

Translation from the Lithuanian language

APPROVED

By the decree of the Rector of
Vilnius Gediminas Technical University
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REGULATIONS FOR THE PREPARATION, ADMINISTRATION, AND EVALUATION OF THE ENTRANCE EXAM IN LANDSCAPE ARCHITECTURE SKILLS

CHAPTER I

GENERAL PROVISIONS

1. The Description of the Procedure for the Preparation, Conduct and Assessment of the Entrance Examination of Artistic Landscape Architecture Skills (hereinafter referred to as the Description) conducted by Vilnius Gediminas Technical University regulates the procedure for the preparation of examination tasks, conduct and assessment of the examination of artistic landscape architecture skills intended for applicants to the Landscape Architecture study program for state-funded and non-state-funded study places.
2. The examination of artistic landscape architecture abilities (hereinafter referred to as the examination) is held during the General Admission to the First Cycle and Integrated Studies of Lithuanian Higher Education Institutions entrance examinations session. For applicants who, due to illness or another very serious reason that can be substantiated by documents proving it, did not participate in the examination at the main admission stage or who have newly registered to participate in the additional admission stage, the examination is also held during the additional admission stage.
3. Preparation for the exam and its implementation are ensured by the Director of the Vilnius Gediminas Technical University (hereinafter – VILNIUS TECH) Admission and Information Centre (hereinafter – AIC), which is responsible for organizing the preparation of tasks, organizing and implementing the exam, organizing the assessment of completed work, announcing the results, and organizing the work of the appeal committee.
4. The entrance exam is organized by the Department of Urban Studies of the Faculty of Architecture of VILNIUS TECH.
5. Members of all groups and commissions for the preparation and implementation of the exam, i.e. task preparation, exam administration, evaluation, are appointed by the Rector.
6. Applicants to the VILNIUS TECH Landscape Architecture study program may also be credited with the assessment of the artistic architectural education exam (if two exams are taken, the most favorable exam assessment for the applicant is used).

CHAPTER II

COMPOSITION OF THE ENTRANCE EXAM

7. The exam consists of two parts. The first part is “Composition of Landscape Architectural Forms”, the second part is “Memory Academic Drawing”.
8. The exam requirements are presented in Appendix 1.
9. The requirements for the exam parts are coordinated and published on the VILNIUS TECH website no later than April 1.

CHAPTER III

TASK PREPARATION, STORAGE AND RANDOM EXTRACTION

10. A set number of task variants are prepared for each part of the exam: “Landscape Architectural Forms Compositions” – 3 task variants, “Memory Academic Drawing” – 3 task variants.
11. Task developers, appointed by the Rector’s order, must prepare the tasks and submit them to the AIC Director for storage until the beginning of General Admission to Lithuanian Higher Education Institutions in Lithuanian, the same sheet must contain a translation of the task into English.
12. Exam task developers and the AIC Director must ensure the protection of the content of the tasks from information leakage and the physical protection of paper forms of tasks and computer media. Task developers and task translators (if the translation into English is performed by another person), the AIC representative administering the organization of the exam (hereinafter referred to as the administrator), and members of the assessment committee must sign a confidentiality declaration (Appendix 3) and adhere to it.
13. Each paper version of the assignment and the computer USB storage device are placed in an envelope, on which the name of the exam part and the number of the assignment option are written. The other side of the envelope must bear the signature of the person who prepared the assignment and the stamp of the faculty where the person who prepared the assignment works. The assignments sealed in this way are presented to the AIC director.
14. The exam assignments prepared and properly placed in envelopes are stored in the safe of the AIC or the Dean of the Faculty of Architecture immediately after their submission to the AIC director until the date of the exam. The assignment preparer is also present when placing the assignments in the safe.
15. On the day of the exam, the assignments are drawn in random order. The assignments are drawn in random order by the AIC director or a designated administrator, who takes the assignments from the safe and draws 1 assignment from each exam part. The remaining assignment options are returned to the safe, which is sealed again. Assignments are kept until the end of the additional session.
16. The administrator shall multiply the extracted tasks and distribute them to each applicant, together with the title pages for completing the task and coding.

CHAPTER IV

EXECUTION OF THE ENTRANCE EXAM

17. The premises where the exam will be held must be prepared no later than one day before the start of the exam. They must be equipped with tables and good lighting.

18. No later than 15 days before the first date of the exam, the administrator shall appoint auditorium supervisors from among the members of the admission committee for applicants to the first, second and first year of integrated studies of Vilnius Gediminas Technical University, formed by order of the Rector.

