

APPROVED  
by Resolution No. SK-2012-12-12 of 21 June 2012  
of the Senate Commission of Vilnius University (version of  
Resolution No. SPN-73  
of 14 December 2021 of the Senate of Vilnius University)

## **DESCRIPTION OF THE PROCEDURE FOR THE IMPLEMENTATION OF MINOR FIELD STUDIES AT VILNIUS UNIVERSITY**

### **CHAPTER I GENERAL PROVISIONS**

1. The Description of the Procedure for the Implementation of Minor Field Studies at Vilnius University (hereinafter the 'Description') shall regulate the principles and the procedure for the implementation and administration of minor field studies at Vilnius University (hereinafter the 'University'), where students of Vilnius University are enabled and provided opportunities to study a programme in another field of study in addition to the field of study they are currently studying.

2. The Description has been prepared in accordance with the General Requirements for the Provision of Studies, approved by Order No. V-1165 of 30 December 2016 of the Minister of Education and Science of the Republic of Lithuania "On Approval of the Description of the General Requirements for the Provision of Studies" (as subsequently amended), the Study Regulations of Vilnius University, approved by Resolution No. SK-2012-12-8 of 21 June 2012 of the Senate Commission of Vilnius University "On the Study Regulations of the Vilnius University" (with subsequent amendments) (hereinafter the 'Study Regulations of the Vilnius University'), as well as other legal acts of the Republic of Lithuania and the University

3. Terms used in the description:

3.1. '**Minor field studies**' means a part of the first cycle study programme, which consists of compulsory and/or optional study course units (modules) of the study field chosen by the student in the study field other than the major field studies provided by the organisers of this part of the study programme.

3.2. '**Minor field study programme**' means a combination of compulsory and/or optional course units (modules) developing the competencies of a specific study field and not coinciding with the student's major field study programme;

3.3. other terms used in the Description shall correspond to the terms defined in the Republic of Lithuania Law on Higher Education and Research and other legal acts of the Republic of Lithuania and the University.

4. The minor field study programme shall consist of the major field study programme in a relevant field study or study course units (modules) taught at the University (if there is no major field study programme of that study field). The scope of a minor field study programme shall be determined by the Study Regulations of Vilnius University.

5. The minor field study programme shall be prepared and approved following the procedure established by the legal acts of the University.

### **CHAPTER II ADMISSION, SUSPENSION AND TERMINATION OF MINOR FIELD STUDIES**

6. Students of the first cycle and integrated study programmes whose major field study programme provides for such an option may study in a minor field study programme by choosing one of the related minor field study programmes offered by the University. In cases where the major field study programme does not provide for the possibility to choose a minor field study programme, the student shall have the right to apply to the major field study programme committee (hereinafter the 'Committee') for permission to study in a minor field study programme instead of the major field study programme course units (modules). Subject to the approval of the Committee, the student shall be enrolled in the minor field study programme by the Core Academic Unit of the University (hereinafter the 'Unit') conducting the minor field study programme upon receiving the student's application from the Unit conducting the major field study programme and the relevant approval from the Committee.

7. The conditions, criteria and procedures for admission to minor field study programmes shall be detailed in the descriptions of minor field study programmes, approved by the Senate of the University.

8. Students shall independently enrol in minor field study programmes in the Study Information System of the University (hereinafter the 'VUSIS') one semester prior to their commencement.

9. Enrolment for the minor field study programmes, commencing in the autumn semester, shall start on 31 March and end on 31 May of the current calendar year. Registration for the minor field study programmes, starting in the spring semester, shall start from 1 October and end on 31 December of the calendar year. In the case of significant reasons, the Units may set a different term for the end of enrolment for the related studies by informing the Department of Study Administration of the Central Administration of the University, which shall publish such terms on VUSIS.

10. The rights and obligations of the student while studying in a minor field study programme shall be regulated by the agreement on minor field studies (hereinafter the 'Agreement') concluded between the student and the University, the standard form of which shall be approved by an order of the Rector of the University, or the Pro-Rector authorised by the Rector. The Agreement must be concluded no later than within the first two weeks of the semester in which the student starts the minor field study programme.

11. In case the student terminates the agreement on studies in a major field study programme, the Agreement shall be terminated at the same time, unless the agreement on studies in a major field study programme is terminated in order to amend the provisions of the Special Part of the agreement on the studies in a major field study programme.

12. A student seeking to resume studies in the main study field programme in accordance with the legal acts of the University shall also have the possibility to resume studies in a minor field study programme. In order to resume studies in the minor field study programme, the student must apply for resumption of minor field studies addressed to the Head of the Unit, conducting the related minor field study programme.

13. The final decision on the resumption of a student's studies in a minor field study programme shall be taken by the Head of the Unit, conducting the related minor field study programme. Upon resumption of a student's studies in a minor field study programme, the learning outcomes of study course units (modules) previously studied in the minor field study programme shall be credited following the procedure established by the legal acts of the University.

14. In case a student suspends their studies or is placed on academic leave in the major field study programme, the student's studies shall also be suspended or they shall be placed on academic leave in the minor field study programme at the same time.

15. Upon returning to resume the studies after academic leave or suspension of studies, the student, when filling in the VUSIS a request for permission to resume studies in the major field study programme, shall also indicate whether they intend to continue their studies in the minor field study programme.

### **CHAPTER III ORGANISATION AND IMPLEMENTATION OF MINOR FIELD STUDIES**

16. Following the procedure established by the legal acts of the University, an individual study plan may be drawn up for a student studying in a minor field study programme, covering their studies in the minor field study programme of the University.

17. A student who goes to study at another higher education institution according to the coordinated content of studies (e.g. exchange studies) during the period of study in a minor field study programme and when drawing up a plan on the coordinated content of studies must take into account that such plan shall include study course units (modules) of both major and minor field study programmes.

18. The study course units (modules) of the minor field study programme may be studied together with the students of the major field study programme of the respective study field or by studying according to a separate schedule of the minor field study programme prepared by the Unit conducting the minor field study programme.

19. The learning outcomes of the study course units (modules) of the major and/or minor study fields studied by the student may, following the procedure established by the legal acts of the University, be credited as learning outcomes of the major and/or minor study programme, respectively.

20. The student's final learning outcome obtained during the studies in the minor field study programme shall be included in the calculation of the weighted average of learning outcomes and the ranking following the procedure established by the legal acts of the University.

21. A student seeking to liquidate the debt and/or academic debt of the learning outcomes of a minor field study programme may do so following the procedure established by the legal acts of the University.

22. A student who has terminated the Agreement prematurely and has not fully completed the minor field study programme shall replace the unexamined study course units (modules) of the studied minor field study programme with other course units (modules) of the major field study programme, other study fields and/or course units (modules) of the general university studies. The scope of these study course units (modules) must correspond to the volume of unexamined study course units (modules) of the minor field study programme.

#### **CHAPTER IV COMPLETION OF MINOR FIELD STUDIES**

23. A student shall complete the minor field study programme upon having fulfilled all the requirements set out in the description of the minor field study programme. In cases where the requirements of the description of the minor field study programme do not provide for a final thesis (final examination), the confirmation of completion of the related study in VUSIS shall be established by an order of the Head of the Unit conducting the minor field study programme.

24. Students who have completed the minor field study programme but have not completed the major field study programme shall be issued a Transcript of Records in the form approved by the order of the Rector of the University or the authorised Pro-Rector of the University.

25. Students who have completed the major field study programme in conjunction with the minor field study programme shall have the details of the minor field study programme recorded on the diploma certifying their qualification degree.

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