

## APPROVED

by the Senate Commission of Vilnius University

on 21 June 2012, Resolution No. SK-2012-12-8

## AMENDED

by the Senate of Vilnius University

on 13 June 2017, Resolution No. S-2017-7-15

### Study Regulations of Vilnius University

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#### I. Purpose of Provisions

1.1. The present study regulations establish the procedure for studies at Vilnius University (hereinafter – the University) and specify students' and life long learners' rights, obligations, and relations with the University.

#### II. Main Terms

2.1. Second cycle (master's) studies are designed to prepare students for independent research work or other work that in order to complete requires a level of general and professional competencies that is higher than the undergraduate level and based on scientific knowledge and analytical ability. Upon the completion of a master's degree study programme, a person is awarded a master's degree in the appropriate study field (branch).

2.2. General university course units (modules) are designed to develop an outlook based on scientific knowledge and general professional expertise. The general university studies of Vilnius University are determined by the concepts of VU general university studies.

2.3. Partial studies are incomplete studies in respect to a programme and are designed to develop certain professional competencies of a student. A certificate is issued to validate learning outcomes of partial studies.

2.4. A fast track study agreement is an annex of a study agreement prepared in cases when students or life long learners study separate subjects (a group of subjects) (modules) independently and, if permitted by the head of a core academic unit, take examinations (pass/fail) on the course units (groups of course units) (modules) chosen.

2.5. A minor study programme is a part of the first cycle study programme that includes compulsory subjects (defined by the regulations of the study programme) and (or) elective subjects (modules) from another study field that meet the minimal requirements for a dual qualification degree in a chosen study field. A minor study programme consists of 60 ECTS credits.

2.6. An individual study plan is an arrangement based on a student's request for a personal timetable for studying course units (modules) during the semester or an individual plan agreed by a study programme committee. An individual study plan includes course units (modules) that are not indicated in the study programme and that correspond with a student's needs. Individual study plans are approved by the head of a core academic unit.

2.7. A life long learner is a person who has entered into a study agreement with the University and has been registered as a life long learner. A person studies separate course units (modules) from a formal study programmes or is able to choose a non-degree study programme that is aimed to ensure life-long learning opportunities and is designed to meet a need to receive education, to improve skills, and (or) to acquire additional competencies.

2.8. A student's contact hours are lecturer-guided studies (lectures, seminars, laboratory work, practical training, consultations, etc.). Contact hours may be remote.

2.9. Non-degree studies include:

2.9.1. professional qualification-awarding study programmes that have as their goal the acquisition of professional qualifications and (or) preparation for independent practical work.

2.9.2. a range of programmes ensuring life-long learning opportunities designed for learners to meet educational needs, develop skills, and gain additional competencies. One of the University's on-going studies of this type are bridge courses, which are intended for individuals who have acquired a higher education that is not sufficient for further studies in a chosen study field (branch) or for integrated studies.

2.10. A major is a part of the first cycle study programme that encompasses the major study field course units (modules) corresponding to the requirements for the qualification degree of a chosen study field and general university course units (modules).

2.11. Bridge courses are organised for applicants intending to enrol in a second-cycle (master's) degree programme or integrated studies at the level of the second-cycle semester (course), if previously acquired qualifications do not meet the requirements for application.

2.12. First cycle (bachelor's) degree studies provide general university education and develop general and professional competencies in the selected study field.

2.13. Student's self-study: carrying out tasks without the direct participation of a lecturer.

2.14. Student: a person who has entered into an agreement with the University, has registered (is on the list of University students), and studies in a study programme or in doctoral studies.

2.15. Student's achievements: the specific level of the individual competencies a student has gained. The assessment of learning outcomes is based on the methods indicated in the programme description in relation to the relevant learning outcomes of the course unit (module) or whole study programme.

2.16. Course unit: a unit of a study programme with a defined objective and learning outcomes. Its aim is to develop the general and professional competencies essential to gain a qualification degree. The completion of each course unit (module) includes a final examination or the assessment of a student's self-conducted scientific research (project).

2.17. Study module: an educational component that has a defined objective, consists of several subjects related in terms of content, and is aimed at certain learning outcomes. A module has the goal of developing general and (or) professional competencies. The minimal module size is 5 credits. The completion of each module includes a final examination or an assessment of a student's self-conducted scientific research (project).

2.18. A study credit (ECTS): volume of a course unit (module) used for measuring a student's workload that is necessary to achieve the learning outcomes of a particular course unit (module). One ECTS study credit corresponds to 25–30 hours of a student's workload, which consists of contact and self-study hours.

