

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 Head of Sales
- 1.12.2. Director of Sales and Marketing;
- 1.12.3. Director for Academic Affairs;

1.13 Bachelor (first cycle) studies are fee-based. The current tuition fees are as indicated on <https://www.ism.lt/en/bachelor-studies/>.

2 Admission Requirements

2.1 The requirements for citizens of the Republic of Lithuania applying to bachelor's study programmes are specified in Annex 1 of the Regulations.

2.2 The requirements for non-citizens of the Republic of Lithuania applying to bachelor's study programmes are specified in Annex 2 of the Regulations.

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 obtained secondary education abroad must also submit a Decision on Academic Recognition of Qualification issued by the Centre for Quality Assessment in Higher Education (SKVC), or their qualification must undergo an academic recognition procedure in accordance with the procedure established by ISM.

3.4 Applicants who have obtained secondary education abroad may be asked to submit documents other than those listed in point 3.1 of these Regulations, depending on the rules for issuing documents in the respective foreign country and the lists of documents required for qualification recognition, which are published on the ism.lt website.

3.5 If an applicant's qualification obtained abroad was recognized with additional conditions (e.g., passing the SAT or another specified exam), documents proving the fulfilment of the additional requirement must be submitted.

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	AGBLT2X

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 The general admission to Lithuanian higher education institutions is conducted in accordance with the procedure for general admission approved by the institution authorized by the Ministry of Education, Science and Sports of the Republic of Lithuania – the Association of Lithuanian Higher Education Institutions for General Admission (hereinafter – LAMA BPO). Detailed information about the General Admission procedure and dates is published on the LAMA BPO website: www.lamabpo.lt.

1.2 During the general admission process, applicants may apply for state non-funded study places and state non-funded study places with a state scholarship.

1.3 Study agreements with invited applicants are signed after each round of admission results is announced.

1.4 Applicants who obtained secondary education earlier than the current year and are applying for state non-funded study places and/or non-funded study places with a state scholarship must also meet additional minimum learning achievement indicators set by the Minister of Education, Science and Sports of the Republic of Lithuania.

1.5 Applicants participating in the general admission must meet the following requirements:

1.5.1 Applicants who graduate from school in the current year will be admitted to bachelor's study programmes if they have at least a secondary education and a minimum competitive score of 5.5, calculated based on the exams listed in Annex 1 of the Regulations. They must also have passed 3 state-level maturity exams (mathematics, Lithuanian language, and a third subject of their choice for which a state-level exam is organized in that year), with an average score equivalent to the basic level of learning achievements (at least 50 points).

1.5.2 Applicants who graduate from school in 2024 will be admitted to bachelor's study programmes if they have at least a secondary education and a minimum competitive score of 5.0, calculated based on the exams listed in Annex 1 of the Regulations. They must also have passed 3 state-level maturity exams (mathematics, Lithuanian language, and a third subject of their choice for which a state-level exam is organized in that year), with an average score equivalent to the basic level of learning achievements (at least 36 points).

1.5.3 For applicants who graduated from school in 2023 or earlier, as well as for those who obtained a diploma abroad, only the minimum competitive score requirement applies.

1.5.4 For applicants exempt from state-level maturity exams, a minimum competitive score of 5.5 applies, calculated in accordance with the procedure set by the Minister of Education, Science and Sports of the Republic of Lithuania.

1.6 Applicants who have signed conditional study agreements are required to register in the LAMA BPO system in accordance with the general admission procedure. The study agreement comes into force once the applicant receives an invitation to study at ISM through the LAMA BPO system.

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 (defined as citizens of the Republic of Lithuania who have lived abroad for at least 3 years and obtained their secondary education there, or individuals who have lived abroad for at least 3 years, began their studies in Lithuania no earlier than the 8th grade (grades 8–10 or I–IV in the Lithuanian system), and obtained their secondary education in Lithuania).	1 point
Graduates of the following foreign Lithuanian schools: the Gymnasium of February 16th (Germany), Punsk Lyceum of March 11th (Poland), Moscow 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
Graduated from the International Baccalaureate Programme****	0,30 point
Received a Lithuanian Junior Achievement Certificate with Honors	0,20 point
Received a National Student Academy Graduation Diploma	0,20 point
Received a National Student Academy Participation Certificate	0,10 point
Received an "ISM Insider" Certificate	0,15 point
Received an ISM Business Class Graduation Certificate and attended 3 Business Class sessions	0,3 point
Received an ISM Business Class Graduation Certificate and attended 2 Business Class sessions	0,2 point
Received an ISM Business Class Graduation Certificate and attended 1 Business Class session	0,1 point
Received an ISM Entrepreneurship Club Certificate – participated in more than half of the meetings and presented a business idea	0,5 point
Received an ISM Entrepreneurship Club Certificate – participated in more than half of the meetings and won 3rd place in the business idea competition	0,8 point
Received an ISM Entrepreneurship Club Certificate – participated in more than half of the meetings and won 2nd place in the business idea competition	0,9 point
Received an ISM Entrepreneurship Club Certificate – participated in more than half of the meetings and won 1st place in the business idea competition	1 point
Received an ISM Experiential Economics Lectures Certificate – attended at least two sessions	0,2 point
Received an ISM Experiential Economics Lectures Certificate – attended at least two sessions and the final event	0,3 point
Participated in the National Economics Olympiad and reached the finals	0,3 point
Received a certificate from the "Interesting Politics" School**	0,2 point

