

KLAIPEDA BUSINESS AND TECHNOLOGY COLLEGE



**ECTS INFORMATION PACKAGE FOR STUDENTS
AND TEACHERS**



2005, Klaipėda

Content

I. General Information about the College	3
1. Klaipeda College of Business and the Technologies	3
2. Academic Calendar	3
3. College Management Scheme	4
4. General Description of Institution	5
5. Study Programmes	6
6. Entry Requirements for Foreign Students	7
7. Basic ECTS Requirements	7
8. College and The ECTS Grading Scale	8
II. Study Programme General Description	9
1. General Description of Tourism Administration Study Programme	9
2. Information about Professional Competencies	10
3. Structure of Studies and Curricula	11
4. Subjects Description of Study Programme	14
III. Information for Students and Teachers	33
1. Department of International Relations	33
2. Short Survey of Country, Region and City	33
3. Insurance, Visa and Residence Permit	35
4. Medicine	36
5. Banks	36
6. Leisure Activities	37
7. Accommodation	39
8. Catering	39
9. Services for College Students and Teachers	40
10. International Programmes, Projects, Research Work	40
11. Student Union	40
12. Sport	41

I. General Information about the College

1. Klaipėda College of Business and Technologies:

Founder	Government of Lithuanian Republic
Code	111968056
Address	Jaunystės str.1, LT-91274 Klaipėda
Telephone	+370 46 489132
Fax	+370 46 314575
E-mail	office@klvtk.lt
Web site	www.klvtk.lt

Business faculty:

Address	Jaunystės str. 1 LT-91274, Klaipėda
Telephone	+370 46 489132
Fax	+370 46 314575
E-mail	office@klvtk.lt
Web site	www.klvtk.lt

Technology faculty:

Address	Bijūnų str. 10 LT-91223, Klaipėda
Telephone	+370 46 314928
Fax	+370 46 314934
E-mail	info@klvtk.lt
Web site	www.klvtk.lt

Kretinga department:

Address	Vilniaus str. 20 LT-97104, Kretinga
Telephone	+370 445 79297
Fax	+370 445 79298
E-mail	kretingask@klvtk.lt
Web site	www.klvtk.lt

2. Academic Calendar:

Start of autumn semester	September 1
End of autumn semester	January 31
Start of Christmas holidays	December 24
End of Christmas holidays	January 6
Start of spring semester	February 1
End of spring semester	July 7
Easter holidays	None
Start of summer holiday	July 8
End of summer holiday	August 31

4. General Description of Institution

Klaipėda College of Business and Technologies is a public higher (non-university) educational institution of Lithuanian Republic the activities of which are based on the Constitution and laws of Lithuanian Republic, as well as on resolutions of Lithuanian Government and legal acts of the Ministry of Education and Science.

Non-university studies prevail at the college. Besides, Lithuanian residents are provided with a possibility to acquire higher education and vocational qualifications in social, technological area. Research work and consultations are carried out at the college. Considering national and labour market needs the college prepares practitioners able to work independently according to acquired qualification. The college propagates and implements life-long learning principles, provides conditions for continued education, adult learning according to personal needs and choice, develops economic, legal, aesthetic, information culture education of society.

In implementing its objectives the college follows the principles of democracy, thorough personality education and integration into Lithuanian and foreign academic community.

The college is the biggest higher non-university educational institution in the region, established in 2002 on the basis of Klaipėda Agricultural College, Klaipėda Technical College and Klaipėda Agricultural Technical School of Accountancy. In 2003 Kretinga Agricultural College was joined to this College.

College vision: higher educational institution able to renew itself systematically assessing changes in the world of science, technologies and activities.

College mission: an institution open to society, influencing regional development processes, forming organizational culture, preparing active citizens of Lithuanian Republic, highly-skilled specialists able to successfully adapt in the changing labour market.

Strategic objectives of the college:

- to train citizens actively contributing to the improvement of the welfare of the society;
- to prepare specialists able to adapt to changes in labour market;
- to carry out scientific and experimental activities while orienting to research areas of the college, Lithuania and the European Union;
- to ensure management of permanent development and changes of the organization.

The college comprises:

- Faculty of Business;
- Faculty of Technologies;
- Kretinga Department.

The college collaborates with the following regional government structures and organizations of social partners: Klaipėda County Head Administration, Klaipėda Chamber of Trade, Industry and Crafts, Klaipėda Association of Industrialists, Klaipėda City and District Labour Exchange, Klaipėda City Consultancy Centre, JSC “Klaipėdos mediena”, “Klaipėdos želdiniai” Ltd.

5. Study Programmes

1. Accountancy:
 - Accountancy at Trade Enterprises;
 - Accountancy at Budget Institutions.
2. Finance:
 - Investment Management;
 - Taxes and Their Administration;
 - Audit.
3. Administration of Institutions and Enterprises:
 - Administration of Business Enterprises;
 - Administration of State and Public Enterprises.
4. Logistics Management:
 - Transport Logistics;
 - Sales Logistics.
5. Business Management:
 - Marketing Management;
 - Finance Management.
6. Tourism Administration:
 - Guide Services;
 - Leisure Organization;
 - Hotel Administration.
7. Trade Management:
 - International Trade Management;
 - Sales Management;
 - Agroindustrial Trade;
 - Trade with Agricultural Implements and Machinery.
8. Electric and Automatic Equipment:
 - Management of Technology Equipment and Systems;
 - Consumers' Electric Equipment and Electricity Network.
9. Carriage by Road:
 - Carriage of Dangerous Goods;
 - Carriage of International Goods.
10. Construction.
11. Technical Exploitation of Cars:
 - Repair of Car Bodies;
 - Technical Maintenance and Repair of Engines.
12. Plants and Design:
 - Planting of Homesteads;
 - Technology of Plant Maintenance;
 - Interior Decoration with Phytocompositions.
13. Food Technology:
 - Food Making and Sale Technology;
 - Technology of Fish Products.
14. Computer Programming:
 - Programme Design;
 - Information Services.
15. Geodesy:
 - Applied Geodesy;

- Land Planning;
- Geographical Informational Systems.

16. Mechanical Engineering and Maintenance:

- Metalwork Equipment Maintenance and Repair;
- Hardware Production;
- Operating Installations of Mechatronic Systems.

6. Entry Requirements for Foreign Students

A student must have a school graduation certificate and its appendix or other document proving secondary education. For enrolment of foreign students Klaipėda College of Business and Technologies draws a bilateral agreement for exchange programme with foreign universities and colleges. Students must meet the minimum requirements of their country according to the programme of studies. Students apply international relations department of their educational institution for participation in the exchange programme.

Other foreign students, having submitted documents, are enrolled with higher education institutions according to competition to study at their own charge.

Deadlines for application:

- autumn semester: June 30. Semester begins on September 1.
- spring semester: November 1. Semester begins on January 1.

Entry documents for Erasmus student exchange programme:

- application form relevant to a specific exchange programme;
- agreement regarding studies;
- transcript of records proving that the student successfully completed at least one year of studies at a higher education institution of other country.

7. Basic ECTS Requirements

The European Credit Transfer System (ECTS) facilitates acknowledgement of student learning achievements in different institutions by using universally recognised grading units – credits and grades.

ECTS system is based on: information (on study programmes and student achievements), mutual agreement (between the partner institutions and the student) and the use of ECTS credits (to indicate student workload).

ECTS credits are a numerical value (between 1 and 60) allocated to course units to describe the student workload required to successfully complete them. They reflect the quantity of work each course unit requires in relation to the total quantity of work necessary to complete a full year of academic study at the institution, that is, lectures, practical work, seminars, tutorials, fieldwork, independent study (in the library or at home) and examinations or other assessment activities. ECTS is thus based on a full student workload and not limited to contact hours only.

In ECTS 60 credits represent one year of study in the terms of workload. Normally 30 credits are given for a semester and 20 credits for a trimester. One credit of Klaipėda College of Business and Technologies (a 40-hour week of work) equals 1,5 ECTS credits. ECTS credits should be allocated to all course units available – both compulsory and elective. Credits should also be allocated to theses, project work and training practice where the units are an integral part of the study programme.

ECTS credits are awarded for course units only to the students who have successfully completed the course and have been assessed according to the set requirements. Students are not awarded ECTS credits for attendance and stay abroad only – they must be assessed by the host institution to see how they have mastered the selected course. Type of assessment may be varied – written or oral examinations, course papers.

ECTS credit system is applied both to incoming and outgoing students of Klaipėda College of Business and Technologies.

The selected ECTS study programme must be approved both by the home and the host institution before the student leaves for studies. If the student successfully completes the study programme described in the learning agreement, it is fully recognized by the home institution and the student is not required to take additional examinations or credit tests upon return.

8. College and ECTS Grading Scale

The ECTS grading scale has been developed to help home institutions interpret students' grades awarded at a foreign institution. It provides additional information on achievements of students but does not replace the grades awarded at the institution. Higher education institutions make their own decisions on how to apply the ECTS grading scale to their own system.

