

ADMISSION REGULATIONS OF BACHELOR STUDENTS AND FREE MOVERS TO "ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS", UAB

I. GENERAL PART

1 General Provisions

1.1 Admission to ISM University of Management and Economics, UAB (hereinafter referred to as "ISM") Regulations (hereinafter referred to as Regulations) establish the admission procedure to the Bachelor's degree (first cycle) programmes at ISM. These Regulations also determine the admission of free mover applicants to the Bachelor study programmes.

1.2 ISM admits students to the following Bachelor's (first cycle) university full-time study programmes in Lithuanian/English or English. Nationals of foreign countries can complete all study programmes in English.

State code	Study programme	Duration of studies	Programme scope	Qualification granted	Language of tuition
6121LX008	Business Management and Marketing	3,5 years	210 ECTS	Bachelor of Business Management	Lithuanian/English
6121LX009	International Business and Communication	3.5 years	210 ECTS	Bachelor of Business Management	English
6121JX012	Economics and Data Analytics	3,5 years	210 ECTS	Bachelor of Social Sciences	Lithuanian/English
6123JX001	Economics and Politics	3,5 years	210 ECTS	Bachelor of Social Sciences	English
6121LX006	Finance	3.5 years	210 ECTS	Bachelor of Business Management	English
6121LX075	Entrepreneurship and Innovations	3 years	180 ETCS	Bachelor of Business Management	English

1.3 Admission to ISM Bachelor's degree programmes is conducted on a competitive basis in the following stages:

- 1.3.1 ISM early admission for citizens of the Republic of Lithuania;
- 1.3.2. ISM early admission for non-citizens of the Republic of Lithuania;
- 1.3.3. ISM general admission for citizens of the Republic of Lithuania, organised by the Association of Higher Education Institutions, as provided by law;
- 1.3.4. ISM internal admission applicable to citizens of the Republic of Lithuania;
- 1.3.5. ISM general admission, applicable to non-citizens of the Republic of Lithuania;
- 1.3.6. ISM additional admission, applicable to non-citizens of the Republic of Lithuania.

1.4 The stages of admission for citizens of the Republic of Lithuania are described in Annex No. 1 to these Regulations, for citizens of foreign countries in Annex No. 2

1.5 The dates of the ISM admission stages are published on the ISM website ism.lt.

1.6 The ISM admission process:

- 1.6.1. submission of an application for admission in the electronic system apply.ism.lt;
- 1.6.2. submission of the documents referred to in Article 3 of these Regulations in the apply.ism.lt electronic system;
- 1.6.3. payment of the enrolment fee, if applicable;
- 1.6.4. participation in motivational interviews, if scheduled;

- 1.6.5. announcement of an invitation to study;
- 1.6.6. signing a study agreement;
- 1.6.7. payment of the advance payment, if any.

1.7 Applicants who have applied for admission to study on the dates set out in ism.lt website, submit the required documents. If not all the required documents have been submitted, the application for admission will not be considered.

1.8 Applicants to study programmes shall be placed in a competitive queue in descending order of their competitive score in each study programme. The information for the calculation of the competitive score shall be taken from the relevant educational qualifications specified in Annexes 1 and 2 to these Regulations, and, if provided, the motivation assessment and additional marks. Cases of applicants with identical competitive scores shall be examined at a meeting of the ISM Admissions Committee. The ISM Admissions Committee shall approve the competitive ranking.

1.9 Applicants with the highest competitive scores in the competition queue and who fall within the study quota set by ISM shall be considered to be invited to the study a programme.

1.10 Applicants are invited to study the programme of study with the higher priority (higher on the application preference list). The applicant's invitation to study depends on the priorities set out in the application, the competitive score, and the competitive order of admission to the study programme. If there are no places left in the study programme listed as the applicant's first choice, the applicant will be invited to study in the study programme listed as the next priority.

1.11 Students are those persons who sign a study agreement (or a conditional study agreement when they fulfil the requirements set out in the agreement) with ISM and their data are entered in the Student Register. Failure to conclude a study agreement within the time limit set out in the Regulations shall render the invitation to study at ISM null and void.

1.12 Admissions are decided and approved by the ISM Admissions Committee, which consists of:

- 1.12.1 Sales Manager
- 1.12.2. Director of Sales and Marketing;
- 1.12.3. Director of Studies;
- 1.12.4. Director for Academic Affairs;
- 1.12.5. Vice-Rector for Studies and Research.

1.13 Bachelor (first cycle) studies are fee-based. The current tuition fees are as indicated on www.ism.lt/bakalauro-studijos.

