



**Vilnius
University**

VILNIUS UNIVERSITY STUDENT'S MEMO



Dear Student,

As you continue your journey of learning and personal development, it is essential to have a good understanding of the study process. Although you are already familiar with the main aspects of the study process, questions may arise at any time. This memo is designed to help you find answers to those questions, navigate your studies more easily, and quickly find the necessary support when needed. Don't forget to save it – it will be helpful throughout your entire study period.

Registration to Study Subjects (Modules)		
	Enrolment for the spring semester	Enrolment for the autumn semester
Individualised Study Subjects (IND)	December 8-14	May 8-14
General University Studies (BUS) (for students enrolled before 2023)	December 3-14	May 3-14
Elective Course Units (PD)	December 1-7	May 1–7
Minor Studies	November 1–30	April 1–30
Elective Study Subjects at Lithuanian Academy of Music and Theatre (LMTA) and the Vilnius Academy of Arts (VDA)	Check the study calendar for exact dates	

Additional registration to all Study Subjects (Modules) takes place during the first two weeks of the semester

Students are informed about the exact date and time of the registration via their Vilnius University email and on the [eStudent system](#).

Exams

What should I do if I cannot participate in a midterm assessment?

If you miss a mid-term exam or any other interim assessment (such as a test or project presentation) due to illness or another significant reason, you need to coordinate with your course lecturer and the Head of the Core Academic Unit Study Department to schedule an additional assessment at a later time.

What should I do if I cannot participate in the final assessment?

If you are unable to attend the final assessment of a subject at the scheduled time due to illness or any other significant reason, you must **inform the course lecturer**. Additionally, you must **submit a request** to the Head of the Core Academic Unit (Faculty) to reschedule the assessment for a different time. This request must be made no later than one month after the new semester begins.

I didn't pass the final assessment. When will the retake take place?

If you do not pass your exams, you are allowed to **retake** them once within the **first two weeks of the new semester**. If the exam period has been extended, you may retake the exam within two weeks after the extended deadline. The retake schedules are available on the [VU timetables portal](#). If you do not see a timetable for a specific subject, please reach out to the lecturer(s) of that subject or contact the [Academic Advisor](#) in the Core Academic Unit (Faculty) for assistance.

Will I have to pay for the assessment retake?

No, you do not need to pay for the exam retake. However, you will need to pay if you fail the retake as well, since you will have to eliminate the academic debt for the course.

What should I do if I disagree with a final study subject (module) grade?

A student who disagrees with the **final grade** of a study subject has the right to submit a written, motivated **appeal** to the Dispute Resolution Committee of the Core Academic Unit (Faculty) no later than **seven calendar days** from the date the grade was published.

Appeals regarding the final assessment of **graduation exams or final thesis** are **not allowed**.

A student who identifies **procedural violations during midterm assessments, final course evaluations, graduation exams, or thesis defenses** has the right to submit a written, motivated **appeal** to the Dispute Resolution Committee of the Core Academic Unit (Faculty) no later than **three working days** after the respective assessment or defense date.

If you're having difficulties preparing for lectures and assessments or feel a lack of motivation, Career Counsellors have prepared recorded training sessions that may be helpful in dealing with these issues. You can find these recordings [here](#). Additionally, don't forget that you can [register](#) for an individual consultation with a Career Counsellor.



Debts, Academic Debts and Ways to Eliminate Them

If a student fails to retake the course unit (module) exam (e.g. receives a grade lower than 5 points out of 10), a debt is recorded, which can be eliminated by the following steps:

Repeating the study subject's course (module)	The student attends the course alongside lower-year students.
Learning independently and taking a subject externally	The student independently studies the subject and only attends the exam and retake (if needed). The study program committee may determine subjects (modules) that cannot be repeated as an external student.
Replacing the study subject course (module) with another subject	Applies only to General University Studies, Individualised Studies and Elective Course Units (Modules). The study program committee may determine subjects (modules) that cannot be replaced by other subjects (modules).

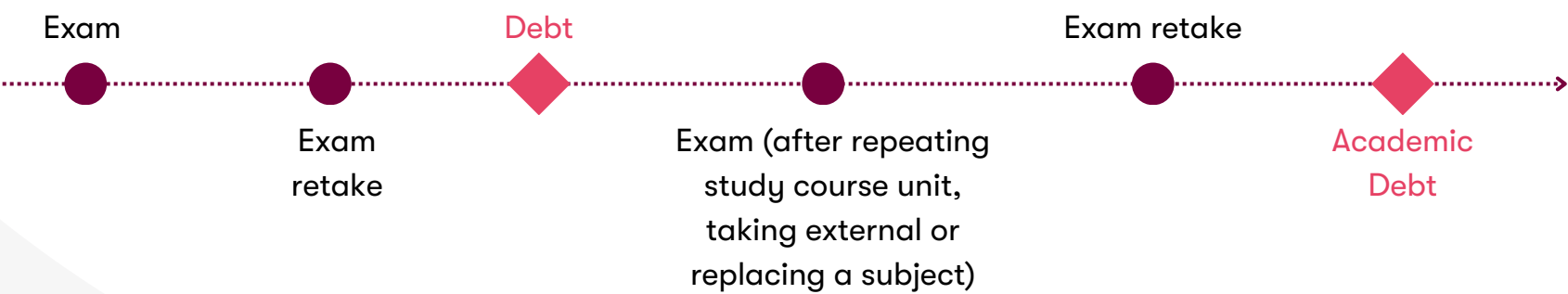
To have a course repetition credited, a repetition request must be submitted through the [eStudent](#) system.