Grading	Local mark	ECTS mark	Percentage of successful students normally awarded the grade	Description
Pass	10	A	10%	EXCELLENT: excellent work with little mistakes
	9	B	10%	VERY GOOD: above average standards, yet with several mistakes
	8	C	25%	GOOD: good work, yet with considerable mistakes
	7	C	35%	SUFFICIENT: quite good work, yet with significant drawbacks
	6	D	15%	SATISFACTORY: work meets the minimum requirements
	5	E	5%	POOR
Fail	4	FX	-	INSUFFICIENT: extra work needed in order to obtain a credit
	3	F	-	UNSATISFACTORY: quite a lot of extra work is needed
	2		-	BAD
	1		-	VERY BAD

Institutional programme coordinator:

Remigijus Kinderis
 International relations supervisor
 Klaipėda College of Business and Technologies
 Jaunystės Str.1, 91274 Klaipėda
 Tel.: +370 46 314925
 Mob.: +370 614 83532
 Fax.: +370 46 314575
r.kinderis@klvtk.lt
www.klvtk.lt

II. Study Programme General Description

1. General Description of Tourism Administration Study Programme

Study programme	Tourism Administration
Place of studies	Klaipėda Business and Technology College, Business Faculty
Title conferred	Higher Education Diploma
Name of Qualification	Qualification of Tourism Administrator
Main field of study for the qualification	Recreation and Tourism
Specializations	<ul style="list-style-type: none"> • Planning of Leisure-time Activities • Guide Service • Hotel Administration
Language of instruction	Lithuanian
Level of qualification	Non-university (undergraduate, professional) studies
Official length of programme	Three year studies, 120 national credits (180 ECTS credits)
Access requirements	Secondary, advanced or any other corresponding education
Mode of studies	Full-time studies
Programme requirements	<p style="text-align: center;">Programme objectives and competencies acquired:</p> <p>The qualification of a Tourism Administrator enables a specialist to perform a job of complex responsibility independently or collectively in the following fields of tourism business enterprise: tourism company establishment; market research; planning of company (department) activity and organization of the activities according to type of business; management of employees; control of business condition; business development.</p> <p>Aims and abilities of study programme specializations:</p> <p>Planning of Leisure-time Activities specialization: gives competences, which allows to plan, organize leisure for tourists.</p> <p>Guide Service specialization: gives competences, which allows to prepare and wed excursions.</p> <p>Hotel Administration specialization: gives competences, which allows to evaluate hotels economy, to work in administrator position.</p> <p style="text-align: center;">Credits</p> <ul style="list-style-type: none"> • Subjects of General Higher Educator – 30 credits (45 ECTS credits); • Subjects for Acquisition of Professional Competences 48 credits (72 ECTS credits); • Subjects of specializations – 10 credits (15 ECTS credits); • Professional Practices – 20 credits (30 ECTS credits); • Optional Subjects – 6 credits (9 ECTS credits); • Final Course paper – 6 credits (9 ECTS credits).
Information on the function of the qualification	<p><u>Access to further study:</u></p> <p>May continue at the first cycle of university studies</p>
	<p><u>Professional status:</u></p> <p>Having acquired the qualification of tourism administrator, the person is competent to manage his/her own company, to perform the work of administrating or other related work at various tourism enterprises and organizations.</p>
Additional information	Meeting the requirements of the study programme, the student accomplishes professional practice work (workload 20 credits 30 ECTS credits)
Final assessment	Graduation Paper Defense

2. Information about Professional Competencies

1. To be able to invoke the laws and lawful acts of Lithuania and the acts of international law.
2. To know how to prepare the documents for tourism company establishment.
3. To know how to prepare the business plan of Tourism Company.
4. To know and evaluate the sponsorship resources and intestinal risk.
5. To be able to invoke the common accounting principles.
6. To plan the work of Tourism Company (department).
7. To invoke knowledge of market economy and tourism marketing.
8. To be able to collect, to save and to process information.
9. To know how to organize bargain.
10. To know how to enter into a pact.
11. To be able to lead staff, to deal with organizational and administration problems.
12. To be able to motivate employees and organize the evaluation of their career.
13. To be able to communicate and collaborate.
14. To manage to prepare a hospitality programme.
15. To know how to communicate with clients evaluating their age, interests, calibre.
16. To be able to invoke world and Lithuania travel geography and history knowledge, to recognize tourism resources.
17. To be able to prepare tourist trips: to compile route, estimate, to give trip's information.
18. To know how to conduct the tourist trip documentation.
19. To use mother tongue during the trip.
20. To use foreign language during the trip.
21. To manage to deal with organizational problems.
22. To keep up professional ethics and communicate culture.
23. To be able to arrange an excursion.
24. To be able to carry an excursion.
25. To be able to plan and organize events.
26. To be able to stage events.
27. To be able to organize sport events.
28. To prepare and to carry the individual recreation programme into execution.
29. To prepare and to carry the complex recreation programme into execution.
30. To evaluate the particularity of hotels economy and to organize the work of separate departments.
31. To work with hotel reservation and other hotels administration programmes
32. To organize hotels publicity.
33. To liase with society.
34. To create and to carry individual clients service system into execution.
35. To keep up objective ethics.

3. Structure of studies and curricula:

KLAIPĖDA BUSINESS AND TECHNOLOGY
COLLEGE

Institution

Programme of Study

Tourism Administration

Study Plan

Subjects	Subject Status	Number of contact hours		Self-study Hours	Total Hours	Chronological Order of Study and Evaluation Results						Total Credits (National)	ECTS Credits		
		Lectures	Practical Studies			1 Term	2 Term	3 Term	4 Term	5 Term	6 Term				
Subjects of General Higher Education:															
Contemporary and Professional language and Office-Work	pp	38	38	44	120		3 d.cr.t.							3	4,5
Foreign Language (English, German, French)	pp	16	208	96	320	2 d.cr.t.	2 E	2 d.cr.t.	2 E					8	12
Foreign Language (Russian)	pp	16	64	40	120	3d.cr.t.								3	4,5
Sociology	ap	38	19	23	80	2 E								2	3
Philosophy	alp	0	0	0	0	0								0	0
Information Technologies	pp	16	96	48	160	4 E								4	6
Mathematics	pp	54	78	28	160	4 d.cr.t.								4	6
Social Psychology	pp	39	13	28	80		2 E							2	3
Work and Civil Safety	pp	32	16	32	80		2 d.cr.t.							2	3
Basics of Language Technique	pp	36	24	20	80		2d.cr.t.							2	3
Total :		285	556	359	1200	15	7	6	2	0	0	0	0	30	45

Subjects for Acquisition of Professional

Competences:

Basics of Tourism	pp	36	24	20	80		2 E							2	3
History of Culture	pp	70	14	36	120		3 d. cr. t.							3	4,5
Travel Geography	pp	60	24	36	120		3 d. cr. t.							3	4,5
Basics of Economics	pp	38	38	44	120	3 E								3	4,5
Basics of Marketing	pp	64	16	40	120		3 E							3	4,5
Marketing of Tourism Services	pp	28	28	24	80			2 d. cr. t.						2	3
Basics of Management	pp	72	36	52	160		4 E							4	6
Personnel Management	pp	28	28	24	80			2 E						2	3
Finance and Accounting	pp	72	18	30	120					3 E				3	4,5
Organization of Tourism Services	pp	72	36	52	160					4 E				4	6

Business Law	pp	56	28	36	120							3 E	3	4,5
Resourses of Lithuania Tourism	pp	56	30	34	120			3 E					3	4,5
Tourism Enterprises Activity	pp	54	36	30	120				3 E				3	4,5
Hospitality Programme	pp	54	36	30	120					3 E			3	4,5
Organization of Travels	pp	42	36	42	120						3 E		3	4,5
Hotel Management	pp	44	11	25	80						2 E		2	3
Business Ethics	pp	48	16	16	80						2 d. cr. t.		2	3
Total:		894	455	571	1920	3	8	10	11	10	6	48	72	

Optional Subjects:

Floral Design of Interior		39	13	28	80		2 d. cr. t.						2	3
Protection of Recreational Environment		0	0	0	0		0						0	0
Methods of Applied Research		32	16	32	80			2 d. cr. t.					2	3
International Tourism		0	0	0	0			0					0	0
Insurance		36	18	26	80					2 d. cr. t.			2	3
Project Management		0	0	0	0					0			0	0
Total:		107	47	86	240	0	2	2	0	2	0	6	9	

Professional Practices:

Practice of Training Professional Skills	pp	0	116	44	160				2 d. cr. t.	2 d. cr. t.			4	6
Computer Learning Practice: Web Sites and Their Creation	pp	0	64	16	80	2 d. cr. t.							2	3
Computer Learning Practice: Projection and Creation of Databases	ap	0	0	0	0				0				0	0
Computer Learning Practice: Programme of Accounting „Skaita“	ap	0	0	0	0				0				0	0
Computer Learning Practice: Macroteams and VBH	ap	0	0	0	0				0				0	0
Learning Educational Practice	pp	0	0	120	120		3 d. cr. t.						3	4,5
Industrial, Training Professional Skills Practice	pp	0	0	200	200					5 d. cr. t.			5	7,5
Prie-diploma Practice	pp	0	0	240	240						6 d. cr. t.		6	9
Total:		0	180	620	800	2	3	2	7	0	6	20	30	

Final Course Paper					240								6 E	9
---------------------------	--	--	--	--	------------	--	--	--	--	--	--	--	------------	----------

Guide Service Subjects of Specialization:

History of Lithuania Culture	a1	45	45	30	120					3 E		3	4,5
Methods of Organization and Conducting Excursions	a1	36	54	30	120					3 E		3	4,5
History of Art	a1	42	14	24	80						2 d. cr. t.	2	3
History of Architecture	a1	18	36	26	80					2 d. cr. t.		2	3
Total:		141	149	110	400	0	0	0	0	8	2	10	15
Total in the Programme:		1427	1387	1986	4800	20	20	20	20	20	20	120	180

Planning of Leisure-time Activities

Subjects of Specialization:

Organization of Events and Basics of Artistic Direction	a2	72	36	52	160					4 E		4	6
Organization of Sporting Events	a2	18	36	26	80						2 d. cr. t.	2	3
Programme of Recreational Activity	a2	36	18	26	80					2 d. cr. t.		2	3
Show Business	a2	18	36	26	80					2 d. cr. t.		2	3
Total:		144	126	130	400	0	0	0	0	8	2	10	15
Total in the Programme:		1430	1364	2006	4800	20	20	20	20	20	20	120	180

Hotel Administration

Subjects of Specialization:

Public Relations	a3	36	18	26	80					2 E		2	3
Programmes of Hotel Reservation	a3	18	36	26	80						2 d. cr. t.	2	3
Organization of Work of a Hotel Administrator	a3	72	36	52	160					4 E		4	6
Management of Hotel Advertisement	a3	36	18	26	80					2 d. cr. t.		2	3
Total:		162	108	130	400	0	0	0	0	8	2	10	15
Total in the Programme:		1448	1346	2006	4800	20	21	20	20	20	20	120	180
Physical Training			240		240								

Assessment and grading

Grading system	Definition	Level of achievement in %	Pass/fail system
10	Excellent	91-100	Pass
9	Very good	81-90	
8	Good	71-80	
7	Highly satisfactory	61-70	
6	Satisfactory	51-60	
5	Sufficient	41-50	Fail
4	Insufficient	31-40	
3	Poor	21-30	
2	Very poor	11-20	
1	No responses	0-10	

Subject study achievement is evaluated using 10-grade system, where grades are awarded according to the following assessment:

- The highest level of achievement (9-10) – all assignments are accomplished, necessary exhaustive and argumentative answers are provided, the optimal problem solutions are provided, theoretical and practical knowledge is demonstrated.
- The average level of achievement (7-8)- more than 2/3 of the assignment are done, answers and problem solutions are argumentative, good theoretical and practical knowledge is demonstrated.
- The minimum necessary level of achievement (5-6) more than half of the assignments are accomplished, the answers and problem solutions are generally acceptable; the minimum necessary theoretical and practical knowledge is demonstrated.