2.19. Study field course units (modules): course units (modules) having the purpose of developing the general and professional competencies of a study programme that are necessary for independent scientific research work or professional activities.

2.20. Study programme: a combination of curriculum, methods and materials of a certain study field; academic and professional staff; and a description of the aforementioned combination.

2.21. Study timetable: the schedule of contact hours. There are three types of study timetables: daytime, evening and part-time.

2.21.1. Daytime timetable: academic classes usually take place on weekdays, 8.00–20.00.

2.21.2. Part-time study timetable: academic classes are usually held for the duration of 1-month periodic sessions, 8.00-20.00. Academic work is also organised on weekends.

2.22. Third cycle (doctoral) degree studies are designed to prepare researchers who are able to independently undertake scientific research and experimental (social, cultural) development work and to resolve scientific problems. Upon completing third cycle studies and thesis defence, students are awarded a doctoral degree.

2.23. Integrated studies combine both the first and the second cycle degree studies. Upon completing integrated studies, students are awarded a master's degree in the relevant field.

### III. Study System

#### 3.1. Study Cycles and Forms

3.1.1. The University offers degree and non-degree study programmes.

3.1.2. University studies are organised in three cycles: the first cycle (studies lead to a bachelor's degree in the relevant field [branch] or double [major and minor study fields (branches)] bachelor's degree), the second cycle (studies lead to a master's degree), the third

cycle (studies lead to a doctoral degree). In addition, the University offers integrated studies, which combine both first- and second-cycle degree studies (leading to a master's degree).

3.1.3. After a student acquires general and professional competencies in a study field of a degree study programme and gains the required number of credits, the Study Programme Committee, on the basis of the evidence provided, makes a decision about the possibility of the award of a relevant qualification degree.

3.1.4. Bridge courses are organised:

3.1.4.1. when a person has completed college education in a corresponding study field, except in cases when the University Senate has adopted decisions confirming that upon completion of particular college studies the duration and the nature of the practical work experience of a person are sufficient to enrol in the corresponding study programme(s).

3.1.4.2. when the selected master's study field does not correspond with the major or minor study field of a person's completed first cycle university degree studies, except in cases when the University Senate has adopted decisions confirming that upon the completion of these first cycle university studies the duration and the nature of the practical work experience of an applicant are sufficient to enrol in particular study programmes.

3.1.5. The forms of studies at the University are: full-time studies and part-time studies.

### **3.2. Study volume and duration**

3.2.1. A credit is a measure expressing an amount of study based on defined learning outcomes and a student's workload. One academic year is 60 ECTS credits. The estimated workload of a student or life-long learner is 25–30 hours per study credit.

3.2.1.1. The volume of a bachelor's degree is no less than 210 ECTS credits and no more than 240 ECTS credits. The volume of a study programme for a double (major and minor studies fields [branches]) bachelor's degree is 240 ECTS credits.

3.2.1.2. The volume of master's studies at the University is no less than 90 and no more than 120 ECTS credits.

3.2.1.3. The volume of third cycle studies is estimated by the Doctoral and Residency Regulations.

3.2.1.4. The volume of integrated studies is no less than 300 ECTS credits and no more than 360 ECTS credits.

3.2.1.5. The volume of non-degree studies determined in Clause 2.9.1. of the present regulations, is no less than 30 ECTS credits and no more than 120 ECTS credits.

3.2.2. The standard volume of full-time studies is 60 ECTS credits per academic year.

3.2.3. The volume and duration of other studies are determined by core academic units and approved by the Commission of the Senate.

### **3.3. Study programmes**

3.3.1. Study programmes are compiled in accordance with the study fields and branches approved by the Government of the Republic of Lithuania. First cycle study programmes may comprise major and minor study fields (branches).

3.3.2. Minor studies at the University are carried out in accordance with the legal acts of the Republic of Lithuania and the University.

3.3.3. Study programmes are developed and carried out in accordance with the legal acts of the Republic of Lithuania and the University.

3.3.4. A study programme consists of course units (modules).

3.3.5. According to their purpose and content, course units (modules) are classified as a study field (branch) and general university course units (modules). Students select general university course units (modules) of a specified volume from the list of general course units (modules) available to all University students.

3.3.6. Study field course units (modules) indicated by the programme committee may be offered as a minor programme for students from another study field (programme) who are seeking to obtain a dual bachelor's degree.

3.3.7. The proportions of compulsory and elective course units (modules) and the rules for the selection of course units (modules) are prescribed in the description of a study programme.