2 Admission Requirements

2.1 Bachelor's degree programmes will be open to applicants with a level of education which is not lower than secondary education and who have obtained a competitive score of at least 5.4, calculated from the score obtained from examinations indicated in point 4.1 of Annex 1 to the Regulations and have passed 3 state school-leaving examinations (mathematics, Lithuanian language and the third optional) with an arithmetic average of not less than 36 points. University graduates of the year 2023 and earlier, and those who have obtained a diploma abroad, are subject only to the minimum competition score requirement.

3 Application Submission and Admission Procedures

3.1 Applications for admission to study (including applications for higher year studies and for study as a free mover) are submitted and edited in the online system apply.ism.lt. The following documents have to be submitted with the application:

- 3.1.1 a copy of School leaving certificate and its supplement or other evidence of secondary education or equivalent (for Lithuanian citizens this document is taken from the general admission LAMA BPO system and does not need to be uploaded separately to the ISM internal admissions system);
- 3.1.2 a copy of the passport or identity card;
- 3.1.3 a copy of the document certifying the change of name, if not all the documents submitted are issued by the same name;
- 3.1.4 a copy of certificates or diplomas, for which additional marks are added;

3.1.5 a cover letter or a motivational video. For Lithuanian nationals, this requirement applies only to admission during the early admission phase, for foreign nationals it applies to all stages of admission.

3.1.6 a copy of the enrolment fee payment receipt;

3.1.7 a photo (3x4 cm);

3.1.8 copies of documents certifying the level of English language proficiency (only for non-LR nationals).

The conversion of grades shall be determined in accordance with the provisions of the Minister of Education and Science of the Republic of Lithuania. The conversion scale of the ISM English language test is given in Annex 5 to the Regulations.

3.2 Documents must be submitted in Lithuanian or English. If the documents are in another language, they must be translated into Lithuanian or English and certified by a notary.

3.3 Applicants who have completed their secondary education in Nigeria or Ghana are required to submit additional documents: proof of 1 year of formal secondary education. Otherwise, depending on the qualifications presented, additional requirements may be imposed on applicants.

3.4 Applicants who have signed a conditional study agreement undertake to register in the LAMA BPO system using the approved general admission procedure. The study agreement shall enter into force upon the applicant's receipt of an invitation to study at ISM University in the LAMA BPO system. The requirement is applicable only to nationals of the Republic of Lithuania.

4 Enrolment Fee

4.1 The enrolment fee must be paid into an ISM account using the details provided below:

Recipient	„ISM University of Management and Economics“, UAB
Recipient code	111963319
Payer code	11999998
Title of the payment	"Enrolment fee"
Payment code	190
Study code	110
Receiving institution	Luminor Bank AS, bank code 40100, A. No. LT574010049500436891
SWIFT code	AGBLLT2X

4.2 The amount of the enrolment fee for Bachelor's degree programmes is published on the ISM website.

4.3 The enrolment fee is non-refundable.

5 Formalisation of Admission

5.1 Applicants invited to study at the ISM shall, within the period specified in Annexes 1 and 2 to these Regulations enter into a study agreement with ISM and make an advance payment, published on the ISM website ism.lt (if so indicated).

5.2 In the case of a distance learning agreement (electronic learning agreement), ISM has the right to request the originals of all the documents referred to in the application form on the first day of the study upon arrival at ISM.

5.3 In the first year, attendance of lectures is mandatory. Upon signing the study contract, incoming students commit to not missing more than 25% of classes during their first year.

6 Dispute Handling

6.1 Appeals by applicants against procedural irregularities in admission to study programmes, admission procedural irregularities in examinations or motivational interviews, technical irregularities in the calculation of the competition score, errors and other matters directly related to admission procedures shall be submitted to ISM Admissions Committee on the website ism.lt/admission on the dates indicated.

6.2 The applicant will be informed of the decision by email within 7 working days of the date of the appeal.

7 Final Provisions

7.1 In all cases not provided for in the Regulations, the ISM Admissions Committee shall decide on matters relating to admission.