Applications for [course repetition](#) and [course replacement](#) must be submitted no later than 14 calendar days before the start of the semester in which the repeated course is conducted.

When taking a course [externally](#), applications must be submitted no later than by the end of the first month of the semester in which the course takes place.

Once the application is processed, an official order regarding the course repetition will appear in your [eStudent](#) account, along with the indicated fee for debt/academic debt elimination. This fee must be paid within the first month of the semester. Payments are made in the [eStudent](#) system under the Finances section.

An [academic debt](#) is eliminated by analogous methods of debt elimination.





If You Consider Suspending or Terminating Your Studies

Suspension of studies or academic leave is an option to temporarily stop your studies without terminating the study agreement. You will be able to resume your studies from the beginning of the semester in which you submitted the request to pause your studies.

If you're considering taking academic leave or suspending your studies, discuss it with the Academic Consultant in the Core Academic Unit (Faculty), where you are learning. The possibility of using the Vilnius University library, computers, resources, and infrastructure remains available.

	Academic Leave					Suspension of Studies
Circumstance	Personal reasons	Compulsory military service	Illness	Pregnancy and childbirth	Child care	Important reasons (e.g. debt elimination)
For what period?	Up to 1 year	Up to 1 year	Up to 2 years	Up to 1 year	For the period specified by law up to 3 years	Up to 1 year
Is there an option to extend?	No	No	Yes, if there is a medical certificate		Yes, if another child is born	Yes, if the academic unit (faculty) agrees
Where to apply?	To the core academic unit (faculty) at eStudent platform -> eApplications					



What should I do if I feel that the programme I'm studying is not for me?

- If you want to change your study programme within the same study field group, [read more](#) about the requirements of changing the study programme and contact the [Academic Consultant](#) about the options available in your department. EU students have the option to retain a state-funded place.
- If you are interested in a study programme in a different study field group, consult with a [Career Counsellor](#) and the [Academic Consultant](#) of the Academic Core Unit (Faculty) offering the desired study programme.
- If, after considering all the opportunities offered by Vilnius University, you still feel unsatisfied, you can terminate your studies by submitting an e-request for an “APPLICATION FOR CONSULTATION FOR TERMINATION OF THE STUDY AGREEMENT” in the [eStudent](#) system. The administration of your department will contact you regarding the matter.

If the option to [transfer is not available](#), you can [reapply](#) and start your studies from the first year.

Once you begin your studies in the new study programme, you can submit a e-request to the administration of the new Core Academic Unit (Faculty) [for the recognition of previously completed courses and credits](#) using the [eStudent](#) system.

More information about the recognition process can be provided by the [Core Academic Unit \(Faculty\)](#) where the study programme is conducted.

What should I do if I have accumulated 20 credits of (academic) debts?

A student who has accumulated [more than 20 credits](#) of debts/academic debts is [expelled](#) from the university.

To eliminate your (academic) debts, you can [suspend your studies](#) for one year and retake the failed subjects during that time. In this way, when you return after a temporary study suspension, you will be able to continue your studies without any debts.

Important: You must suspend your studies [before](#) accumulating more than 20 credits of (academic) debts!

Financial Obligations When Terminating Studies

For EU and EFTA students:

If I am studying in a state-funded (VF) place and decide to terminate my studies, will I have to return my tuition fees?

Upon terminating studies, the State Studies Foundation (VSF) may require you to repay half of the annual tuition fee to the state budget. Therefore, it is very important to understand the [conditions of the study termination](#). [Academic Consultants](#) can provide more detailed information.

If I am studying in a non-state-funded place (VNF) and decide to terminate my studies during the semester, will I get a refund?

If the study agreement is terminated within 30 calendar days from the start of the study semester – 70% of the paid annual tuition fee is refunded. Later, a refund of the tuition fee is not provided. More information [here](#).

Can I be transferred to a state-funded place?

Students who meet the [good academic performance criteria](#) can be transferred to a state-funded (VF) place during their studies if:

- Another student, from the same study programme/group, studying in a state-funded place, terminates their study agreement. In such a case, the transfer of students to state-funded places is carried out [twice a year](#), during the [first month of each study semester](#).
- If a state-funded place becomes available after another student of the same year loses it following the [rotation](#) procedure. Rotation is conducted [once a year](#). In that case, the transfer of students to state-funded places is carried out once a year, by October 15. Please note that [rotation is not conducted for master's studies](#).

For non-EU and non-EFTA students:

If I cover the tuition fees myself and decide to terminate my studies during the semester, can I receive a refund?