4. Subjects description of study programme:

Study programme	Tourism administration
Subject	Contemporary and Professional Lithuanian and Office-work
Year and semester	1 year, 2 semester
Subject volume	3 credits
ECTS volume	4, 5 credits
Lecturer	Nijolė Bytautienė
Subject purpose	Correct applying of state Lithuanian requirements communicating in writing and orally, knowing and applying speciality and international terms, putting office-work requirements into practice, the ability to handle documentation, deal with business correspondence.
Subject group	General higher education
Main topics	The importance of state Lithuanian and its culture. Written contemporary and professional Lithuanian. Pronunciation and accentuation. Vocabulary standards and mistakes. Morphology standards and mistakes. Syntax standards and mistakes. Rhetoric and language aesthetics. LR Office-work
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	English
Year and semester	1, 2 year, 1, 2 semesters
Subject volume	8 credits
ECTS volume	12 credits
Lecturer	Ona Puiziniienė
Subject purpose	To improve knowledge of the English language; to continue studying culture and customs of English-speaking countries; to develop the ability of using informational sources in English, to make discussions and business talks, to use the language in the professional activity and office-work.

Subject group	General higher education
Main topics	English Etiquette. Promotion prospects and career goals. The concept of tourism. Tourism Supply. Organizers of tourism services. Tourism Marketing. On the phone Business Correspondence. Accommodation. Catering Institutions. Means of transport Safety of work. The Survey of tourism regions. Types and forms of tourism. Meetings. Negotiations.
Language of instruction	Lithuanian, English
Assessment form	Differential course credit test, examination

Study programme	Tourism administration
Subject	German
Year and semester	1, 2 year, 1, 2 semesters
Subject volume	8 credits
ECTS volume	12 credits
Lecturer	Daiva Jakaitė
Subject purpose	To improve knowledge of the German language; to continue studying culture and customs of German-speaking countries; to develop the ability of using informational sources in German, to make discussions and business talks, to use the language in the professional activity and office-work.
Subject group	General higher education
Main topics	German Etiquette. Promotion prospects and career goals. The concept of tourism. Tourism Supply. Organizers of tourism services. Tourism Marketing. On the phone Business Correspondence. Accommodation. Catering Institutions. Means of transport Safety of work. The Survey of tourism regions. Types and forms of tourism. Meetings. Negotiations.
Language of instruction	Lithuanian, German
Assessment form	Differential course credit test, examination

Study programme	Tourism administration
Subject	French
Year and semester	1, 2 year, 1, 2 semesters
Subject volume	8 credits
ECTS volume	12 credits
Lecturer	Domicelė Lukavičienė
Subject purpose	To improve knowledge of the French language; to continue studying culture and customs of French-speaking countries; to develop the ability of using informational sources in French, to make discussions and business talks, to use the language in the professional activity and office-work.
Subject group	General higher education
Main topics	French Etiquette. Promotion prospects and career goals. The concept of tourism. Tourism Supply. Organizers of tourism services. Tourism Marketing. On the phone Business Correspondence. Accommodation. Catering Institutions. Means of transport Safety of work. The Survey of tourism regions. Types and forms of tourism. Meetings. Negotiations.
Language of instruction	Lithuanian, French
Assessment form	Differential course credit test, examination

Study programme	Tourism administration
Subject	Foreign language 2 (Russian)
Year and semester	1 year, 1 semester
Subject volume	3
ECTS volume	4,5
Lecturer	Birutė Jankauskienė
Subject purpose	To improve knowledge of the Russian language; to continue studying culture and customs of Russian-speaking countries; to develop the ability of using informational sources in Russian, to make discussions and business talks, to use the language in the professional activity and office-work.
Subject group	General higher education
Main topics	Tourism company. Looking for a job and selection of office-workers. Tourism services. Reception and service of guests. Advertisement in tourism business. Safe

	tourism. The survey of tourism regions. Types of tourism. Business Correspondence and office-work.
Language of instruction	Lithuanian, Russian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Philosophy
Year and semester	1 year, 1 semester
Subject volume	2
ECTS volume	3
Lecturer	Nijolė Bytautienė
Subject purpose	To introduce students to the main stages of the West philosophy and the ideological-theoretical heritage of its towering representatives and to reveal how one or another philosophical problem was raised in various periods of philosophical development and how different thinkers solved it. To develop the ability to evaluate and analyze information, to formulate thoughts, statements freely and clearly, to argue them.
Subject group	General higher education
Main topics	The problem of philosophy definitions. The presumptions of philosophy origin, relation to life, other sciences. The early Greek naturalism philosophy. Plato's idealism. Plato's state conception. Aristotle's ideas of the world of matter and forms interaction. Aristotle's conception of God. The Middle-ages philosophy. The survey of Renaissance philosophy. Patriotic and social philosophy. The New-ages philosophy. R. Descartes' rationalistic dualism. B. Spinoza's pantheism. Empiricism trend in the West philosophy (F. Bacon, T. Hobbes, D. Berkeley, D. Hume). The features of philosophical ideas of Enlightenment age. Classical German philosophy. Modern-ages philosophical schools and their advanced problems. Culture as a consequence of conflict between an individual and environment. (S. Froid, E. Fromm). Existential philosophy. (P. Sartre, H. Camus). Philosophical culture features of the 20 th century Lithuania: Vydūnas and his philosophical searches. S. Šalkauskas, A. Maceina. Philosophical culture cherishing possibilities and problems of Lithuania society. Conscious historical creative work and responsibility. Activity and co-operation. The role of personality in the birth and change of philosophy paradigms. The influence of philosophical ideas on society changes. Peculiarities of science development in a modern stage and its influence on values of human existence. A man as a creator of his own world. The conception of scientific civilization. The picture of the world created by a man. Possibilities of alternative decisions in different historical epochs. Knowledge in conscience.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism administration
Subject	Information Technologies
Year and semester	1 year, 1 semester
Subject volume	4
ECTS volume	6
Lecturer	Lina Budrikaitė, Arnold Piklaps
Subject purpose	To use a personal computer getting, accumulating, processing and presenting speciality information; to evaluate information technology influence on society, state, organization and a person.
Subject group	General higher education
Main topics	The main concepts of information technologies. Computer use and handling files. Text editors. Microsoft Excel databases. Preparation of presentations. Spreadsheets. Information and communication
Language of instruction	Lithuanian, German
Assessment form	Examination

Study programme	Tourism administration
Subject	Applied Mathematics
Year and semester	1 year, 1 semester

Subject volume	4
ECTS volume	6
Lecturer	Judita Jonuševičienė
Subject purpose	To give knowledge of mathematics helping to master theoretical material of speciality subjects better and more profound, to apply mathematical modelling in solving problems of real minuent, to teach making mathematical models and analysis of economic problems.
Subject group	General higher education
Main topics	Mathematical analysis. Elements of linear algebra. Basics of probability theory and mathematical statistics.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Social Psychology
Year and semester	2 year, 3 semester
Subject volume	2
ECTS volume	3
Lecturer	Džiuginta Valeckienė
Subject purpose	To introduce students to the conception of social psychology science, to develop skills of cognition and acceptance of oneself and another person, to define the role of social groups, interaction between a person and a group, leadership, communication and conflicts of people; to formulate skills of social contact and co-operation.
Subject group	General higher education
Main topics	Conception of social psychology. Personality and social environment. Communication and personal characteristics: aims, prospects, aspirations, values, attitudes, stereotypes, emotions, will, temperament, character, abilities. Communication psychology. Verbal and non-verbal communication. Models of communication process. Conflicts. Competition and conflict. Motivation. The main sources of motivation. Motivation theories. Characteristics and group of a personality. Official and unofficial groups. Referential group. Team-work. The cycle of team grouping. Characteristics of a personality and professional competence. Methods of selection of office – workers, its organization. Leadership and management. Types of leaders. Peculiarities of management activity. The functions of an executive. Personal qualities of good managers. Leadership styles and managers relations with subordinates. Negotiations. Preparation and course of negotiations. Talking techniques during negotiations. Delegation and control. Evaluation of work results.
Language of instruction	Lithuanian, English
Assessment form	Examination

Study programme	Tourism administration
Subject	Work and Civil Safety
Year and semester	2 year, 3 semester
Subject volume	2
ECTS volume	3
Lecturer	Jolanda Daubarienė, Aloyzas Lukošius
Subject purpose	To develop the ability of making safe and harmless to health work conditions in the chosen process of activity following laws, standard documents of safety of work and civil safety, hygiene standards, requirements of safety of work and fire safety, to recognize threatening dangers, to choose ways of safety.
Subject group	General higher education
Main topics	Lithuania Republic laws of safety of work, public administration of safety and health of employees, co-operation and VDI organization of safety of work in a company. Safety of work in production. Dangerous and harmful factors of work environment. Fire safety of enterprises. Legal basics of civil safety and rescuing system, structure, its goals and problems, principles of organization and activity. Possible extreme situations in Lithuania and their causes. Destructive actions and protection from them. Means of protection. Protection of inhabitants and their wealth, its organization in extreme situations.
Language of instruction	Lithuanian

Assessment form	Differential course credit test
-----------------	---------------------------------