7.2 The Regulations may be amended, supplemented or declared invalid by the order of the Rector of ISM.

7.3 Information on the admission procedures at ISM is available at the following e-mail address: bs@ism.lt.

8. Annexes:

8.1 ANNEX NO. 1. ADMISSION TO BACHELOR'S (FIRST CYCLE) STUDY PROGRAMMES FOR CITIZENS OF THE REPUBLIC OF LITHUANIA;

8.2 ANNEX NO. 2. ADMISSION TO BACHELOR'S (FIRST CYCLE) STUDY PROGRAMMES FOR NON-CITIZENS OF THE REPUBLIC OF LITHUANIA;

8.3 ANNEX NO. 3. ADMISSION TO BACHELOR'S (FIRST CYCLE) FREE MOVERS;

8.4 ANNEX NO. 4. ADMISSION TO BACHELOR'S (FIRST CYCLE) HIGHER YEARS OF STUDY;

8.5 ANNEX NO. 5. SCHEME FOR CONVERTING ENGLISH LANGUAGE RESULTS INTO A 10-POINT GRADING SCALE;

ANNEX NO. 1

ADMISSION TO BACHELOR'S (FIRST CYCLE) STUDY PROGRAMMES FOR CITIZENS OF THE
REPUBLIC OF LITHUANIA

1. ISM General Admission

1.1 General admission to Lithuanian higher education institutions is carried out in accordance with the general admission procedure approved by the institution authorised by the Ministry of Education and Science of the Republic of Lithuania - the Lithuanian Association of Higher Education Institutions for General Admission Organisation (hereinafter - LAMA BPO). Detailed information on the General Admission Procedure and dates is available on the LAMA BPO website www.lamabpo.lt.

1.2 During the general admission to Lithuanian higher education institutions, applicants may apply for state-not-funded study places and state-non-funded study places with a state study grant.

1.3 Study agreements with those invited to study shall be signed after the announcement of each invitation to study.

1.4 Persons who have acquired secondary education earlier than in the current year and enrol in state-funded and non-state-funded study places shall be subject to the provisions of Article 59(1) of the Law on Science and Studies of the Republic of Lithuania, as well as to the other minimum indicators of learning achievements established by the Minister of Education, Science and Sport of the Republic of Lithuania.

1.5 Graduates of schools in the current year who apply for general admission shall meet the requirements set out in point 2.1 of the General Part of the Regulations.

2. ISM Early Admission

2.1 During the ISM early admission process, an applicant may apply for the study programmes referred to in point 1.2 of the General Part of the Regulations and sign a conditional study agreement.

2.2 Applicants must submit their early admission applications for studies between 1 January and 30 April. The exact dates of admission are published on the ISM website ism.lt/admission by 1 January of the current year.

2.3 An application for Bachelor's degree programmes shall be submitted in accordance with the procedure set out in point 4 of the General Part of the Regulations. In addition to the documents referred to in this point, the following documents shall be submitted with the application:

2.3.1 a completed special grade transcript form for grades 10-12 (available on the ISM website: www.ism.lt/priemimas), signed by the head of the school, if the applicant is planning to complete his/her studies in the current year and has not yet obtained secondary education documents;

2.3.2 copies of the school leaving certificate and its supplement, or other evidence of secondary education or equivalent, must be provided if the person's education was completed before the current year.

2.4 At the ISM early admission, **an early admission competitive score** is calculated, which is then used to draw up the competitive ranking list. The structure of the early admission selection score is explained below and presented in Table 1:

2.4.1. The ISM early admissions score is made up equally of the school's annual grades average and an assessment of motivation to study. Additional points are added to the calculated score, in accordance with the procedure set out in point 6 of this Annex.

2.4.2. The average of the annual grades is calculated from the annual average of grades 10-11 and average of the grades for the first half of Year 12 in these subjects at A level, with different weighting coefficient: 40% in mathematics, 30% in Lithuanian language and 30% in English language. In the case of a grade at Level B, it shall be divided in half.

2.4.3. Motivation to study is assessed during the motivational interview by taking the average of the motivation letter/video score and the motivational interview score. The motivational interview shall be conducted by a motivation panel consisting of at least 2 members, one of whom shall be an ISM academic staff member. The interview shall be conducted in English and Lithuanian. Motivation will be evaluated on a 10-point system.

Table 1: Structure of the ISM Early Admission Competitive Score

Structure of the ISM Early Admissions Competitive Score				
	50% of the score: The average of the annual grades in Years 10-11 and the first half of Year 12			50% of the score: Assessment of motivation to study
Subject	Mathematics	Lithuanian language	English language	Cover letter/video and motivational interview evaluation score
Weighting coefficient	0,4	0,3	0,3	1

2.4.4 If the applicant has completed secondary education, his/her grade point average shall be calculated in accordance with the procedure set out in point 4.1 of this Annex.

2.5 An ISM scholarship may be awarded during the ISM early admission process. The decision on admission and the award of the scholarship is taken by the ISM Admissions Committee, considering the applicant's early admission competitive score. The requirements for awarding scholarships are defined in the ISM Tuition Fee Discount and Scholarship Granting Procedure.