19. Before starting the exam, each applicant shall submit to the administrator an identity document (passport, identity card, driver's license), according to which the administrator finds him / her on the list and marks him / her. If the applicant is not on the list, it is checked whether the applicant has registered for the entrance exam in the General Admission Information System (hereinafter referred to as BPIS) and, if so, grants permission to take the entrance exam (informing the LAMA BPO Administration Director and the programmer responsible for the entrance exams) and notes the place and time of the entrance exam in BPIS; if the applicant has not registered, he/she is not allowed to take the exam.

20. Before the start of the exam, applicants are introduced to the rules of conduct for applicants during the exam (Appendix 2), the duration of the exam and other requirements. The administrator leads the examination. Before the start of the exam, the administrator introduces the auditorium supervisors to the rules of conduct for supervisors during the exam (Appendix 4). The administrator makes a decision regarding latecomers and resolves other issues arising during the exam.

21. The start of the exam is recorded. Everyone who is not taking the exam leaves the room, only the auditorium supervisor remains. The auditorium supervisor maintains order, being away from the applicants, and cannot discuss with the applicants.

22. After completing the exam task, the applicant returns the completed task and the title page to the auditorium supervisor. The title page is immediately securely attached to the upper right corner of the task sheet. The root of the title page with the supervisor's signature is torn off and given to the applicant.

23. The auditorium supervisor, having collected all the test tasks completed by the applicants, hands them over to the administrator, who codes the tasks and passes them on to the chairman of the assessment committee for evaluation. The title pages are stored in the Admission and Information Center for Applicants until the end of the assessment committee's work.

CHAPTER V

ENTRANCE EXAM EVALUATION COMMISSION AND EVALUATION OF THE WORK

24. No later than one month before the exam date, by order of the Rector of VILNIUS TECH, in coordination with the Dean of the Faculty of Architecture, an assessment committee for the entrance exam in Artistic Landscape Architecture (hereinafter referred to as the Committee) shall be formed. The Committee shall consist of 3 persons.

25. The members of the examination assessment committee may not be the preparers of exam tasks and persons preparing candidates for entrance exams, working in non-formal artistic education institutions,

departments of formal education institutions providing non-formal education services (for example, VILNIUS TECH Artistic Education Centre, etc.).

26. No outsiders may be present in the examination assessment premises, only members of the examination task assessment committee and the administrator.

27. The maximum assessment scores for the tasks can be: for the “Landscape Architectural Forms Composition” part – 60, for the “Memorandum Academic Drawing” part – 40. Each member of the examination task assessment commission and the chairman of the assessment commission evaluate the works separately. The exam administrator is responsible for entering the assessment results into the BPIS.

28. Each member of the assessment commission evaluates the completed tasks of the entrance exam independently on a one-hundred-point scale, following the assessment criteria (Appendix 5).

29. The final exam assessment is the sum of the assessments of all parts of the exam on a one-hundred-point scale, rounded according to the rules of mathematical calculation to an integer.

30. The chairman of the commission has the opportunity to see the distribution of his and other commission members’ assessments, as well as the general distribution of the commission’s assessments of all applicants.

31. The applicant must complete the tasks of two parts of the exam. If he/she has not completed at least one part or the assessment is zero, the exam is considered failed.

32. The marks for the tasks of the two parts of the exam are added together. The passing score for the entrance exam is 40 points. If the score is less than 40 points, the exam is considered failed, and applicants who fail the exam are not included in the list of those who have passed this stage.

33. The exam administrator prints a list from BPIS, which indicates the name and assessment of the exam part for each applicant, the date of approval of the list, and the assessments of the exam part. The chairman of the assessment committee and the exam administrator sign the list at the bottom.

34. After the exam results are announced, the administrator decodes the work completed by the applicants. After checking the applicant's registration number on the assignment, title page, and BPIS, the title page is attached to the applicant's work. The chairman of the assignment assessment committee writes the final assessment on the exam paper and signs it.

35. The exam results are announced in accordance with the procedure established by LAMA BPO no later than 48 hours after the end of the exam.

36. Applicants cannot be credited with grades from entrance exams taken in previous years.

CHAPTER VI

APPEALS

37. The applicant has the right to file an appeal regarding the result of the assessment of the entrance examination for artistic landscape architecture skills and/or violation of the procedures for its implementation. The appeal with the grounds for the appeal shall be submitted to the Director of AIC Justė Rožėnė by e-mail juste.rozene@vilniustech.lt no later than within 24 hours from the publication of the exam results in the General Admission Information System (BPIS). The Director of the AIC must immediately register the appeal in the document management system.