Study programme	Tourism administration
Subject	Basics of Language Technique
Year and semester	1 year, 2 semester
Subject volume	2
ECTS volume	3
Lecturer	Nijolė Bytautienė
Subject purpose	To introduce students to the requirements of expressive language, to form skills of expressive language, to introduce to the structure of a language apparatus, to reveal the connection between the central nervous system and voice, respiration, to improve one's own voice. To teach forming and controlling of voice.
Subject group	General higher education
Main topics	The importance of language technique communicating orally. Attention. Carriage. Rhythm. The exercise „printer's office“. How to remove nervous stress. Hygienic massage of a language apparatus. The influence of harmful habits on respiration, a language apparatus. Respiration while standing, lying, being on one's knees, sitting. Articulation, sounding of vowels, hollowness and sonority of consonants. Articulation gymnastics: „outward“ (for vocal chords, a soft palate). Resounding. Register. Changes of rhythms and registers. Vibratory massage. Exercises „bells“. Articulation. Individual language defects and their elimination. Range. Exercises with sounds, exercises with a text (hexameter). Patters. Word power. Proverbs and sayings. Evaluation of an event, a fact (subtext) in the chosen extract of work. Conversation (oral action). Types of speeches: informing, convincing, occasional (practical tasks). To make a chosen speech. Group and individual exercises, studies, consolidating skills of pronunciation, articulation, voice sounding. Mini compositions from students' chosen childish poems, extracts from prose works.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Basics of Tourism
Year and semester	1 year, 2 semester
Subject volume	2
ECTS volume	3
Lecturer	Irena Stonienė
Subject purpose	To introduce students to basics of tourism business, terminology of tourism activity and documents regulating tourism activity.
Subject group	Subject for acquisition of Professional competences
Main topics	Introduction. Conception of tourism. Tourism in the context of leisure-time and recreation. Types of tourism and classification. Tourism product. Tourism influence on the man, environment and economics. Tourism structure. Tourism services and their suppliers. Tourism needs and travelling motives. Types of tourists. Documents regulating tourism activity. Tourism environment. Resources of Lithuania tourism. Rural tourism. Tourism development in Europe and Lithuania. Tourism organizing structure and management. Training of tourism specialists. Aspects of international tourism expansion. Healthy tourism.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism administration
Subject	History of Culture
Year and semester	2 year, 4 semester
Subject volume	3
ECTS volume	6
Lecturer	Ona Zelenienė
Subject purpose	To give knowledge of basics of mankind culture history, chronological and geopolitical development of history of culture, intercontinental and international phenomena of culture, emphasizing attractive or possibly attractive objects for tourists.
Subject group	Subject for acquisition of professional competences

Main topics	Definition of the concept of culture. Sources of culture object, specific features and functions. Conception of archaic and historical culture. The survey of intercontinental cultures. Specific features of the West and East cultures. Culture of ancient civilizations. Antique culture. Hebrew culture. Culture of the Middle-ages Europe. The Renaissance Culture. Culture of the Baroque, Rococo and Classicism period. Achievements of the age of Enlightenment culture and Romanticism culture. Pre-modernism. Romanticism. Genesis and development of Modernistic culture. Culture of post- industrial world.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism Administration
Subject	Travel Geography
Year and semester	1 year, 2 semester
Subject volume	3
ECTS volume	4.5
Lecturer	Jurgita Peldžiūtė
Subject purpose	To introduce students to peculiarities of the world tourism and geographical distribution of travel destinations, to form students skills to analyze regularities of geographical distribution of tourism and other recreational travel places and means, to reveal the newest tendencies and their changes of the world travel geography, to systematize geographical aspects of recreational educology into integrated programme and to teach students planning routes, taking into consideration peculiarities of the world tourism regions.
Subject group	Subject for acquisition of professional competences
Main topics	Conception of travel geography, concepts and theoretical basics. Stages of travel and tourism development. Tourism needs and motives of travelling. Geography of the world transport. Travel geography and world religions. Geography of the world cultures. The most important regions of the world tourism and their geography.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism Administration
Subject	Basics of Economics
Year and semester	1 year, 2 semester
Subject volume	3
ECTS volume	4.5
Lecturer	Sabina Jurkaitienė
Subject purpose	To give knowledge of the system of economics, general economics laws, to form abilities to evaluate economic situation, to choose decisions corresponding to the needs and goals of an enterprise.
Subject group	Subject for acquisition of professional competences
Main topics	The subject of economics. Microeconomics and macroeconomics. Demand and supply: market mechanism. Utility and optimization. Elasticity. Business organization forms. Business expenditure. Indicators of enterprise activity. Types of markets. Efficiency. International economic relations. Wages and other sources of income. Macroeconomics indicators. Cyclic recurrence of economics development. Inflation influence on economics. Monetary and fiscal policy. Fixed and flexible exchange rate.
Language of instruction	Lithuanian, English
Assessment form	Examination

Study programme	Tourism Administration
Subject	Basics of Marketing
Year and semester	2 year, 3 semester
Subject volume	3
ECTS volume	4,5
Lecturer	Remigijus Kinderis
Subject purpose	To teach students to work out enterprise marketing plan, to organize marketing research, to plan strategy of enterprise marketing.
Subject group	Subject for acquisition of professional competences

Main topics	Goals of marketing. Tasks and functions. Concept of Marketing. Types of Marketing. The main elements of Marketing programme. Marketing environment. Market, segmentation of marketing. Marketing information system. Marketing plan. Marketing control. Marketing strategy. Marketing Research. Organization of marketing service in an enterprise. Marketing Management in an enterprise. Conception of international marketing. Programme of international marketing.
Language of instruction	Lithuanian, English
Assessment form	Examination

Study programme	Tourism Administration
Subject	Marketing of Tourism Services
Course type	
Year and semester	2 year, 3 semester
Subject volume	2
ECTS volume	3
Lecturer	Remigijus Kinderis
Subject purpose	To introduce students to the peculiarities of tourism services marketing quality, communication, researches, the newest important issues and the world tendencies, to introduce to natural characteristics of service, to teach analyzing tourism as the object of marketing, to work out a marketing plan of a tourism enterprise.
Subject group	Subject for acquisition of professional competences
Main topics	The essence of tourism services marketing, conception and functions. Tourism as the object of marketing. Complex of tourism services marketing. Types of services marketing. Environment of tourism services marketing. Conception of service, characteristics, models of quality and their management. Pricing of tourism services. Proposals of tourism services. Communication in marketing of services. Planning of marketing of tourism services. Researches of tourism marketing. Service as an organizational system of marketing. Preparation of a course paper.
Language of instruction	Lithuanian, English
Assessment form	Differential course credit test

Study programme	Tourism Administration
Subject	Basics of Management
Year and semester	2 year, 3 semester
Subject volume	4
ECTS volume	6
Lecturer	Antanas Vaitiekus
Subject purpose	To train professional specialists of tourism business, grasping goals of modern enterprises, trends of management activity, fields and functions, able to use data of an enterprise and environmental conditions for making decisions and forming activity strategies.
Subject group	Subject for acquisition of professional competences
Main topics	Concept, content and development of management. An enterprise as the object of management. Information in management. Planning and prognostication. Strategic management. Management of decision - making process. Organization of activity and management. Management. Motivation. Management of communication, conflicts, business negotiations. Control. Management of quality. Methods and creation of Management course paper.
Language of instruction	Lithuanian, English
Assessment form	Examination

Study programme	Tourism Administration
Subject	Personnel Management
Year and semester	2 year, 4 semester
Subject volume	2
ECTS volume	3
Lecturer	Ingrida Mauriciene
Subject purpose	To train students to fulfil the delegated functions of personnel management in an enterprise professionally: to be able to do personnel research, plan, organize, manage, control the activity of personnel, to be able to offer suggestions to the direction of an

	enterprise on questions of personnel policy and strategic development of personnel management.
Subject group	Subject for acquisition of professional competences
Main topics	Content, development and problems of personnel management. Analysis and planning of personnel need. Management of personnel search and selection. Management of personnel work. The system of personnel training. Evaluation and control of personnel.
Language of instruction	Lithuanian, English
Assessment form	Examination

Study programme	Tourism Administration
Subject	Finance and Accounting
Year and semester	3 year, 5 semester
Subject volume	3
ECTS volume	4,5
Lecturer	Liucija Budrienė
Subject purpose	To give knowledge of the financial sources of an enterprise, organization of accounting process in an enterprise and requirements of system of taxes.
Subject group	Subject for acquisition of professional competences
Main topics	The essence of finance, goals, functions and resources. The essence of budget. Content of enterprises finance. The structure of property and wealth. Conception of general accounting. Principles of general accounting. Regulation of accounting of Lithuania Republic. The essence of financial accountability and principles of formation. The influence of economic operations on accounting equation. Double – entry accounts. Organization of accounting process and description of data. Recognition of income and expenditure. Adjustment in an account. Completion of accounting process. Peculiarities of accounting in different fields of business. Financial analysis of enterprises. Investment process. Evaluation of financial risk. Financing sources of capital. System of taxes of Lithuania Republic. Principles of taxation. Direct taxes. Indirect taxes. Administration of taxes. State social policy. Charity and support.
Language of instruction	Lithuanian, English
Assessment form	Examination

Study programme	Tourism Administration
Subject	Organization of Tourism Services
Year and semester	3 year, 5 semester
Subject volume	4
ECTS volume	6
Lecturer	Remigijus Kinderis
Subject purpose	To study economic activity of a tourism enterprise complexly, organize tourism services business in SVV enterprises, to work out and present a business plan of a tourism enterprise.
Subject group	Subject for acquisition of professional competences
Main topics	The main stages of formation of services theory. Services activity and its results. Services in the market. Services and occupation of inhabitants. Services influence on the development of economics. The main models of services expansion. Investments of capital in the field of services. Business and enterprise. Businessman. Forms and types of a legal enterprise. Economic principles of business. Organization of services business. Business account. Evaluation of investment projects. Business in the context of EU. Strategic trends of SVV expansion. Preparation of a course paper.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism Administration
Subject	Business Law
Year and semester	3 year, 6 semester
Subject volume	3
ECTS volume	4.5
Lecturer	Alina Lajienė
Subject purpose	To give the most necessary knowledge of law, to introduce students to laws of Lithuania Republic and post – law acts regulating business relations in Lithuania, to

	teach to apply standard acts on their own in setting up tourism enterprises and their activity.
Subject group	Subject for acquisition of professional competences
Main topics	Conception of Law. Concept of International Law. Subjects of Business Law: physical and juridical persons. Subject of Civil Law. Basics of conclusion of agreements. System of taxes in Lithuania. Labour Law.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism Administration
Subject	Resources of Lithuania Tourism
Year and semester	2 year, 3 semester
Subject volume	3
ECTS volume	4,5
Lecturer	Irena – Dalia Stonienė
Subject purpose	To analyze resources of Lithuania tourism, their possibilities of use organizing travels and excursions.
Subject group	Subject for acquisition of professional competences
Main topics	Introduction. Classification of resources of Lithuania tourism: natural and culture resources. Lithuania State. Landscape and history monuments. Castles and mounds of Lithuania. Vilnius is the capital of Lithuania. Kaunas architectural monuments and museums. Tourism resources of Šiauliai town and territory. The old parks and estates of Lithuania. The survey of the Small Lithuania history. Tourism Resources of Klaipėda region. Places of interest of Šilutė district. Tourism Resources of Skuodas district. Tourism Resources of Klaipėda district. Tourism Resources of Klaipėda town. Development of architecture styles in Klaipėda. Palanga health – resort. Territories protected by the state. Nature monuments. The national park of the Curonian Spit. The role of Lithuania tourism resources in forming the image of the State.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism Administration
Subject	Tourism Enterprises Activity
Course type	
Year and semester	2 year, 4 semester
Subject volume	3
ECTS volume	4,5
Lecturer	Irena – Dalia Stonienė
Subject purpose	To introduce students to the work of tourism enterprises, tourism services, duties of office workers and the content of work.
Subject group	Subject for acquisition of professional competences
Main topics	Introduction. The subject of the activity of tourism enterprises. Enterprises providing tourism services and their activity. Enterprises providing travel organization services, their activity, and office workers. Enterprises providing services of tourism information. The concept of information, its types. Environment. Sources. Accumulation and processing of information, its classification. Aspects of evaluation of tourism information. A guide and his role in imparting of tourism information. Travel agency. The content of activity. Travel organizer. The content of activity. Transport systems. General characteristics of Lithuania transport. Railway transport. Technical supply in Europe and Lithuania. Water transport in Lithuania. Sea transport. Land transport in Lithuania. Roads. Air transport in Lithuania. Local international airlines and airports. Incoming, outgoing and local tourism in the activity of enterprises providing travel organization services. The importance of an advertisement in selling sets of travel and tourism services. Tourism exhibitions – fairs. Agreements with suppliers and clients of tourism services. Official registration of travel documents. Work with clients.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism Administration
------------------------	-------------------------------