2.6 A conditional study agreement shall be signed with the applicants invited to study during the early admission process and shall enter into force upon submission of the documents complying with the requirements of these Regulations. If the person does not meet the admission requirements set out in points 2.1 and 3.4 of the General Part of the Regulations by 5 August, ISM shall have the right to unilaterally terminate the conditional study agreement.

3. ISM Internal Admission

3.1 At the time of internal admission to the ISM, an applicant may apply for admission to the programmes referred to in point 1.2 of the General Part of the Regulations and receive the study grants referred to in the ISM Tuition Fee Discounts and Scholarships Granting Procedure, provided that there are places remaining after early admission.

3.2 The ISM internal admissions process takes place on the dates specified on the www.ism.lt website.

3.3 An application for Bachelor's degree programmes shall be submitted in accordance with the procedure set out in Article 3 of the General Part of the Regulations. In addition to the documents referred to in Article 3 of the General Part of the Regulations, the application shall be accompanied by copies of the school-leaving certificate and its supplement or other documents attesting secondary education or equivalent.

3.4. In order to assess an applicant's motivation to study and/or to award a scholarship during ISM internal admissions process, motivational interviews may be organised.

4. Structure of the Competitive Score for Holders of a School-leaving Certificate

4.1 The competitive score for applicants to ISM Bachelor's study programmes is formed from the state examinations in the following subjects listed in Table 2. The competitive score shall be

the sum of the marks obtained in the subjects of the certificate of secondary education multiplied by the weighting coefficients.

Table 2: Structure of the ISM Competitive Score

Structure of the ISM competitive score				
Subject	Mathematics	Lithuanian language and literature	History or Information Technology or Geography or a foreign language	Any subject that does not match the others (if none, the annual grade is taken. The conversion of annual grades and school examination grades into the equivalent of the national examination is given in the Order of the Minister of Education, Science and Sport of the Republic of Lithuania).
Weighting coefficient	0,4	0,2	0,2	0,2

4.2 The ISM competitive score is calculated using the calculator published in the LAMA BPO electronic system.

4.3 Applicants may have their foreign language (i.e. any language other than their mother tongue) state school-leaving examination grade or annual grade replaced by the grade of an international foreign language examination (IELTS, TOEFL, Cambridge English test, PTE), which is converted into the equivalent of the state school-leaving examination. The conversion procedure is set out in the Order of the Minister of Education and Science of the Republic of Lithuania No V-706 of 12 May 2020 "On the Approval of the Description of the Procedure for the Crediting of International Foreign Language Examination Assessments and the Establishment of Equivalences to the State School Leaving Certificate Examination Assessments in International Languages".

4.4 The admission competitive score for applicants to ISM Bachelor's study programmes who have acquired their education abroad or are graduates of the International Bachelorette Programme is formed and additional points are awarded in accordance with the orders of the Minister of Education and Science of the Republic of Lithuania.

4.5 Those who are exempted from the state examinations due to illness or congenital or acquired disabilities must submit a document confirming secondary education and a document proving that the person is exempted from the examinations. Admission to ISM for persons exempted from examinations shall be considered and decided by the ISM Admissions Committee.

5. Additional Points

5.1 For applicants to ISM, the additional points listed in Table 3 shall be added to the competition marks for exceptional achievements. In accordance with the national criteria, additional points are awarded for the assessment of the achievements shown in the Olympiads and competitions in grades 10 to 12. For an Olympiad or a competition in the same subject, the extra point (maximum) is added once, and for Olympiads in different subjects, the extra points are added once. At ISM,

the extra points are not added together, but the highest point is taken. The additional points provided by the ISM are based on achievement in Years 11-12.