** Additional ISM points are awarded during early admission. During general admission and ISM internal admission, ISM additional points are only awarded when applying for state non-funded study places and if the applicant meets the minimum competitive score requirement. Additional ISM points are not cumulative (only the highest applicable score is added). Certificates must be no older than two years.*

*** Applies only to applicants for the Economics and Politics study programme.*

**** Certificates obtained before September 2024 are valid according to the admission rules in effect at the time they were issued.*

***** Points for completing the International Baccalaureate Programme are added together with other ISM additional points.*

ANNEX NO .2**ADMISSION TO BACHELOR'S (FIRST CYCLE) STUDY PROGRAMMES FOR NON-LITHUANIAN CITIZENS****1. General Requirements**

1.1 Foreign nationals applying to ISM bachelor's programmes must have completed secondary education equivalent to that of the Republic of Lithuania and must submit documents confirming a qualification equivalent to a secondary school leaving certificate. Applicants must meet the following requirements:

1.1.1 Applicants are admitted to bachelor's programmes if they have at least a secondary education and have achieved a minimum competitive score of 5.5, calculated according to the criteria specified in this annex.

1.2 Applicants must meet one of the following English language proficiency requirements:

1.2.1 ISM English language test (minimum score: 55 points);

1.2.2 TOEFL iBT (minimum score: 60 points);

1.2.3 IELTS (minimum score: 6.0, with no section below 5.0);

1.2.4 Cambridge English Level B2 Certificate (minimum score: 169 points);

1.2.5 PTE Academic (minimum score: 52 points);

1.2.6 Duolingo English Test (minimum score: 115 points);

1.2.7 International Baccalaureate or European Baccalaureate programme completion certificate;

1.2.8 Applicants from Latvia and Estonia may prove English proficiency through their national English exam results (minimum score of 70%, equivalent to B2 or Upper Intermediate level);

1.2.9 Applicants who have completed their education entirely in English may, by decision of the Admissions Committee, be exempted from the English language requirement.

1.3 The international English language certificates listed in point 1.2 (IELTS, TOEFL, Cambridge, PTE, Duolingo) are accepted only if the test was taken no more than 2 years before the intended start of studies.

1.4 Following the motivational interview, ISM reserves the right to request the applicant to take the ISM or another specified English language test, even if the applicant has submitted documentation exempting them from the English language requirement.

1.5 Foreign nationals must possess or obtain a permit to enter and reside in the Republic of Lithuania in accordance with Lithuanian law.

1.6 Applicants who have obtained a temporary residence permit (hereinafter – TRP) in Lithuania for studies at ISM by September 1 of the current year must arrive at ISM no later than September 15. If the applicant does not arrive by September 15, ISM reserves the right to remove them from the list of students. This condition applies only if the TRP was issued by September 1 of the current year. If the TRP is issued after the academic year has started, the applicant must arrive at ISM no later than one week from the date the TRP was issued.

2. ISM Early Admission

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

2.2 Applications for ISM early admission must be submitted between November 1 and April 30. The exact admission dates are published on the ISM website (ism.lt/priemimas/) by November 1 of the current year.

2.3 The application for bachelor's study programmes must be submitted in accordance with the procedure set out in point 3 of the General Part of the Regulations. In addition to the documents specified in that section, the following documents must also be submitted:

2.3.1 A transcript of grades from the last 1.5 years of secondary school, if the applicant has not yet obtained a secondary or equivalent qualification at the time of early admission;

2.3.2 A copy of the secondary school leaving certificate and its supplement or other documents certifying secondary or equivalent education, if the qualification was obtained before the current year.