Subject	Hospitality Programme
Year and semester	3 year, 5 semester
Subject volume	3
ECTS volume	4,5
Lecturer	Aistė Jurkienė
Subject purpose	To introduce students to hospitality business, its development and models; to form practical skills of guests service; to study, analyze and evaluate the present situation of hospitality in Lithuania and the world; to create and realize programmes of hospitality!
Subject group	Subject for acquisition of professional competences
Main topics	The conception of hospitality, development and content. Hospitality in accommodation business. Hospitality in show business. Hospitality in catering service business. Peculiarities of the national cuisine of foreign countries. Standards and programmes of service of clients. Integrated models of the quality of services. Factors being under the influence of hospitality business. Evaluation of hospitality industry of Lithuania and the world. Tendencies to hospitality development.
Language of instruction	Lithuanian, English
Assessment form	Examination

Study programme	Tourism Administration
Subject	Travel Organization
Year and semester	3 year, 5 semester
Subject volume	3
ECTS volume	4,5
Lecturer	Irena – Dalia Stonienė
Subject purpose	To teach students to prepare, organize and conduct a tour.
Subject group	Subject for acquisition of professional competences
Main topics	Introduction. Service of travel organization is a combined service of tourism. Travels in local incoming and outgoing tourism. Travel distribution according to the means of transport. Work content of a travel organizer. The main stages of tour preparation. Preparation of new travel routes. Tourist's security during a tour: combined insurance of tour, prevention of a disease. Research of demand. Work with clients. Feedback information.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism Administration
Subject	Hotel Management
Year and semester	2 year, 4 semester
Subject volume	2
ECTS volume	3
Lecturer	Remigijus Kinderis
Subject purpose	Hotel is a complicated system of economic and social relations, recurring specific knowledge and skills. Processes of economic globalization and integration promoted international trade of services. Hotel economy didn't avoid these phenomena. This study subject introduces to systems of basics and management of international hotel economy activity.
Subject group	Subject for acquisition of professional competences
Main topics	Characteristics of hotel economy. Segmentation possibilities of hotel market. Regulation and coordination of hotel activity. Juridical status of hotels. Functional subdivisions of hotel activity and organization of their activity. Hotel personnel management. Forming of personnel policy. Distribution of responsibility and assurance of communication. Means of guests security. Equipment and interior of hotels. Audit of hotel activity. Strategic planning of hotel activity. Situation and perspectives of hotel system market of Lithuania seaside region. Organizational system of international hotel system. International hotel classification and standardization of services. The biggest chains of international hotels. Hotel management in the USA and European countries. Management methods of international hotel system. The main indicators of international hotel economy activity and their activity models. Rendering of technologies in the international hotel economy. Vertical and horizontal integration into international hotel business. Globalization process in the international hotel

	economy. Perspectives of international hotel business.
Language of instruction	Lithuanian, English
Assessment form	Examination

Study programme	Tourism Administration
Subject	Business Ethics
Year and semester	2 year, 4 semester
Subject volume	2
ECTS volume	3
Lecturer	Zita Šakienė
Subject purpose	To reveal the importance of ethics and etiquette in man's life and work activity, to teach to apply business ethics knowledge as a basis of professional training in forming a moral personality.
Subject group	Subject for acquisition of professional competences
Main topics	Business and ethics. Business ethics development. Concept and functions of moral philosophy. Ethical problems in business. Business ethics and management processes. Responsibility problem. Contact culture. Making ethical decisions. Professional ethics of head of the company.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	History of Lithuania Culture
Year and semester	3 year, 5 semester
Subject volume	3
ECTS volume	4,5
Lecturer	Ona Zelenienė
Subject purpose	To introduce students to cultural heritage of a nation; to teach analyzing specific features and functions of culture from archaic to modern times, to compare phenomena of national culture to phenomena of other cultures, to apply theoretical knowledge in practical activity of tourism administration.
Subject group	Specialization "Guide services"
Main topics	The object of national culture, its specifics and functions. Pre-history of Lithuania Culture. Pagan culture of Lithuania before political and religious reform. The Middle Ages of Lithuania. Culture of aristocracy estates of Lithuania. Folk culture of Lithuania. Contacts of Lithuania the culture with culture of other nations. Renaissance. Baroque and Classicism aspects in Lithuania culture. Enlightenment and Romanticism acceptance in Lithuania. Cultural specifics of the Small Lithuania and Klaipėda Region. Modern and post-modern culture in Lithuania.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism administration
Subject	Methods of Excursion Organization and Conducting
Year and semester	3 year, 5 semester
Subject volume	3
ECTS volume	4,5
Lecturer	Irena – Dalia Stonienė
Subject purpose	To introduce students to the content of guide work and professional ethics, to teach to prepare and conduct an excursion.
Subject group	Specialization „Guide services“
Main topics	Introduction. Excursion Structure. Excursion features. Guide. Content of his work. Classification of excursions according to the content. Distribution of excursions according to the way of movement. Distribution of excursions according to their conducting place. Distribution of excursions according to the composition of the excursion group. Preparation of an excursion. Conducting an excursion. Excursionist's security during the excursion.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism administration
Subject	History of Art
Year and semester	3 year, 6 semester
Subject volume	2
ECTS volume	3
Lecturer	Regina Malakauskienė
Subject purpose	To introduce students to the world art history; to reveal the connection of the world outlook, philosophy of art and expressiveness forms. To reveal Lithuania artistic culture as a part of the world artistic culture.
Subject group	Specialization „Guide services“
Main topics	The origin, concept, functions of art. Branches of art. Branches of fine arts. The old civilization art. Antiquity. The Middle Ages art. Renaissance art. Baroque art. Classicism art. The 19 th century art. Lithuania folk art. The 20 th century art.
Language of instruction	Lithuanian, German
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	History of Architecture
Year and semester	3 year, 5 semester
Subject volume	2 kreditai
ECTS volume	3
Lecturer	Romas Marčius
Subject purpose	To introduce students to the architecture of old civilizations, peculiarities of antique architecture, the development of the early architecture of Lithuania and stylistic architecture of Europe and Lithuania.
Subject group	Specialization „Guide services“
Main topics	The old civilizations architecture. Antique architecture. Lithuania wooden castles and their defensive equipment. The beginning of brick building in Lithuania. Types of buildings. The Middle Ages architecture. Renaissance architecture. Baroque architecture. Classical architecture. The second half of the 19 th century – the beginning of the 20 th century architecture. Interwar period architecture.
Language of instruction	Lithuanian, English
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Organization of Events and Basics of Direction
Year and semester	3 year, 6 semester
Subject volume	2
ECTS volume	3
Lecturer	Vytautas Adaškevičius Jonas Kavaliauskas
Subject purpose	To form the present conception of organization of sporting events, skills of organization and realization of sporting events, to model the content of sporting events of organization of events, to master the main elements of stage mastery, to create scenarios, direct and conduct events.
Subject purpose	Planning of leisure-time activities.
Subject group	Specialization subject of planning of leisure-time activities
Main topics	Sport competition: its regulations. Systems of conducting competition. Games and their types. Rules of sport games. Track- and- field athletics, skiing, skating, horseracing. Preparation for a hike. Tourist rallies, tourist competition, campsite preparation, theatrical art. Specific features of events taking place indoors and outdoors. Direction project. Dramatic composition of an event. Planning of an event.
Language of instruction	Lithuanian
Assessment form	Differential course credit test
Main topics	Events for children.
	Directional – staging plan. Show events. Organization of a chosen event.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism administration
Subject	Programme of Recreational Activity

Year and semester	3 year, 5 semester
Subject volume	2
ECTS volume	3
Lecturer	Aistė Jurkienė
Subject purpose	To introduce students to recreational activity, to give them theoretical and practical knowledge how to prepare and realize various recreational programmes for different groups of consumers.
Subject group	Planning of leisure-time activities
Main topics	Introduction. Conception of recreational activity and programmes. Classification of recreational activity and programmes. Basics of organization of recreational events. Creation of recreational programmes. Organization cycle of recreational programmes, its stages.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Show - Business
Course type	
Year and semester	3 year, 5 semester
Subject volume	2
ECTS volume	3
Lecturer	Romas Matulis
Subject purpose	To introduce students to the most considerable achievements and possibilities of show business and technologies, to form abilities to apply the world experience in Lithuania.
Subject group	Planning of leisure-time activities
Main topics	Historical survey of amusements. Show business condition in Lithuania. Enterprises providing services of amusements and events. Personnel of enterprises providing services of amusements and events. Cinema as amusement and business. Specific features of television and entertaining telecast. Broadcasting stations and business of musical groups. Hollywood and show industry. The most significant amusement parks in the USA. The most significant amusement parks in Europe. The most significant sea and water amusement parks. Modern extreme amusements. Show events business. Computer-internet show business. The most significant world carnival events. Gambling games in Lithuania and abroad.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Public Relations
Year and semester	3 year, 5 semester
Subject volume	2
ECTS volume	3
Lecturer	Nijolė Bytautienė
Subject purpose	To introduce students to public relations, means, the main processes, principles, models and following them to realize the foreseen projects successfully.
Subject group	Specialization subject of hotel management
Main topics	Communication, its conception and role in hotel business. Peculiarities of communication in hotel business. Conception, aspects and development of public relations. Models of public relations. Process of public relations. Service of public relations and its activity. Public relations as means of communication realization. Social responsibility of organization and its types. Organizational forms of public relations. Audiences of public relations. Means of public relations. Modern business tendencies of international public relations.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism administration
Subject	Programmes of Hotel Reservation
Year and semester	3 year, 6 semester
Subject volume	2