38. The appeal must contain:

38.1. the appellant's name, surname, telephone number and e-mail address;

38.2. the subject of the appeal (the result of the entrance examination assessment, the procedure for conducting the entrance examination);

38.3. arguments justifying the appellant's disagreement with the assessment of achievements and/or specific violations of the assessment procedures;

38.4. the appellant's request;

38.5. the appellant's signature.

39. Upon receipt of an appeal regarding the entrance examination, an Appeals Commission shall be formed by order of the Rector for the academic year, taking into account the requirements of paragraph 25 of the description.

40. The Appeals Commission shall consist of at least three members: the chairman – the Dean of the Faculty of Architecture or the Vice-Dean of Studies and members – at least two lecturers who, based on their qualifications, are able to objectively assess artistic abilities. Members of the Appeals Commission may not be members of the Commission.

41. When the Appeals Committee is considering the assessment of the entrance examination, the Candidate or his/her statutory representative has the right to participate in the consideration. If the Candidate or his/her statutory representative does not appear at the appeal hearing, the assessments shall be reviewed in his/her absence. Upon arrival at the hearing, the applicant or his/her representative must present an identity document and a copy of the title page of the work completed at the entrance examination.

42. The decision of the Appeals Commission shall be formalized in a protocol, which shall be registered in the Document Management System. The decision of the Appeals Commission shall be reasoned. The protocol of the Appeals Commission shall be signed by all members of the Appeals Commission with electronic signatures. The chairman of the Appeals Commission shall enter a new assessment in the register (if it is changed). All members of the Appeals Commission shall sign the assessment. The examination administrator shall be responsible for entering the assessment into the BPIS database.

CHAPTER VII

STORAGE OF ENTRANCE EXAM DOCUMENTS

43. The examination papers of those admitted are transferred to the Dean's Office of the Faculty of Architecture and stored in the students' personal files.

44. The examination papers of those who did not enter and the original signed forms are stored at the AIC for one year after the date of the entrance exam. The electronic form data is stored in the BPIS database in accordance with the LAMA BPO personal data processing rules.

REQUIREMENTS FOR THE EXAM IN ARTISTIC LANDSCAPE ARCHITECTURE

PART I – COMPOSITION OF LANDSCAPE ARCHITECTURE FORMS

The purpose of the task is to assess the abilities of those entering the landscape architecture study program in the field of arts to compose abstract, spatial and volumetric or real objects and figures in a specified context, the ability to graphically depict their created composition of landscape forms in a perspective view and to properly compose it on a sheet of paper.

By observing, feeling and analyzing nature and the man-made environment, we gain an understanding of the character of the spaces surrounding us, the shapes of objects, their sizes and relationships. For example, what is the shape of the crown of a tree or bush, what size is a tree compared to a building, what is the ratio of the width and height of stairs, what materials are the walls of a house built of, what is the roof of a terrace supported on, etc. These experiences, theoretical knowledge and practical skills acquired in general, special or additional education at school in drawing, art and other lessons and classes form the basis for completing these tasks.

The term landscape architectural forms used in the title of the task in this case includes the forms of environmental elements (e.g., tree, pond, slope, stairs, terrace, shelter, etc.) and other objects (e.g., bench, lamp, table, chair, etc.) and human figures.

During the exam, according to the task presented, a spatial composition of landscape architecture must be created in an imaginary or specifically specified natural and human-made environment.

The created composition is depicted in plan - in a top view (a), in a front view, visible at human eye level (b), and in perspective from above - from a bird's eye view (c). The task is performed with a black graphite pencil without drawing tools.

The task is performed on one A3 sheet.

4 hours are allocated for completing the task.

Maximum assessment - 60 points.

PART II – MEMORY ACADEMIC DRAWING

The purpose of the task is to assess the abilities of applicants to the landscape architecture study program in the field of arts to depict imaginary geometric objects and other objects described in the task in a drawing: to correctly depict the shape, size, proportions and position of the specified objects in space, to harmoniously compose them with each other, to highlight the properties of their materials using a line, dash, shadow and to incorporate all this into the provided sheet of paper.

During the exam, the applicant is presented with a textual task describing volumetric objects, such as a cube, pyramid, ball, prism, cylinder, base plane, etc., and household items, such as a bucket, watering can, jug, table, pot, etc. The applicant harmoniously composes these objects on the base plane, chooses the direction of depiction and depicts them on the provided sheet of paper. The drawing is done with a black graphite pencil without drawing tools.

The task is done on an A3 format Whatman paper.

3 hours are allocated for completing the task.

Maximum score – 40 points.