Table 3: Awarding Additional Points

National criteria for awarding additional points	Points
A grade of at least 9 in the first or second final examination paper	0,25 point
Graduates of basic military training or compulsory military service (for all programmes)	0,5 point
Prizes in international Olympiads and competitions Only achievements in Olympiads and competitions in grades 10-12 (Gymnasium grades II-IV) are considered. Only one mark (maximum) is counted for an Olympiad or competition in the same subject one time, additional points awarded for Olympiads in different subjects are added together.	Gold medal or 1 place – 2,5 points; Silver medal or 2 place – 1,5 point; Bronze medal or 3 place – 1 point
Prizes in national Olympiads and competitions Only achievements in Olympiads and competitions in grades 10-12 (Gymnasium grades II-IV) are considered. Only one mark (maximum) is counted for an Olympiad or competition in the same subject once, additional points awarded for Olympiads in different subjects are added together.	1 place– 1,5 point; 2 place – 1 point; 3 place – 0,5 point
For applicants to university degree programmes and graduates of vocational training programmes in the same field of education with distinction	1 point
For Lithuanians living abroad (citizens of the Republic of Lithuania who have lived abroad for at least 3 years and foreigners of Lithuanian origin, their children, grandchildren and great-grandchildren).	1 point
Graduates of the following foreign Lithuanian schools: the Gymnasium of February 16th (Germany), Punsk Lyceum of March 11th (Poland), Mosow Jurgis Baltrušaitis School (Russia), Riga Lithuanian Secondary School (Latvia), Pelesa and Rimdziunai Secondary School (Belarus) Brussel's II Europe school.	1 point
Participants in: Erasmus+, "European Solidarity Corps-funded International Voluntary Action" projects or the "National Youth Voluntary Action Programme", where the volunteering activity lasted for at least 3 months, or in the "Youth Voluntary Service" programme, where the volunteering activity lasted at least 6 months.	0,25 point
ISM criteria for awarding additional points*	Points
Graduates of the International Baccalaureate	0,30 point
For those who have received a Lithuanian Junior Achievement certificate with distinction	0,20 point
For those who have received a diploma from the National Pupil Academy	0,20 point
For those who have received a certificate of participation in the National Pupil Academy Programme	0,10 point
For those who have obtained the "ISM Insider" certificate	0,15 point
For those who have obtained the ISM Business Class Graduation Certificate	0,2 point
For those who have received the ISM Entrepreneurship Club Graduation Certificate	0,3 point
ISM Entrepreneurship Club members who have presented business ideas	0,4 point
For those who participated in the ISM Student Business Workshop (Hackathon)	0,2 point
For those who made it to the final of the country's Economics Olympiad	0,3 point
For those who have obtained a certificate from the School of Interesting Politics**	0,2 point

**Additional ISM scores are added at the time of early admission. At general admission and ISM internal admission, additional ISM scores are added only when applying for non-state-funded study places and after reaching the minimum competitive score. Additional ISM points are not cumulative (the highest available score is added). Certificates must be no more than two years old.*

***Only for admission to the Economics and Politics study programme.*

ANNEX NO .2

ADMISSION TO BACHELOR'S (FIRST CYCLE) STUDY PROGRAMMES FOR NON-LITHUANIAN CITIZENS

1. General Requirements

- 1.1 Applicants must meet one of the following English language proficiency requirements:
 - 1.1.1 ISM English language test evaluation (minimum score 55);
 - 1.1.2 TOEFL (minimum IBT score of 60);
 - 1.1.3 IELTS (minimum score of 6 and a minimum of 5.0 in each part);
 - 1.1.4 Cambridge English test Level B2 Certificate (minimum score 165 points);
 - 1.1.5 PTE (minimum level 1 certificate);
 - 1.1.6 Applicants from Latvia and Estonia can confirm their knowledge of English by the result of the State English Language Examination (which must be at B2 or Upper Intermediate level).
- 1.2 English-medium graduates may be exempted from the English language test (for applicants from the EU, EEA, CIS and Eastern Partnership countries).

2. ISM Early Admission

- 2.1 During the ISM early admission process, an applicant may apply to the study programmes specified in point 1.2 of the General Part of the Regulations and sign a conditional study agreement.
- 2.2 Applicants shall submit their applications for early admission to ISM between 1 November and 30 April. The exact admission dates are published on the ISM website ism.lt/admission by 1 November of the current year.
- 2.3 The application for admission to Bachelor's degree programmes shall be submitted in accordance with the procedure specified in Article 4 of the General Part of the Regulations. In addition to the documents referred to in this point, the following documents shall be submitted with the application:
 - 2.3.1 a transcript of the last 1.5 years of secondary school grades, if the person has not yet completed secondary or equivalent education at the time of early admission;
 - 2.3.2 a copy of the school leaving certificate and its supplement or other evidence of secondary or equivalent education if the person has completed his/her education earlier than the current year.
- 2.4 At the ISM early admissions, an early admission competitive score is calculated, which is then used to draw up the competition queue. The structure of the early admission selection score is explained below and presented in Table 1:
- 2.5 The ISM early admission score is composed in equal parts of the school's annual grade point average and an assessment of motivation to study. Additional marks are added to the calculated score in accordance with the procedure set out in Article 6 of this Annex.
- 2.6 The average of the annual grades is calculated from the average of the annual grades in Year 11 and the average of the grades in the first semester of Year 12 in the following subjects at A level, with different weightings: mathematics - 40%, mother tongue/second foreign language/history/geography/biology/information technology - 30%, and English language - 30%. In the case of a B level grade, the grade is divided in half.
- 2.7 Motivation to study is assessed during the motivational interview by taking the average of the motivation letter/video score and the motivational interview score. The motivational interview

will be conducted by a motivation panel consisting of at least 2 members, at least one of whom is an ISM academic staff member. The interview shall be conducted in English. Motivation will be evaluated on a 10-point scale. After the motivational interview, the motivation committee may ask the applicant to take an additional ISM English language test.