ECTS volume	3
Lecturer	Remigijus Kinderis
Subject purpose	To introduce students to Lithuanian and international programmes of hotel reservation and specific features of their work. The programme to administer the hotel „Portje“.
Subject group	Specialization subject of hotel administration
Main topics	The world systems of hotel reservation, their origin and further development. Lithuanian systems of hotel reservation and their influence on hotel business. Administration programmes of hotel business and their purpose. The work with the programme „Portje“ of hotel administration.
Language of instruction	Lithuanian, English
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Work Organization of a Hotel Administrator
Year and semester	3 year. 5 semester
Subject volume	4
ECTS volume	6
Lecturer	Remigijus Kinderis
Subject purpose	To introduce students to the economic activity of hotels, to analyze and evaluate the present situation of hotels, to create and realize individual programmes of clients service.
Subject group	Specialization subject of hotel administration
Main topics	A hotel and its infrastructure, types of hotels. Classification system of Lithuania hotels, guests house and motels. Conception of services. Classification and characteristics of services in the hotel. Indicators of economic activity. Hotel management and organizational structure. Organization of guest's service in a hotel. Types of guests and ways of their indulging. Making and introduction of individual system of client's service in the hotel. Qualification characteristic of a hotel administrator. Official regulations of a hotel administrator.
Language of instruction	Lithuanian
Assessment form	Examination

Study programme	Tourism administration
Subject	Management of Hotel Advertisement
Year and semester	3 year, 5 semester
Subject volume	2
ECTS volume	3
Lecturer	Remigijus Kinderis
Subject purpose	To introduce students to the activity of hotel marketing department, peculiarities of setting up and realization of service advertisement campaign; to extend knowledge of hotel advertisement management; to orientate in always changing competitive environment; to be able to use possibilities of globalisation extending process.
Subject purpose	To introduce students to the activity of hotel marketing department, peculiarities of setting up and realization of service advertisement campaign; to extend knowledge of hotel advertisement management; to orientate in always changing competitive environment; to be able to use possibilities of globalisation extending process.
Subject group	Specialization subject of hotel administration
Main topics	The essence of advertisement, historical survey and connection with other sciences. Characteristics, functions and types of advertisement. Theories and stages of making advertisement. Organization, planning and regulation of an advertisement campaign in a hotel. The main means and ways of hotel advertisement. The influence of advertisement on the consumer of hotel services. Advertisement law, prohibitions and restrictions.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Protection of Recreational Environment
Year and semester	1 year, 2 semester
Subject volume	2

ECTS volume	3
Lecturer	Ramunė Urbonienė
Subject purpose	To introduce students to the factors having an influence on recreational environment and spaciousness of recreational territories, ecological valency of a man, influence of biotic factors on recreational environment, man's biological rhythm and its influence on people interrelations.
Subject group	Optional subject
Main topics	The importance of protection of recreational environment course. Quantitative evaluation of recreational environment. Qualitative evaluation of recreational environment. Natural factors having an influence on recreational environment. Anthropogenic factors having an influence on recreational environment. Recreational environment loads. Ecological spaciousness and stability of recreational environment. Man's ecological valence. The importance of the wind, the sun and water on recreational environment. The importance of biological rhythms. Sanitary-hygienic standards of recreational environment. The importance of biological field on recreational environment. Means of protection of recreational environment. Urban biometeorology of recreational environment.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism Administration
Subject	Floral Design of Interior
Year and semester	1 year, 2 semester
Subject volume	2
ECTS volume	3
Lecturer	Regina Malakauskienė
Subject purpose	To give knowledge in the field of interior design with photocompositions, to develop skills of flower arrangements, artistic taste, ecological culture.
Subject group	Optional subject
Main topics	Conception of interior, classification, decoration. Decoration of interior with flower – pot, picked and dried plants. Floral materials and tools. Decoration of flower – pot capacities with floral material, textiles, paper and secondary raw materials. Techniques used in decoration of walls. Techniques of voluminous compositions.
Language of instruction	Lithuanian, German
Assessment form	Differential course credit test.

Study programme	Tourism administration
Subject	Methodology of Applied Research
Year and semester	2 year, 3 semester
Subject volume	2
ECTS volume	3
Lecturer	Jūratė Adomaitienė
Subject purpose	To introduce students to the principles of applied research, methodology, methods, to teach choosing suitable research methods, to prepare projects and research, their account and be able to present them.
Subject group	Optional subject
Main topics	Cognition of objective reality. Conception of applied research, methods and methodology. System and process of applied research. Qualitative and quantitative research. Projects, research accounts. Their preparation and presentation. Introduction of applied research.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	International Tourism
Year and semester	2 year, 3 semester
Subject volume	2
ECTS volume	3
Lecturer	Eduardas Spiriajevas

Subject purpose	To introduce students to the conception of international tourism, its place in the system of international business and the role in the international co-operation.
Subject group	Optional subject
Main topics	International tourism genesis: conception, types, forms and the place in the system on the world economic relations. The world tourism organization, its goals, functions, activity. Global code of tourism ethics. International tourism statistics. Interaction of international tourism and transport systems. International conventions and expansion of the world tourism. State visas formalities. Geography and gravitation of international tourism streams. International tourism market and peculiarities of streams in Europe. International tourism is the factor for expansion of the world regions. International tourism is the factor for decrease of poverty. International tourism and global infectious diseases. Measures of fight against organizational sex tourism in the world. International tourism exhibitions in the world states. International tourism market in Lithuania. Tourism image of Lithuania in the world. The role of international tourism in interstate co-operation.
Language of instruction	Lithuanian, English
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Insurance
Year and semester	3 year, 5 semester
Subject volume	2
ECTS volume	3
Lecturer	Aloyzas Lukošius
Subject purpose	To introduce students to tourism insurance companies, peculiarities of their activity and insurance groups; to introduce to the main legal standards, which are entered in LR Insurance Law and Civil code.
Subject group	Optional subject
Main topics	Insurance history and insurance in Lithuania. Insurance organization forms and insurance environment. Insurance company goals. Insurance payments and principles of their counting. Setting up insurance companies. Interaction of insurance companies and other financial offices. Branches of insurance and their groups. European Union Directions. Insurance Law. Insurance agreements.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Project Management
Year and semester	3 year, 5 semester
Subject volume	2
ECTS volume	3
Lecturer	Remigijus Kinderis
Subject purpose	To introduce students to modern conceptions and their fields of application of project management, to give knowledge of content and procedures of project preparation, to form abilities to use various methods and programmes of project preparation.
Subject group	Optional subject
Main topics	Conception of projects, management methods and functions, phases. Requirements for the project manager, forming of the project team. Programmes of project preparation and management. Stages of project preparation. Management of project quality. International project management.
Language of instruction	Lithuanian, English
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Quality Management
Year and semester	3 year, 5 semester
Subject volume	2
ECTS volume	3
Lecturer	Laimutė Tiknienė
Subject purpose	To form modern attitude towards relevance of application of quality management for

	Lithuanian tourism companies integrating into the world market and be able to create subdivisions of quality management trying to get international certificates.
Subject group	Optional subject
Main topics	Conception and development of quality management. The principles of quality systems of the standard ISO 9000. The importance of quality to the economics and tourism companies of the country. The development of infrastructure of quality. Teaching and improvement of professional skills. Coordination of the structure of management. Application of methods of quality management. Evaluation of services of quality applying ISO group standards.
Language of instruction	2 credits
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Practice of Training Professional Skills PTF
Year and semester	2 year, 3 and 4 semesters
Subject volume	4
ECTS volume	6
Lecturer	Asta Belovienė
Subject purpose	To introduce students to organization of tourism enterprise activity, imitating the activity of a real enterprise in practical training firm ; to apply the acquired theoretical knowledge of marketing , finance and accounting, economics, basics of tourism, the activity of tourism enterprises, travel organization; to develop skills of business, communication and co-operation, team-work.
Subject group	Professional practices
Main topics	Presentation of activity of practical training firm. Setting up PTF. The Laws of the Republic of Lithuania, standards. Organization of PTF work: Fields and functions of PTF. Vision and mission of PTF. OVS formation. Official standards. Descriptions of working places. Organization of hiring. Acquaintance with the rules of inner order and safety of work. Personnel department: Search and selection of information. Handling correspondence. Nomenclature of PTF cases. Handling cases. Making work schedules. Organization of negotiations, meetings. Organization of team-work. Control of conflicts. Marketing-sale department: Working out a strategic plan of marketing. Market research. Research account. Ascertainment of costumers needs. Analysis of competitors. Creation of a firm's new product. Pricing. Sales department: Goals, tactics of sale. Formation, administration and control of sale budget. Evaluation of market potential. Employment of the newest information technologies in PTF. Making printed advertisement. Fairs, exhibitions, presentations. Purchases department: Organization of purchases. Search and account of suppliers. Finance department: Accounting of firm's wealth and property. Taxes and their counting. Accounting of long lasting property. Wages accounting. Income, profit, financial indicators. Working out accounts.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Learning Educational Practice
Year and semester	1 year, 2 semester
Subject volume	3
ECTS volume	4,5
Lecturer	Irena – Dalia Stonienė
Subject purpose	To extend theoretical teaching knowledge in the subjects of travel geography, basics of economics, basics of tourism, Lithuania tourism resources. To introduce to enterprise legal status, activity and organizational structure. To apply skills of work by a personal computer in practice. To develop communicative abilities and self-confidence. To be able to select tourism resources necessary for making routes.
Subject group	Professional practices
Main topics	To clear up legal status of an enterprise. To analyze organizational structure of an enterprise. To clear up what travel organization services an enterprise provides. To analyze what tourism form is prior. To clear up about the rented accommodation base of an enterprise. To clear up what tourism services a travel company provides. To