RULES FOR APPLICANT'S BEHAVIOR DURING THE EXAM IN ARTISTIC LANDSCAPE ARCHITECTURE

1. An applicant who arrives to take the artistic landscape architecture skills exam must present an identity document (passport, identity card or driver's license) and a printed LAMA BPO application registration certificate to the persons conducting it.
 2. The invitation to the auditorium ends 5 min. before the start of the exam.
 3. The applicant must have: pencils, eraser, sharpener and pen.
 4. In the auditorium where the exam is held, applicants are prohibited from having mobile phones, works (drawings, etc.), various literature, their own sheets of paper, rulers and other items not used during the exam.
 5. During the exam, it is not allowed to talk, walk, change the exam location, or use literature. Questions can only be asked before the tasks are distributed. A candidate who performs the tasks "Landscape Architectural Forms Composition" and "Memory Academic Drawing" and wishes to leave the auditorium for a short time (no longer than 5 minutes) during the exam must leave their identity document with the auditorium supervisor and pick it up upon their return.
 6. A candidate who arrives to take the exam receives a title page and an A3-format stamped sheet for each part of the exam task (for composition – 1 sheet, for drawing – 1 sheet). On the title page, the candidate writes his/her name, surname, LAMA BPO application registration number with a pen (clearly, in block capital letters) and signs it. Only the work on the side with the stamp is evaluated.
 7. Any markings and inscriptions (e.g., surname, name, various signs, etc.) are prohibited on the task performance sheets. Members of the exam evaluation committee have the right to reject the exam if they find any unauthorized entries.
 8. Having completed (brought) the exam task on the sheet, the applicant returns the completed task and the title page to the auditorium supervisor. The auditorium supervisor, having checked the surname and name entered on the title page with the identity document of the applicant, signs it and immediately attaches it securely to the right side of the task sheet next to the stamp. The applicant's part of the title page (the right side of the title page) with the auditorium supervisor's signature is torn off/cut out and given to the applicant.
 9. The applicant must complete the tasks of two parts of the exam. If he/she has not completed at least one part or the assessment is zero, the exam is considered failed. The assessments of the failed exam are not entered into the BPIS admission database and the applicant is not entered into the competitive queue.
 10. If the artistic architectural education exam has been taken, its assessment is eligible to be credited instead of the assessment of the artistic landscape architecture skills exam. If both exams are taken, the exam grade most favorable to the applicant is used.
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CONFIDENTIALITY STATEMENT

**of a person participating in the preparation, implementation or assessment of the examination of artistic landscape
architecture skills**

_____ 2025

I, _____,

(name, surname, personal identity number, higher education institution)

am the task developer, administration group member, coordinator, results evaluator (underline the appropriate one) for the
artistic landscape architecture skills exam.

I understand that:

I will use confidential information related to the artistic landscape architecture skills exam in my work;

Confidential information (exam tasks, work codes) is prohibited from being transferred to third parties.

I pledge to:

to protect and use confidential information that becomes known to me only for the purposes and in accordance with the
procedure established by laws and other legal acts, which will become known to me during the preparation and/or execution of
the artistic landscape architecture skills examination;

to protect the documents entrusted to me containing confidential information in such a way that third parties do not have the
opportunity to familiarize themselves with or use them;

to inform the administrator of the artistic landscape architecture skills examination no later than 2 weeks before the examination
if persons related to me by close kinship or brother-in-law will take this examination.

I confirm that:

I do not work in non-formal artistic education institutions, departments of formal educational institutions providing non-formal
education services (for example, VILNIUS TECH Art Education Center, Young Architect School), I do not participate in
organizing and/or implementing preparatory courses for architecture, landscape architecture study programs, etc.

I know that:

having violated this undertaking, I have no right to participate in the preparation and/or implementation of the artistic landscape
architecture skills exam in the future and will have to compensate VILNIUS TECH for any losses caused;

I will be liable for any failure to comply with this undertaking in accordance with the applicable laws of the Republic of
Lithuania.

(signature)

(name, surname)

This undertaking is signed with the participation of

(higher education institution, name, surname, position, signature)