Table 1: Structure of the ISM Early Admissions Competitive Score

Structure of the ISM Early Admissions Competitive Score				
	50% of the score: The average of the annual grades in Year 11 and the first half of Year 12			50% of the score: Assessment of motivation to study
Subject	Mathematics	Native or second foreign language/ history/ geography/ biology/ information technology	English language	Cover letter/video and motivational interview evaluation score
Weighting coefficient	0,4	0,3	0,3	1

2.8 If the applicant has completed secondary education, his/her grade point average shall be calculated in accordance with the procedure set out in Article 2.6 of this Annex.

2.9 An ISM scholarship may be awarded during the ISM early admission process. Applicants for a scholarship must fulfil the ISM's early admission requirements and pass a scholarship test, the conditions and date of which will be communicated by an ISM representative once the candidate has fully submitted his/her admission documents and has received a conditional invitation to study. The decision on admission and the award of the scholarship is taken by the ISM Admissions Committee on the basis of the applicant's early admission competitive score and the result of the scholarship test. The requirements for awarding scholarships are defined in the ISM Tuition Fee Discount and Scholarship Granting Procedure.

2.10 A conditional study agreement shall be signed with the applicants invited to study at ISM during the early admission process and shall come into force upon submission of the documents complying with the requirements of these Regulations. If the person does not meet the minimum admission requirements set out in Article 1.3 of this Annex by 5 August and does not provide documents proving this, ISM shall have the right to unilaterally terminate the study agreement.

2.11 Applicants who have signed conditional study agreements must transfer to the ISM account by 31 May 500 EUR study place reservation fee, which is deducted from the tuition fee for the autumn semester. The reservation fee is non-refundable upon termination of the study contract.

2.12 On the decision of the ISM Admissions Committee, applicants with Ukrainian citizenship may be exempt from the enrolment fee requirement.

3. ISM General Admission

3.1 During the ISM general admission, an applicant may apply for the study programmes referred to in Article 1.2 of the General Part of the Regulations and receive study grants as specified in the ISM Tuition Fee Discount and Scholarship Granting Procedure, provided that there are still some places left after the early admission.

3.2 ISM's general admission period runs from 1 May to 21 July. The exact dates of admission depend on the country of origin of the candidate and are published on the ISM website ism.lt/admission.

3.3 Application for admission to Bachelor's degree programmes shall be made in accordance with the procedure set out in Article 4 of the General Part of the Regulations.

3.4 Applicants to the ISM Bachelor's degree programme are required to attend a motivational interview. Applicants will be informed of the time of the motivational interview personally by e-mail or telephone.

3.5 For applicants to ISM Bachelor's study programmes, the competitive score shall be the sum of the state examination grades in the subjects taught or the annual grades multiplied by weighted coefficients, as well as the assessment of motivation to study. The motivation score shall be calculated to the nearest 1 point with a precision of 0.1. For the purpose of calculating the competition mark, this value is added to the sum of the marks obtained in the national examinations in the subjects taught or the annual grades multiplied by the weighting coefficients. Additional marks shall be added to the calculated score in accordance with the procedure set out in Article 4 of this Annex.

Table 2: Structure of the ISM General Admissions Competitive Score

	I subject	II subject	III subject	IV subject	Motivation
Subject	A mathematics exam or, if you have not taken the exam, the ISM mathematics test score.	Mother tongue or second foreign language/history/geography/biology/information technology exam (in the absence of exam, a yearly grade is taken*)	Any exam in a subject other than the others (in the absence of an exam, the annual grade is taken*)	International English Language Examination / ISM English Language Test score (if neither, the annual English grade* is taken)	Cover letter and motivational interview
Weighing coefficient or points	0,4	0,2	0,2	0,2	Add up to 1 point with a precision of 0.1.

* Annual grades in subjects are divided in half if national exams are organised in the country and the person has not taken them.

3.6 The ISM Admissions Committee decides on the admission and the award of the scholarship, considering the applicant's admissions competitive score at the relevant admission stage.

3.7 Motivation to study is assessed during a motivational interview conducted by the motivation committee in English. The motivation panel shall be composed of at least 2 members, at least one of whom shall be an ISM academic staff member.