	analyze the prepared tourism services packages of an enterprise .To take part in preparing and counting of tourism services. To take part in preparing packages of tourism services and travel advertisement. To analyze adding of amusements into the programme of tourists reception. To analyze tourism services of an enterprise. To ascertain needs of clients. To give the necessary tourist information to the clients of an enterprise. To introduce to tourist services of enterprises and to prepare information for the planned tour. To associate with clients in a foreign language. To give information about company's services in a foreign language. To study informational sources, special literature and use them in creation of a tourism product.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Industrial, Training Professional Skills Practice
Year and semester	2 year, 4 semester
Subject volume	5
ECTS volume	7,5
Lecturer	Irena – Dalia Stonienė
Subject purpose	To apply acquired theoretical knowledge of basics of tourism, the activity of tourism enterprises, Lithuania tourism recourses, services marketing, management, psychology and business ethics.
Subject group	Professional practices
Main topics	To analyze company structure and fields of activity. To study technical base generally used in an enterprise. To introduce to informational sources used in an enterprise and be able to select them and give to clients. To analyze the use of amusements and other tourism services attending local and foreign tourists. To introduce to the work of a travel agent, a hotel administrator, to analyze specific features of this work. To be able to select tourism resources necessary for making tour routes. To take part in preparing informational packages of a tour and handling documentation. To analyze composition of enterprise clients and their needs. To understand agreements concluded with clients. To study marketing programme of an enterprise. To grasp the importance of safety of work, to fulfill requirements of safety of work.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Pre-Diploma Practice
Year and semester	3 year, 6 semester
Subject volume	6
ECTS volume	9
Lecturer	Remigijus Kinderis, Irena – Dalia Stonienė
Subject purpose	To study the creation of a company's image, to take part in preparing sets of tourism services, hospitality programme, tours, excursions: to apply knowledge of psychology and business ethics in associating with clients and office workers; to introduce to the work of a tour guide, to organize leisure-time activities of tourists; to apply theoretical knowledge of methods of conducting tours and excursions.
Subject group	Professional practices
Main topics	To able to prepare a set of tourism services, to count it. To be able to create the image of a company. To know requirements of safety of work and put them into practice. To be able to reserve rooms in a hotel, to know the order of reservation. To understand the reservation of air, railway, ferries, buses, and transport tickets. To choose menu according to groups of travellers age and traditions of eating. To speak in a foreign language. To use various sources of information, maps, town plans, internet. To prepare organizational and educational material of a tour. To prepare memos for tourists, guides, transport workers. To choose objects of an excursion according to clients' interests, to know their condition. To control the situation under unforeseen circumstances. To understand methods of conducting an excursion. To differentiate material of an excursion according to clients' age, interests, education.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

Study programme	Tourism administration
Subject	Websites and Their Creation
Year and semester	1year, 1semester
Subject volume	2
ECTS volume	3
Lecturer	Lina Budrikaitė, Alyvdas Mickus
Subject group	Professional practices
Main topics	Preparation of Website structure. Input of various information in the Website. Creation of references.
Language of instruction	Lithuanian
Assessment form	Differential course credit test

III. Information for Students and Teachers

1. Department of International Relations

If you plan studies at Klaipėda College of Business and Technologies, you should contact the International Relations Department. We shall be glad to consult and assist you should problems arise during your stay.

Klaipėda College of Business and Technologies

Jaunystės 1, LT-91274, Klaipėda, Lietuva

Tel. +370 46 314925

Fax. +370 46 314757

E-mail: r.kinderis@klvtk.lt

Work hours:

Monday-Thursday 8.00-17.00; Friday 8.00 – 16.00

2. Short Survey of Country, Region and City

General information about the country:

Population: ~3,48 mln. (83,45% Lithuanians, 6.74% Polish, 6.31% Russians, 3.50% other nationalities);

Climate: average winter temperature -4,9°C, average summer temperature +17,0°C, annual precipitation 748mm;

State language: Lithuanian;

Currency: Litas;

Main religion: Roman Catholics;

Capital city: Vilnius;

Lithuanian border coordinates:

northern – latitude of 56°27' North, southern – latitude of

53°54' North, western – longitude of 20°56' East, eastern – longitude of 26°51' East.

Lithuania has: 816 rivers longer than 10 km, 2834 lakes larger than 0,5 ha;

Highest point: Juozapinė Hill (293,6 m);

The largest river: Nemunas (937 km, 475 km – in the territory of Lithuania);

The largest lake: Drūkšiai (42,26 km).

State system:

The State of Lithuania is an independent democratic republic. No one may limit and restrict the sovereignty of Lithuania. In case of such threat, each Lithuanian citizen has the right to oppose anyone who infringes on the independence, territorial integrity or constitutional system of the State by force.

The Constitution of Lithuania protects the individual's inherent rights and freedoms, guarantees the right to freely choose any religion and manifest it in private or in public, to form political, national or public organizations, and defend his or her rights and freedoms following the law.

Land and landscape:

Lithuania - a small country of central Europe by the Baltic Sea, though with millennial traditions of statehood. From the regional point of view Lithuania is usually defined as a Baltic State. Lithuania is located in the very geographical centre of Europe.

Lithuania is very similar to Ireland and Latvia in territorial size (65,302 km²), but it is slightly larger than Switzerland, Denmark, Belgium, or Holland, and some smaller than Austria. Our country borders on five neighbouring countries. In north we have a 588 km long borderline with Latvia, in east and south - 660 km borderline with Belarus. In southwest Lithuania borders on Poland (length of the borderline - 103 km) and Russian Federation (273 km). More information at: www.lietuva.lt

General information about the region:

It is the only county in Lithuania that borders the Baltic Sea. This has defined the way of living of the local people. Klaipėda County has an ice-free seaport, clean beaches, recreation centres and spas, the largest freshwater body, the unique landscapes of the Nemunas Delta and Curonian Spit, water-meadows, forests and fertile farming land.

Important industries include ship building and repair, construction materials, wood processing, furniture, cellulose,



textiles, food products, tobacco, and shipping. Future economic development shall be significantly influenced by Klaipėda free economic zone.

Good roads and a motorway connect Klaipėda with Vilnius, the capital of Lithuania, and with other cities of the country and foreign states. The modern ferry port and Palanga Airport provide connections to other Baltic Sea countries.

Klaipėda County is developing into one of the most important national regions for industry, farming, forestry, holidaymaking and tourism.

More information at: www.klaipeda.aps.lt

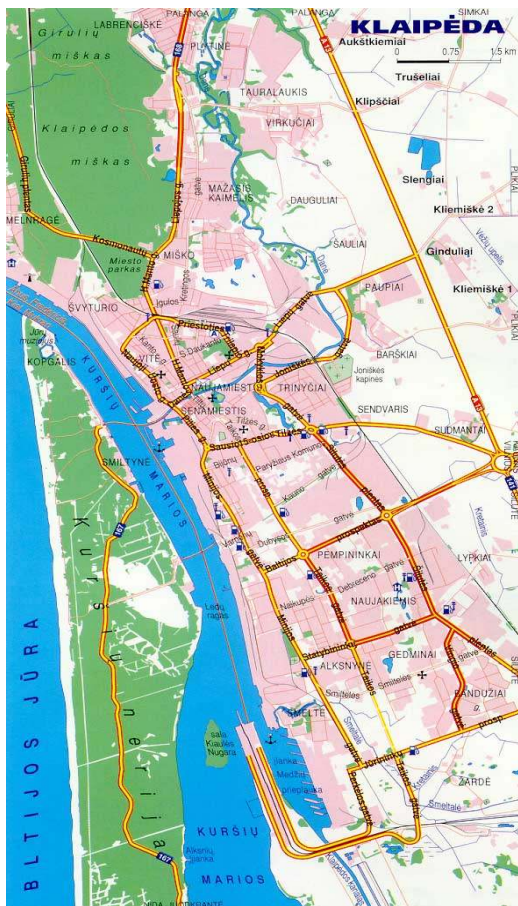
General information about the city:

Klaipėda is the third largest city in Lithuania situated in the Western part of the country.

The city covers 98,35 km². Geographical position of Klaipėda is 55°43 North latitude, 21°07 East longitude.

The city has a very favourable position in the Baltic Sea region. It is an ice-free port by the sea and the Curonian Lagoon, within close distance to other Baltic Sea ports Kaliningrad (Russia) and Riga (Latvia).

Climate: Average monthly air temperature in Klaipėda in January is -0,6°C, in July - +19,4°C. Average annual temperature - +8,4°C. Annual precipitation rate – 770 mm. According to the data of Lithuanian Hydrometeorological Service, the average air temperature in Klaipėda in March was -1,4°C, i.e. higher by 0,7 degrees than in March of the last year. The highest air temperature was +7°C, the lowest – -10°C. The highest air temperature in March last year was +12°C, the lowest – -10°C. The average air temperature in Lithuania in March was 0,3-2,1°C. In March there were 14 days with 1 mm and higher precipitation rate in Klaipėda, and the total precipitation rate in March was 52 mm. In March 2003 there were only two such days and the precipitation rate was 11 mm.



Population: on January 1, 2003, there were 190.7 thous. inhabitants in Klaipėda. In the last decade, the change of population was determined by decrease in birth rate, as well as internal and external migration.

Young, pushing, liberal, open, tolerant, bright, ambitious, and perhaps a bit crazy - these are the words that are most often used to describe the city of Klaipėda. Namely these epithets are the key for those seeking to unriddle the secret of Klaipėda's unique, for those trying to realise how in a comparatively short period of time Klaipėda, being a grey and undistinguished industrial city, became one of the leaders of the country and is reasonably titled the capital of Western Lithuania.



Klaipėda is also a definite leader in the field of international cooperation. Its efforts to actively operate in the sphere of international communication and to support the national strategic objective of integration into the European Union and NATO were noticed. Moreover, people from almost all Lithuanian municipalities constantly come to Klaipėda for consultations on the development of international relations and the work of the seaport in propagating the ideas of European unity received international acknowledgement. In 1999, Klaipėda became the first Lithuanian city awarded with the Flag of Honour of the Council of Europe, in 2001 - with the Plaque of Honour, and in 2003 - with the European Prize. The European Prize, established in 1955, is the highest award that can be given to a European city or regional authority for their active work in developing international relations and cooperation. Klaipėda - the first Lithuanian city to receive this exceptionally honourable award.