2.4 During early admission, a separate competitive score is calculated, which is used to form the ranking of applicants. The structure of the early admission score is explained below and presented in Table 1.

2.5 The early admission score is composed equally of the average of annual school grades and the motivation to study. Additional points are added to the calculated score based on the procedure defined in point 5 of this annex.

2.6 The average of annual grades is calculated using A-level final year grades from the penultimate year (typically Grade 11) and the first semester of the final year (typically Grade 12), with the following weighted subject distribution: Mathematics – 40%, Native Language / Second Foreign Language / History / Geography / Biology / Information Technology / Physics / Chemistry / business-related subjects (Economics, Business Studies, Accounting, etc.) – 30%, and English – 30%. If a B-level grade is provided, it is halved.

2.7 Motivation to study is assessed during the motivation interview, calculated as the average of the motivation letter/video score and the interview score. The motivation interview is conducted by a motivation committee consisting of at least two members, one of whom must be an academic staff member of ISM. The interview is conducted in English. Motivation is assessed on a 10-point scale. If a negative score (0–4) is received, the motivation committee reserves the right to reject the applicant, even if they meet the minimum competitive score required by ISM (as stated in point 3.5). After the motivation interview, the committee may ask the applicant to additionally take the ISM English language test.

Table 1: Structure of the ISM Early Admissions Competitive Score

Structure of the ISM Early Admission Competitive Score for Applicants who have not yet obtained a Secondary Education				
	50% of the score: The average of the penultimate year's (11th grade) annual grades and the last year's (12th grade) first semester grades.			50% of the score: Assessment of motivation to study
Subject	Mathematics	Native or second foreign language / history / geography / biology / information technology / physics /	English language	Cover letter/video and motivational interview evaluation score

		chemistry / economics / subjects related to business (economics, business studies, accounting, etc.)*		
Weighting coefficient	0,4	0,3	0,3	1

**The name of the specific subject may vary depending on the origin of the education system and the terminology of the curriculum.*

2.8 If the applicant has completed secondary education, their grade average is calculated according to the procedure specified in section 3.5 of this appendix.

2.9 During the ISM early admission process, an ISM scholarship may be awarded. Those wishing to receive a scholarship must meet the ISM early admission requirements and pass the scholarship test, the conditions and test date of which will be communicated by an ISM representative once the applicant has fully submitted their admission documents and received a conditional invitation to study. The decision on admission and the awarding of the scholarship is made by the ISM Admission Committee, based on the applicant's early admission competition score and the result of the scholarship test. The conditions for awarding scholarships are defined in the ISM Tuition Fee Discounts and Scholarships Allocation Procedure.

2.10 A conditional study agreement will be signed with those invited to study during ISM early admission, which comes into effect when the candidate submits documents meeting the requirements of these Rules. If the person does not meet the minimum admission requirements set out in section 1 of this appendix by August 5 and fails to provide documents proving this, ISM has the right to unilaterally terminate the study agreement.

2.11 Applicants who have signed conditional study agreements by May 31 must transfer a 500 EUR study place reservation fee to the ISM account, which will be deducted from the tuition fee for the fall semester. If the study agreement is terminated, the reservation fee is non-refundable.

3. ISM General Admission

3.1 During the ISM main admission process, an applicant can apply for the study programs listed in section 1.2 of the General Part of the Rules and may receive study scholarships as specified in the ISM Tuition Fee Discounts and Scholarships Allocation Procedure, provided that there are available spots after the early admission process.

3.2 The dates for the ISM main admission process are announced on the ISM website at ism.lt/en/admission.

3.3 The application to study in the bachelor's degree programs must be submitted according to the procedure specified in section 3 of the General Part of the Rules.

3.4 Applicants for ISM bachelor's studies must participate in a motivational interview. Applicants will be informed of the time for the motivational interview personally via email or phone.

3.5 During the ISM main admission process, a competition score is calculated, based on which a ranking is created. The structure of the main admission competition score is explained below and is provided in Table 2. Additional points are added to the calculated score according to the procedure established in section 5 of this appendix.

Table 2: Structure of the ISM General Admissions Competitive Score

	I subject	II subject	III subject	IV subject
Subject	A mathematics exam or, if you have not taken the exam, the ISM mathematics test score.	Native or second foreign language / history / geography / biology / information technology / physics / chemistry / economics / subjects related to business (economics, business studies, accounting, etc.)**	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)
Weighing coefficient or points	0,4	0,2	0,2	0,2

* The name of a specific subject may vary depending on the characteristics of the terminology used in the originating education system or curriculum.