RULES FOR THE CONDUCT OF AUDITORIUM SUPERVISORS DURING THE EXAM OF ARTISTIC LANDSCAPE ARCHITECTURE SKILLS

1. Auditorium supervisors must arrive at the exam venue no later than 1 hour before the start of the exam.
 2. The exam coordinator or administrators familiarize the auditorium supervisors with the rules of conduct during the exam and indicate which auditorium they will be working in.
 3. The auditorium supervisor may not use the telephone during the exam.
 4. The auditorium supervisor may not leave the auditorium, i.e. leave the applicants alone; if necessary, he / she may be replaced for a short time by the exam coordinators or administrators present at the higher education institution at that time.
 5. The supervisor monitors that the applicant sits in the seat assigned to him / her and does not change it during the exam, does not use the telephone, does not take photographs, does not use literature, does not talk to other applicants.
 6. The auditorium supervisor may not discuss with applicants. Questions that are not related to the content of the entrance exam must be answered aloud, in the hearing of everyone.
 7. An applicant who is completing the tasks of the “Landscape Architectural Forms Composition” part and the “Memory Academic Drawing” part and wishes to leave the auditorium for a short time (no longer than 5 minutes) during the exam must leave his / her identity document with the auditorium supervisor and pick it up upon his / her return.
 8. After the specified exam time has expired, the auditorium supervisor, having checked the surname and first name written on the title page with the identity document of the applicant, signs it and immediately attaches it securely to the left side of the completed assignment sheet next to the stamp. The applicant’s part of the title page (right side) with the auditorium supervisor’s signature is torn off/cut off and given to the applicant. An applicant who has completed the assignment earlier, i.e. before the end of the time allotted for the exam, may hand over the work to the auditorium supervisor and leave the auditorium.
 9. The auditorium supervisor, having collected all the examination papers completed by the applicants, waits in the auditorium where the examination was held until the examination administrator arrives and hands over all the papers to him.
 10. The auditorium supervisor must ensure that no unauthorized persons visit the auditorium where the applicants are taking the examination.
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CRITERIA FOR EVALUATING THE ENTRANCE EXAM FOR ARTISTIC LANDSCAPE ARCHITECTURE SKILLS

Criteria for evaluating the composition of landscape architectural forms

Basic skills in composing architectural forms and their evaluation coefficients:

| Evaluation criterion | Evaluation coefficient |
|---|------------------------|
| 1. Artistic quality of the composition | 0,34 |
| 2. Identity of the depicted composition in the side view, in the top view and in the view visible at human eye level, expressiveness of the image | 0,33 |
| 3. Quality of the layout on the sheet, graphic expression and completeness | 0,33 |

| Evaluation | Justification for the evaluation of the level of skills |
|------------|---|
| 50–60 | Higher level. Excellent abilities in composing and depicting forms, revealed by all assessment criteria. |
| 39–49 | Base level. Good compositional abilities. Consistent, orderly solution to the task. The work lacks artistic expressiveness, originality, and uniformity in its individual parts, e.g., unimpressive graphic performance of the work, slight discrepancies in depicting the object. |
| 30–38 | Satisfactory level. Satisfactory composition and depiction skills. The artistic representation of the object is not expressive, the relationship between the object and the environment is not sufficiently revealed in the images. The work contains errors in graphic depiction, individual parts of the work are not completed. |
| 24–29 | Threshold level. Weak composition skills. The level of presentation of the work is weak in terms of all the main assessment criteria. Some of the conditions of the task are not met, poor composition on the sheet, there are various types of graphic representation errors. |
| 1–23 | Unsatisfactory level. The artistic and graphic presentation of the work is unsatisfactory in terms of the main assessment criteria. |
| 0 | No points are awarded when the examinee takes the exam but does not submit the work for assessment. |

Assessment criteria for memory academic drawing

Key memory drawing skills and their assessment coefficients:

| Evaluation criterion | Evaluation coefficient |
|---|-------------------------------|
| 1. The quality of the harmonious composition of objects with each other | 0,34 |
| 2. The accuracy of the representation of the shapes and proportions of the drawn objects | 0,33 |
| 3. The quality of the composition of the drawing on the sheet of paper, its graphic expression and completeness | 0,33 |

| Evaluation | Justification for the evaluation of the level of skills |
|-------------------|---|
| 35–40 | Higher level. Excellent compositional skills. The shapes and spatiality of the objects are accurately and expressively rendered. Strong artistic style and suggestiveness. The drawing is fully completed. |
| 27–34 | Base level. Good compositional skills. Rational construction of form, but the drawing lacks expressiveness and artistic appeal, there are parts that are not fully completed. |
| 21–26 | Satisfactory level. Significant errors indicating average ability to compose and convey the shapes and similarity of the objects depicted. The drawing is incomplete. |
| 16–20 | Threshold level. Weak artistic skills with very pronounced errors in composition, sense of proportion and rendering of shapes of objects. The drawing is incomplete. |
| 1–15 | Unsatisfactory level. Misrepresentation of the object on the drawing. An applicant is not able to accurately convey the shapes of objects. |
| 0 | No points are awarded when the examinee participates in the exam but does not submit the work for assessment |