Klaipėda is a member of unions of Baltic cities and European largest cities - EUROCITIES, and together with Klaipėda County it is a member of Euroregion "Baltija". Today, Klaipėda has twin city relations with 16 foreign cities. Most of them are also seaports: Liepaja (Latvia), Gdynia (Poland), Kotka (Finland), Karlskrona (Sweden), Lübeck (Germany), Kaliningrad (Russia). Besides, Klaipėda actively cooperates with Cleveland (USA) and a Japanese city Kuji. For some time past, attempts are made to revive cooperation with one of the oldest partners of Klaipėda - Debrecen (Hungary). More information at: www.klaipeda.lt

3. Insurance, Visa and Residence Permit

All international students studying in Lithuania are required to have a valid health insurance, which can be obtained in the student's home country or from Lithuanian insurance companies. The latter option is recommended, because insurance prices in Lithuania are reasonable; besides, it is less complicated to get a temporary residence permit and refunds in case of medical treatment.

A Lithuanian entry visa can be obtained at the Lithuanian embassy of applicant's or neighbouring country. Residents of the EU countries do not need visas. Lithuania has more than 40 visa-free entrance agreements with other countries. Citizens of these countries are not required a visa to enter Lithuania.

All foreigners who come to Lithuania for studies and intend to stay longer than 90 days within 12 months need a temporary residence permit. An international student should apply Migration Department for this permit soon after arrival to Lithuania. The following documents must be presented to the Migration Department:

- a valid passport;
- an application form;
- one photograph;
- a document indicating the place of residence in Lithuania;
- proof of health insurance;

- certificate of enrolment at the college;
- college mediation letter.

4. Medicine

Klaipėda Mental Health Centre

Galinio Pylimo Str. 3B, Klaipėda

Telephone: +370 46 410027

Klaipėda City Dental Clinic

Pievų takas 38, Klaipėda

Telephone: +370 46 410930

Consulting Clinic of Klaipėda County Hospital

H. Manto Str. 49, Klaipėda

Telephone: +370 46 410683

Prenatal Clinic of Primary Healthcare Centre of Klaipėda Seamen's Hospital

Taikos pr. 46, Klaipėda

Telephone: +370 46 383455

24-hour emergency help

Telephone: 113.

More information can be found at www.medicina.lt or on the telephone 118

5. Banks

Most banks are open Mondays to Fridays between 8.00 and 16.00. Some banks are open on Saturdays between 8.00 and 12.00. Banks, main hotels, restaurants, shops and petrol stations accept Visa, MASTERCARD/Eurocard, Diner's Club and American Express.

Local payments are made in local currency Litas (1 Euro – 3,4528 Lt.). Euro shall be introduced from January 1, 2007.

6. Leisure Activities

Students over 21 are admitted to nightclubs and discos:

Name	Address	Telephone E-mail, web site	Additional information
Eroticenbar	Jono Str. 3	+370 688 58585	Erotic atmosphere, yet not very high-level, lack of publicity, etc.
Honolulu	N. Sodo Str. 1 Hotel „Klaipėda“	+370 46 404372 honolulu@klaipedahotel.lt www.klaipedahotel.lt/honolulu	Hawaiian style night club. Quite modern and colourful, yet expensive.

Global	J. Janonio Str. 27	+370 46 399579 info@globalclub.lt www.globalclub.lt	Young, modern club.
Kalifornija	Laukininkų Str. 17	+370 46 229735	Club for those over 21.
El Calor	Kepėjų Str. 10	+370 46 256186	Open IV-VII from 10 p.m. Latin American dances
Kurpiai	Kurpių Str. 1a	+370 46 410555 kurpiai@jazz.lt www.jazz.lt	Jazz club Live jazz, blues, rock every night. The most original club in Klaipėda.
Memelis	Žvejų Str. 4	+370 46 403040 info@memelis.lt www.memelis.lt	Brewery – restaurant, discos, concerts, banquettes, a la fourchette parties. Original surroundings.
Metelica	Taikos pr. 105	+370 655 05959 metelica@ultragroup.lt www.metelica.lt	Russian music club
Piteris	Taikos pr. 39	+370 46 411712 piterisclub@one.lt	Russian music club Live music Wednesday to Sunday.
Pempininkai	Taikos pr. 81	+370 46 341828	* Russian music club
Pramoγų bankas „Relax“	Teatro sq./ Turgaus Str. 1	+370 700 55555 www.nesecasino.lt relax@nese.lt	Theme parties, live music on weekends, radio station „Vox Maris“ is aired from the bar. An interesting and attractive place.
Priepilauka	Žvejų Str. 8	+370 46 314258	Disco club, open-air café.
Skandalas	I. Kanto Str. 44	+370 46 411585	American style. Concerts, live music. Original surroundings.
Sodžius	Šilutės pl. 14	+370 46 382738	Disco club for the young
Šikšnosparnio lizdas	Tiltų Str. 5	+370 46 313412	Entertainment centre. Programmes for middle-aged people.

Entertainment in the city:

Helicopter rides

“Klaipėdos aviaeskadrilė”

Dirvupiai village, Klaipėda distr.

Tel.: +370 46 411568

Klaipėda Parachutists' Club

“Klaipėdos aviaeskadrilė”

Dirvupiai village, Klaipėda distr.

Tel.: +370 681 30209

www.skydiving.lt

Diving

Oktopusas - PADI Diving Centre

Šilutės pl. 79, Klaipėda

Tel.: +370 46 381850

E-mail: info@godive.lt

Rent of tourist inventory

Gintautas Rusteika

Lapiai village, Klaipėda distr.

Tel.: +370 610 32237

Klaipėda Yacht Club

Smiltynės 25, Klaipėda
Tel./fax: +370 46 391107
<http://jachtklubas.w3.lt>

Tennis Court

Donelaičio Str. 6a, Klaipėda
Tel.: +370 698 39182,
cinema@takas.lt

Bowling Centre “Smūgis”

8 tracks (the latest technologies of BRUNSWICK firm), 4 of them for children
Taikos pr. 139, Klaipėda
Tel.: +370 46 305305

Summer Music Arena

Administration address:
Herkaus Manto Str. 83, Klaipėda
Tel.: +370 46 41 19 16

Concert Hall of Music Centre

Šaulių Str. 36, Klaipėda
Tel.: +370 46 410566
E-mail: klmc@takas.lt

Klaipėda City Concert Hall

Šaulių g. 36, Klaipėda
Tel.: +370 46 410566
El. paštas: klmc1@takas.lt

Movie Theatre “ŽEMAITIJA”

H. Manto Str. 31, Klaipėda
Tel.: +370 46 314090 (information)
E-mail: kino.teatras.zemaitija@takas.lt

Klaipėda Music Theatre

Danės Str. 19, Klaipėda
Tel.: +370 46 397401 (director), fax. +370 46 410551; +370 46 397404 (booking office), +370 46 397402 (administrator)
E-mail: klaiped.muz.teatr@takas.lt

Klaipėda Drama Theatre

Teatro a. 2, Klaipėda
E-mail: klaipdramteatr@takas.lt
www.kldteatras.lt/
Tel.: +370 46 314464 (director), fax: +370 46 314460;
Tel. +370 46 314453 (administrator)

Clock Museum

Liepų Str.12, Klaipėda
Tel. +370 46 410414,
E-mail: klm@takas.lt; www.muziejus.cjb.net

Lithuanian Maritime Museum

Smiltynės pl. 3, Klaipėda.
Tel. +370 46 490751.
E-mail: ljm@juru.muziejus.lt; www.juru.muziejus.lt

Castle Museum (Branch of Lithuania Minor History Museum)

Pilies Str. 4, Klaipėda
Tel.: +370 46 41 05 24

7. Accommodation

The college has 3 dormitories fitted with guest rooms for visiting teachers and students. Each room has a bathroom, shower, sink, TV and a shared kitchen. There is a canteen and a bar in the dormitory, where dinner costs about 15 Lt.

There is a possibility to find accommodation in the private sector. More information at: www.klaipeda.lt

8. Catering

The college has a dining room and a bar. There are also a lot of different catering establishments in the city. We would recommend going to the following:

1. Kurpiai, jazz club	Kurpių Str. 1a	+370 46 410555 www.jazz.lt kurpiai@takas.lt	I-VII 12.00-till the last client Live music, dancing all over the place 10-20% discount for regulars
2. Memelis; Brewery, restaurant	Žvejų Str. 4	+370 46 403040, fax.:+370 46 403041 www.memelis.lt info@memelis.lt	I 12.00-24.00, II-III 12.00-02.00, IV-VI 12-03 VII 12-24 Discos, events, several dance floors
3. Stora antis	Tiltų Str. 6	+370 46 493910 storaantis@baleticum-tv.lt	I-VII 11.00-24.00 Russian cuisine, vegetarian dishes
4. Šikšnosparnio lizdas	Tiltų Str. 5	+370 46 313412, +370 46 311865	I-VI 11.00-24.00; VII 12.00-24.00 Concerts, programmes, live music, large screen, conferences

More information can be found at www.klaipeda.lt

9. Services for College Students and Teachers

Library – information centre established in faculties of Klaipėda College of Business and Technologies and its Kretinga Department. The centre has quite a large collection of printed material, as well as Internet reading rooms, etc.

Tutor – volunteer college teacher assists, meets, helps an international teacher getting to the place of accommodation, shows him/her around the city and college, and gives advice on various practical matters. Each visiting lecturer is provided with a separate work place and room.



10. International Programmes, Projects, Research Work

European Committee has empowered Klaipėda College of Business and Technologies to participate in Socrates Erasmus teacher and student exchange programme in 2005-2007. Charter number 223451-IC-1-2004-1-LT-ERASMUS-EUC-1. College teachers and students participate in Leonardo da Vinci programme as well.

International students coming to the college for their research work and writing a thesis may apply for a period of placement in various business spheres in order to collect data, etc.

The folklore company AITVARAS is acting in the college.



11. Student Union

KCBT college student union unites the most active and creative students working for the sake of student community. Student union represents the interests of college students in the Academic Council, Commission of Ethics, participates in the distribution of scholarships, social support and state credits, organizes scientific/practical conferences for students, initiates and encourages cooperation between students and teachers, maintains partner relations with other educational institutions, spreads student spirit in the entire college.

International students can turn to college student adviser for consultations, advice or support.

Tutor – volunteer college student assists, meets, helps an international student getting to the place of accommodation, shows him/her around the city and college, and gives advice on various practical matters.



12. Sport

College sportsmen are united by a sports club “Jūra” (the sea). Club members have formed basketball, volleyball and table tennis teams. Various sporting events and festivals are arranged. We have a good sports base: stadiums with running tracks, sports halls, and in the Faculty of Technologies students can also do sports in athletic gymnastics - aerobics hall.