3.8 Within 7 calendar days from the date of signing the contract, applicants who have signed the study agreement shall transfer to the ISM account an advance payment of 1 (one) semester's tuition fee, which shall be credited as part of the tuition fee. In the event of cancellation of the study agreement before the start of studies, the advance payment is non-refundable, unless the applicant's diploma is not recognised, or the minimum competitive score is not reached, or the visa is not obtained (proof of which must be provided). In this case, ISM reserves the right to deduct EUR 500 study place reservation fee from the refundable advance payment.

3.9 On the decision of the ISM Admissions Committee, applicants with Ukrainian citizenship may be exempt from the enrolment fee requirement.

4. ISM Additional Admission

4.1 During the ISM additional admission, an applicant may apply for the study programmes referred to in Article 1.2 of the General Part of the Regulations if there are vacancies available after the general admission.

4.2 The ISM additional admission period runs from 22 July to 14 August. The exact dates of admission depend on the country of origin of the applicant and are published on the ISM website ism.lt/admission.

4.3 Application for admission to Bachelor's degree programmes shall be made in accordance with the procedure set out in Article 4 of the General Part of the Regulations.

4.4 Applicants for admission to ISM Bachelor's degree programmes are required to participate in a motivational interview. Applicants shall be informed of the time of the motivational interview personally by e-mail or by telephone.

4.5 ISM additional admission dates for Bachelor's programmes are published on ISM website by 1 November of the current year.

4.6 For applicants to ISM Bachelor's study programmes during the additional admission period, the competition score consists of the sum of the state examination grades in the subjects taught or the annual grades multiplied by the weighting coefficients and the assessment of motivation to study. The motivation score shall be calculated to the nearest 1 point with a precision of 0,1. For the purpose of calculating the competitive score, this value shall be added to the sum of the marks obtained in the national examinations in the subjects taught or the annual grades multiplied by the weighting coefficients. Additional marks shall be added to the calculated mark in accordance with the procedure set out in Article 4 of this Annex.

Table 3: Structure of the ISM Additional Admission Competitive Score

	I subject	II subject	III subject	IV subject	Motivation
Subject	A mathematics exam or, if you have not taken the exam, the ISM mathematics test score.	Mother tongue or second foreign language/history/geography/biology/information technology exam (in the absence of the exam, the annual grade is taken*)	Any exam in a subject other than the others (in the absence of an exam, the annual grade is taken*)	International English Language Examination / ISM English Language Test score (if neither, the annual English grade* is taken)	Cover letter and motivational interview
Weighing coefficient or points	0,4	0,2	0,2	0,2	Add up to 1 point with a precision of 0.1.

* Annual grades in subjects are divided in half if national exams are organised in the country and the person has not taken them.

4.7 The ISM Admissions Committee decides on the admission and the award of the scholarship, considering the applicant's admissions competitive score at the relevant admission stage.

4.8 Motivation to study is assessed during a motivational interview conducted by a motivation committee in English. The motivation panel shall be composed of at least 2 members, at least one of whom shall be an ISM academic staff member.

4.9 Within 7 calendar days from the date of signing the contract, applicants who have signed the study contract shall transfer to the ISM account an advance payment of one (1) semester's tuition fee, which shall be credited as part of the tuition fee. In the event of cancellation of the study agreement before the start of studies, the advance payment is non-refundable, unless the applicant's diploma is not recognised, or the minimum competition score is not reached, or the visa is not obtained (proof of which must be provided). In this case, ISM reserves the right to deduct EUR 500 study place reservation fee from the amount of the advance to be refunded.

5. Additional Points

5.1 Applicants for admission to the ISM Bachelor's programme shall be awarded additional points in accordance with the table below:

Table 4: Awarding Additional Points

Criterion	Points
1st place winners of international Olympiads and competitions	0,5
2nd place winners of international Olympiads and competitions	0,4
3rd place winners of international Olympiads and competitions	0,3
For 1st place winners of national Olympiads and competitions	0,3
For 2nd place winners in national Olympiads and competitions	0,2
For 3rd place winners in national Olympiads and competitions	0,1
ISM criteria for 2022/2023 for additional points	Points
For those who have obtained the ISM Business Class Graduate Certificate	0,3
For ISM Insider Certificate holders	0,15

5.2 For the purposes of awarding additional scores, only the achievements shown in the Olympiads and competitions in Years 10 to 12 are considered. For an Olympiad or competition in the same subject, the extra point (highest mark) shall be added once; for Olympiads in different subjects, the extra points shall be added once. At ISM, the extra points are not summed up, but the highest point is taken. The additional points provided by the ISM are based on achievement in Years 11-12.