Unfortunately, the tuition fees are non-refundable. More information about the refund policy can be found [here](#).



Scholarships

Scholarship Type	Amount	When and Where to Apply
Incentive scholarship – awarded for particularly good academic results based on the number of students and available funds.	11 BSB* (for a semester)	This scholarship is awarded automatically ; Awarded and disbursed twice a year (late October and late March).
Community Support – awarded to students in the case of illness of the student or their relatives, death of relatives, natural or other disasters.	2–15 BSB	Applications for the scholarship can be filled at the eStudent system. Deadlines: autumn semester – October 25th; spring semester – March 25th.
For Social Activities – awarded to students for individual achievements that contribute to the creation of future society, solving societal problems, achieving the goals set out in the strategic plan of the University and other accomplishments that promote the name of the University. Supporting proof is required.	2–15 BSB	Applications for the scholarship can be filled at the eStudent system. Deadlines: autumn semester – October 25th; spring semester – March 25th.
For Research Achievements – awarded for mature research achievements. Supporting proof is required.	2–15 BSB	Applications for the scholarship can be filled at the eStudent system. Deadlines: autumn semester – November 10th; spring semester – May 10th.
For Sports Achievements – awarded for active participation in the University sports teams or individual sports, achieving sporting success on behalf of the University.	2–15 BSB	Applications for the scholarship can be filled at the eStudent system. Can be awarded once during the semester.
Nominal – for the best learning outcomes, research achievements, for social or other reasons.	The grounds and principles for awarding are set out in the regulations of the specific nominal scholarship agreement.	
Social – awarded in case of loss of income to students of bachelor's and integrated studies who are studying in the second year or higher; and students of master's studies who are studying in a second semester or higher.	First one-off payment and later 200 euros per month	Applications for the scholarship can be filled at the eStudent system. Deadlines: June 30th students of bachelor's and integrated studies; January 15th for master's students.
State Studies Foundation (VSF) scholarships	The conditions and principles for awarding scholarships and grants are specified for each particular scholarship or grant and are described on the website of the State Studies Fund .	

Do not forget to register your bank account on the **eStudent** system → eApplications → APPLICATION TO REGISTER BANK ACCOUNT.

*BSB - Base Social Benefit. In year 2025 1 BSB = 70 EUR.

More information about the Vilnius University scholarships can be viewed [here](#).



Student Services: What Can You Get by Being a Member of the Vilnius University Community

Academic Advising

Members of the VU can contact the [Academic Advisors](#) at the Counseling and Career Centre or in each Core Academic Unit (Faculty) to discuss issues related to the study process, finances, and internship opportunities.

Career Counselling

Career services provided at Vilnius University can help students get to know themselves better, find the most suitable career path, set future goals and set milestones to achieve them. More information about career services is available [here](#).

Mentorship

Mentorship is a mutual, collaboration-based relationship between an experienced mentor and their mentee, who seeks to develop and grow in personal, academic, and professional areas. More information can be found [here](#).

Studies or Internships Abroad

VU students can spend part of their studies abroad. The [Erasmus+](#) mobility limit is 12 months (for integrated study program students – 24 months). You can find information about internship opportunities abroad [here](#), and about study exchanges [here](#).

Library Services

VU Library provides a wide range of services - from the lending of printed publications, access to an abundance of e-information resources, comfortable workplaces in reading rooms, up to subject librarian consultations, training on information search and writing academic papers. Most of the services are available free of charge. For more information, please click [here](#).

Studies and Individual Needs

VU is open and makes an effort to ensure conditions for students with disabilities by adapting the infrastructure, providing opportunities to individualise the study process and providing financial support. More information about support for students with disabilities can be found [here](#).



Psychological Support

Group and individual psychological consultations are organized, urgent psychological assistance is provided in crisis situations, and seminars and lectures on psychological topics are held. The first consultations are free of charge. You can find more information and register [here](#).

Health Services

The VU Health and Sports Centre invites you to free individual health promotion consultations. Several types of consultations are offered, suitable for anyone seeking a healthier lifestyle, having questions about appropriate sports or exercise choices, or looking for motivation to change habits and improve quality of life. Registration is required to receive a consultation. More information can be found [here](#).

Legal Aid

VU Law Clinic provides free legal aid for all VU students. Primary legal aid consists of legal advice, preparation of letters to state or municipal institutions, assistance in filling in applications for secondary legal aid, and preparation of some simple court procedural documents. For more information, write your question [here](#).

Extracurricular Activities

At VU, you can participate in artistic groups (choirs, theatres, dance groups), join sports teams, and visit the University's museums and botanical gardens. More information can be found [here](#).

Societies, Clubs, Associations

Discovering yourself in areas related to academic life becomes not only a great advantage but also helps to develop skills and expand your network. More information can be found [here](#).

Leisure Services

Members of the VU community have the opportunity to stay at internship and recreation centres in Palanga, Pervalka, and Puvočiai. You can find information about prices and availability [here](#).

For more information, visit [Life at VU](#).



**Vilnius
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