** If national exams are organized in the country and the person has not taken them, the annual grades for those subjects are divided in half.

3.6 The decision on admission and the awarding of scholarships is made by the ISM Admission Committee, taking into account the applicant's competition score, calculated during the respective stage of admission.

3.7 Motivation to study is assessed during the motivational interview, by averaging the score of the motivation letter/video and the score of the motivational interview. The interview is conducted by a motivation committee consisting of at least two members, at least one of whom is an ISM academic staff member. The interview is conducted in English. Motivation is evaluated on a 10-point scale. If a negative evaluation (0–4) is received, the motivation committee reserves the right to reject the applicant, even if they meet the minimum competition score requirements specified in section 3.5. After the motivational interview, the committee may request the applicant to additionally take the ISM English language test.

3.8 Applicants who have signed a study agreement must transfer an advance payment equal to one (1) semester's tuition fee to the ISM account within 7 calendar days from the date of signing the agreement. This payment will be counted toward the total tuition fee. If the study agreement is terminated, the advance payment is non-refundable, except in cases where the applicant's diploma is not recognized, the minimum competition score threshold is not reached, or a visa is not obtained (supporting documentation must be provided). In such cases, ISM reserves the right to deduct a 500 EUR study place reservation fee from the refundable advance amount.

4. ISM Additional Admission

4.1 During the ISM additional admission process, an applicant may apply for the study programs listed in section 1.2 of the General Part of the Rules, provided that there are available spots remaining after the main admission process.

4.2 The dates for the ISM additional admission process are announced on the ISM website at ism.lt/en/admision.

4.3 The application to study in the bachelor's degree programs must be submitted according to the procedure specified in section 3 of the General Part of the Rules.

4.4 Applicants for ISM bachelor's studies must participate in a motivational interview. Applicants will be informed of the time for the motivational interview personally via email or phone.

4.5 The dates for ISM additional admission to bachelor's degree programs are announced on the ISM website by November 1 of the current year.

4.6 During the ISM additional admission process, a competition score is calculated, based on which a ranking is formed. The structure of the additional admission competition score is explained below and presented in Table 3. Additional points are added to the calculated score according to the procedure established in section 5 of this appendix.

Table 3: Structure of the ISM Additional Admission Competitive Score

	I subject	II subject	III subject	IV subject
Subject	A mathematics exam or, if you have not taken the exam, the ISM mathematics test score.	Native or second foreign language / history / geography / biology / information technology / physics / chemistry / economics / subjects related to business (economics, business studies, accounting, etc.)**	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)
Weighing coefficient or points	0,4	0,2	0,2	0,2

* The name of a specific subject may vary depending on the characteristics of the terminology used in the originating education system or curriculum.

** If national exams are organized in the country and the person has not taken them, the annual grades for those subjects are divided in half.

4.7 The decision on admission and the awarding of scholarships is made by the ISM Admission Committee, taking into account the applicant's competition score, calculated during the respective stage of admission.

4.8 Motivation to study is assessed during the motivational interview by averaging the score of the motivation letter/video and the motivational interview score. The interview is conducted by a motivation committee consisting of at least two members, at least one of whom is an ISM academic staff member. The interview is conducted in English. Motivation is evaluated on a 10-point scale. If a negative evaluation (0–4) is received, the motivation committee reserves the right to reject the applicant, even if they meet the minimum competition score requirements set out in section 3.5. After the motivational interview, the committee may request the applicant to additionally take the ISM English language test.

4.9 Applicants who have signed a study agreement must transfer an advance payment equal to one (1) semester's tuition fee to the ISM account within 7 calendar days from the date of signing the agreement. This payment will be counted toward the total tuition fee. If the study agreement is terminated, the advance payment is non-refundable, except in cases where the applicant's diploma is not recognized, the minimum competition score is not achieved, or a visa is not obtained (supporting documentation must be provided). In such cases, ISM reserves the right to deduct a 500 EUR study place reservation fee from the refundable advance amount.

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 additional points	Points
For those who have obtained the ISM Business Class Graduate Certificate	0,3
For ISM Insider Certificate holders	0,15
For International Baccalaureate (IB) graduates	0,3

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 for studies as a non-degree (free-mover) student is carried out after evaluating the documents submitted by the applicant and the availability of remaining places in study courses. Admission is only possible if there are vacant spots available during the admission period.

1.2 Admission of free movers to Bachelor-level courses takes place twice a year. Admission to the autumn semester is held from **July 1 to August 20**, and admission to the spring semester is held from **January 1 to January 25**.

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