ANNEX NO. 3 ADMISSION TO BACHELOR'S (FIRST CYCLE) FREE MOVERS

- 1.1 Admission to the free movers' studies shall be based on the assessment of the documents submitted by the candidate and the remaining vacancies in the subjects. Admission to the free movers course is subject to the availability of places at the time of admission.
- 1.2 Admission of free movers to Bachelor courses shall take place twice a year. Admission to the autumn semester shall take place from **1 July to 28 August**. Admission to the spring semester shall take place from **1 January to 1 February**.
- 1.3. Applicants shall apply to the ISM Admissions Committee by e-mail: bs@ism.lt at least 1 month prior to the beginning of the admission period for the courses to be offered in the respective semester.
- 1.4 Admission process for free movers:
- 1.4.1. the application for admission is submitted in the apply.ism.lt electronic system for persons who have not previously studied at ISM as free movers. Persons who have previously studied at ISM as free movers apply directly to the ISM Study Department by filling in the application form for studying as a free mover at ISM, approved by the Rector's Order.
 - 1.4.2. submission of documents at apply.ism.lt or directly to the ISM Study Department;
 - 1.4.3. payment of the enrolment fee;
 - 1.4.4. invitation to study as a free mover;
 - 1.4.5. signing the study agreement.
- 1.5 The following documents shall be submitted with the application:
- 1.5.1. evidence of education and any supporting documents (diplomas and their transcripts, school leaving certificates, etc.). This requirement applies to persons who have not previously studied as free movers.
 - 1.5.2. a copy of an identity card or passport;
 - 1.5.3. a receipt for the paid enrolment fee;
 - 1.5.4. a name change document if the applicant's surname at the time of admission is different from that stated in the personal documents.
- 1.6 Admission to the ISM Bachelor's degree programme as a free mover is open to persons who have a documented level of education of at least upper secondary education or equivalent.
- 1.7 The cost of studies as a free mover depends on the number of credits taken. The price per ECTS credit for Bachelor studies is specified in the ISM Tuition Fees and Services Price List.
- 1.8. The amount of the enrolment fee is published on the ISM website. The enrolment fee is non-refundable. It must be paid to the ISM account with the details specified in the General Part of the Regulations, Article 4.1.
- 1.9. After accepting the invitation to study as a free mover, persons shall sign a free mover agreement with ISM. The start of the free mover's studies shall coincide with the start of the autumn or spring semester or the start of the subject to be studied.

ANNEX NO. 4
ADMISSION TO BACHELOR'S (UNDERGRADUATE) HIGHER YEARS OF STUDY

1.1 Applicants who have completed secondary education or equivalent, who wish to continue their undergraduate studies after leaving the University or who have studied at other higher education institutions, shall be admitted to the spring semester of the first year and to the higher years on a competitive basis.

1.2 Admission to higher years of study shall take place twice a year. Admission to the autumn semester shall take place from **1 July to 15 August**. Admission to the spring semester shall take place from **1 January to 15 January**.

1.3. For the purpose of admission to a higher year of study, the results obtained in previous studies shall be credited in accordance with the Procedure for Crediting of Study Results. The study programme of a person shall be drawn up in accordance with the model of the relevant study programme in force at the time.

1.4 Applications, the form of which is approved by the Rector's Order, for admission to a higher year of study of an ISM study programme shall be approved after confirmation of admission to the desired Bachelor's study programme is received. Proof of education and its supplements (diplomas and their supplements) must be submitted in accordance with the application process set out in Annex 2 to these Regulations if the person has not studied at ISM.

1.5. The following documents must be submitted with the application:

1.5.1. documents proving education and their supplements (diplomas and their supplements), or an academic certificate issued by the university where the applicant has completed part of his/her studies.

1.6. For those admitted to a higher year of study, the beginning of the study shall coincide with the beginning of the autumn or spring semester. In the event of a mismatch, an individual study plan shall be drawn up for the student and the tuition fee shall be calculated according to the cost of additional study services.

ANNEX NO. 5
**CHART FOR CONVERTING ISM ENGLISH LANGUAGE TEST RESULTS INTO A 10-
POINT SCALE**
(APPLICANLE FOR NON-LITHUANIAN CITIZENS)

Grade	ISM Test
10	71 or more
9,6	69-70
9,1	67-68
8,6	66
8,2	65
7,6	63-64
7,3	61-62
6,6	59-60
5,6	57-58
5	55-56
4,6	53-54
3,6	51-52