [Twitter](#) or [Linkedin](#)

At the end of the mobility period

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.

After the period of studies at Mykolas Romeris University

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).

Other information that may be useful

Official days in 2018/2019, when the University is closed:
November 1 (All Saints Day)
December 24-26 (Christmas)
January 1 (New Year's Day)
February 16 (Independence Day)
March 11 (Restoration of Lithuanian Independence Day)
April 22 (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)

Approximate cost of monthly budget

350 – 450 eur and more (depending on personal habits)

Housing: ~85-100 eur (at the MRU Residence halls) - >250 eur (in private sector)

Food, transport, books, leisure:

food: 150 – 200 eur

transport: 6,5 eur (student monthly public transportation e-ticket) – 40 eur (other types of transportation)

leisure: 60 – 170 eur

other: 50 – 100 eur

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ACADEMIC (DEPARTMENTAL) COORDINATORS	
Vice-Dean of Mykolas Romeris Law School Address: Ateities str. 20, LT-08303 Vilnius, Room No. V-344 Tel. +370 5 2714 597, Email: dgailiute@mruni.eu Subject areas covered by the School: Law (042)	Assoc. Prof. Dr. Dovilė Gailiūtė-Janušonė
Vice-Dean of the Faculty of Economics and Business Address: Ateities str. 20, LT-08303 Vilnius, Room No. V -420 Tel. + 370 5 714 657 Email: iratom@mruni.eu Subject areas covered by the Faculty: Economics (0311), Business (041), Accounting (0411), Finance (0412) Informatics, Information and Communication Technologies (0611, 0612, 0613)	Prof. Dr. Irmantas Rotomskis
Vice-Dean of the Faculty of Public Governance Address: Ateities str. 20, LT-08303 Vilnius, Room No. V-506 Email: jolanta@mruni.eu ; Subject areas covered by the Faculty: Political science and civics (0313), Management and Administration, Public Administration, (0413)	Prof. Dr. Jolanta Urbanovič
Deputy Director (Vice-Dean) of the Institute of Humanities Address: Ateities str. 20, LT-08303 Vilnius, Room No. V -503 Tel.: +370 5 271 4529 Email: ymazeikiene@mruni.eu Subject areas covered by the Institute: Languages (0231, 0232), Philosophy (0223), History (0222), Teacher training with subject specialization (philology) (0114)	Dr. Viktorija Mažeikienė
Deputy Director (Vice-Dean) of the Institute of Psychology Address: Ateities str. 20, LT-08303 Vilnius, Room No. V-239 Email: rvalick@mruni.eu Subject areas covered by the Institute: Psychology (0312)	Prof. Dr. Rasa Pilkauskaitė-Valickienė
Deputy Director (Vice-Dean) of the Institute of Educational Sciences and Social Work Address: Ateities str. 20, LT-08303 Vilnius, Room No. V-254 Tel. + 370 5 714 710 Email: irene@mruni.eu Subject areas covered by the Faculty: Education (0111), Social work (0923), Sociology (0314), Teacher training (0113)	Prof. Dr. Irena Žemaitaitytė
Deputy Director (Vice-Dean) of the Institute of Communication Address: Ateities str. 20, LT-08303 Vilnius, Room No. IV-205 Tel. + 370 5 714 734 Email: giparaz@mruni.eu Communication and Media (032)	Assoc. Prof. Dr. Gintarė Žemaitaitienė
Vice-Dean of the Academy of Public Security Address: V. Putvinskio 70, LT- 44211 Kaunas Tel.: +370 37 303 641 E-mail: m.sniega@mruni.eu Subject areas covered by the Academy: Security services (103), Law (042)	prof. dr. Snieguolė Matulienė