

**PROCEDURE FOR ASSESSING THE MOTIVATION OF APPLICANTS
TO THE MBA BUSINESS DEVELOPMENT PROGRAMME
AT VILNIUS UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION**

I. GENERAL PROVISIONS

1. The procedure for assessing the Motivation of Applicants of the MBA Business Development programme (hereinafter – Procedure) at the Faculty of Economics and Business Administration of Vilnius University (hereinafter – VU FEBA) establishes criteria, organisation and implementation process for the assessment of applicants' motivation.
2. The motivation assessment consists of an interview, the general content of which, as specified in clauses 8 and 9 of this Procedure, shall be considered public.
3. The Motivation Assessment Committee(s) (hereinafter – Committee) shall consist of the Head of the MBA Business Development Programme and member of the programme's academic staff. Member of the Faculty administration may participate in the assessment process as observers. During the admission period, more than one Committee may be established. The Committee(s) shall be approved by an order of the Dean of VU FEBA.

II. SUBMISSION AND REGISTRATION OF DOCUMENTS

4. Applicants to the MBA Business Development Programme shall submit the following documents through the Vilnius University online admission system for Master's studies (VU ISAS): a copy of an identity document, copies of documents certifying previous education, and a free-form document issued by the employer confirming at least three years of managerial work experience (specifying the company of current or previous employment, duration of employment, position held, and principal functions and/or responsibilities).
5. The submitted documents shall be stored in the VU ISAS until the end of the supplementary admission period for Master's studies of the current academic year
6. All information relating to applicants participating in the motivation assessment shall be treated as confidential.

III. TOPICS OF THE MOTIVATION INTERVIEW AND ASSESSMENT CRITERIA

7. Semi-structured individual interviews are conducted remotely via the Teams platforms for the purpose of assessing motivation, and they may be recorded.
8. Applicants are asked 3-5 questions during the interview with member of the Committee.

The questions shall be short and specific, while the answers shall be justified and clear. A uniform time limit of 20 minutes is allocated for the motivation assessment interviews for all applicants. The questions cover the following topics:

- 8.1. Factors influencing the choice of professional field;
- 8.2. Factors influencing the choice of the programme;
- 8.3. Discussion of a relevant business/management issue;
- 8.4. Ethical workplace principles;
- 8.5. Teamwork and conflict resolution methods;
- 8.6. Vision of one's professional activities after completing the studies;
- 8.7. Application of academic knowledge in professional practice.

9. Applicants' answers to the Committee members' question shall be assessed based on the following criteria:
 - 9.1. Professional maturity;
 - 9.2. Professional attitudes (ability to act honestly and comply with ethical obligations, readiness to apply the principles of social responsibility at work, critical thinking, initiative, determination to achieve goals, communication skills);
 - 9.3. Professional behaviour (ability to assess the limits of one's own competence and, when necessary, seek assistance, ability to act and adapt in complex situations, ability to work independently, solve problems and make decisions, teamwork skills, leadership).

IV. MOTIVATION ASSESSMENT

10. Upon joining the motivation interview, applicant shall present an identity document to the member of the Committee. Applicants shall be informed of the duration of the motivation interview and other requirements.
11. Prior to the motivation interview, members of the Committee shall review the documents submitted by applicants confirming their professional experience.
12. Only one applicant, members of the Committee, and observers may be present during the interview.
13. Staff members of the VU FEBA administration may participate in the work of the Committee as observers.
14. In cases where an applicant fails to attend the motivation interview due to valid reasons, a second opportunity to participate may be granted.
15. The motivation interview shall be assessed on a pass/fail basis and recorded in the summary of the motivation assessment results
16. The applicants' answers to the motivation interview questions shall be evaluated by all members of the Committee.

V. FORMALISATION OF APPLICANTS' RESULTS

17. The results of the motivation assessment for the entire day, agreed upon by consensus, shall be recorded in the motivation assessment protocol
 18. The Chair of the Committee shall submit the minutes of the motivation assessment committee meeting and the applicants' evaluation summary to the Head of Studies of VU EVAF for recording the results in VU ISAS
 19. Applicants may review their examination results in accordance with the procedure established by VU.
 20. Applicants may submit an appeal regarding the motivation assessment to the VU Admissions Committee in accordance with the rules and deadlines established by the VU.
 21. An applicant who does not participate in the motivation assessment shall forfeit the opportunity to be admitted to the MBA Business Development programme at the VU FEBA.
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