#### IV. Admission of Students and Life Long Learners

4.1. Students are admitted by the Rector. The regulations concerning admission and the number of students that can be admitted are determined by the Commission of the Senate. Admission of students is organised and carried out by a commission appointed by the Rector.

4.1.1. According to the regulations for admission, admission to first cycle and integrated studies requires at least secondary education.

4.1.2. To meet entry requirements for second cycle studies, a student must have completed first cycle studies or first cycle studies and (or) bridge courses or have obtained a higher college education and had work experience as determined in Clause 3.1.4.1.

4.1.3. To meet entry requirements for third cycle studies, a student must have completed second cycle studies or completed integrated studies and obtained a master's or equivalent qualification degree (holder of a higher university diploma).

4.2. Life long learners are admitted by the Rector according to the criteria and procedures established by the Commission of the Senate.

4.3. Persons admitted as students or life long learners enter into an agreement (form approved by the Commission of the Senate) with the University. The study agreement specifies the main study conditions at the University and obligations of the Parties.

#### V. Study Process

##### **5.1. Language of instruction**

The main language of instruction is Lithuanian. Some or all course units (modules) of a study programme may be taught in another language.

##### **5.2. Academic calendar**

5.2.1. The academic year at the University is divided into semesters. One academic year consists of 2 semesters: autumn and spring. The academic year starts on 1 September and concludes on 31 August.

5.2.1.1. The autumn semester starts on 1 September and lasts until 26 January. Christmas holidays begin on 24 December and last until 1 January. The spring semester starts on 4

February and lasts until 30 June. The spring semester includes a 1-week Easter holiday. In the summertime, students are granted at least 1 month of continuous vacation. In cases determined by the programme regulations established by a core academic unit, a student's internship/work placement may be organised during the non-semester period.

5.2.1.2. The timetable for the autumn semester is published by the head of a core academic unit by 31 May, and that for the spring semester by 31 December. Students must be notified about any timetable adjustments on the faculty website and (or) VUSIS no later than a week before the changes come into force.

5.2.1.3. The study schedule and examination timetables for part-time studies are determined by the core academic unit.

5.2.2. The timetables for examinations are drafted in accordance with a mutual agreement between students and their lecturer and are approved by the heads of the core academic units.

5.2.3. Doctoral students study according to individual study plans.

### **5.3. Registration for minor studies and elective course units**

5.3.1. At the end of a semester, students must register for the next semester's elective course units (modules), and if a student has selected minor studies, he/she must register for minor study course units (modules).

5.3.1.1. The deadline for elective course units (modules) is 15 December for the spring semester and 15 May for the autumn semester. First-semester students must register for elective course units (modules) within the first 2 weeks of the semester.

5.3.1.2. When deciding to apply for minor studies, a student must inform the core academic unit in written form at least 1 semester before the beginning of the minor study: in September if the studies begin in the spring semester and in February if the studies begin in the autumn semester. An agreement concerning minor studies, in which a student's obligations and the right to withdraw from a minor study programme are described, must be drafted by 15 October if the minor studies begin in the spring semester or by 15 March if the minor studies begin in the autumn semester.

5.3.2. Students have the right to withdraw from selected course units (modules) and to select other course units (modules) within the first 2 weeks of the semester. A student may withdraw from course units (modules) and select others in cases of:

5.3.2.1. the incompatibility of the timetable;

5.3.2.2. cancellation of the selected course unit (module) by the head of a core academic unit.

### **5.4. Work during the semester**

5.4.1. University studies are carried out in accordance with daytime, evening, and part-time timetables.

5.4.2. Students must study in compliance with the course unit (module) requirements, which are indicated in the programme.

5.4.3. During the first lecture of a course unit (module), the teacher introduces students to the syllabus of the course unit (module), indicates the form of assessment for students' achievements during the semester and presents procedures and evaluation criteria for the examination. The description of the course unit (module) is published on the faculty website and (or) VUSIS.

### **5.5. Assessment of learning outcomes**

5.5.1. The main form for assessing the final learning outcomes for a course unit (module) at the University is examination. The first parts of a consecutive course unit (module) may be assessed by a pass/fail evaluation.

5.5.2. Permanent, interim and final assessment of a course unit (module) may be carried out. Final assessment of learning outcomes is compulsory. Final assessment of a course unit (module) may be a cumulative grade, calculated according to the proportions, explained in the description of the course unit (module).

5.5.3. Examinations and pass/fail evaluations can be carried out in written form or in both written and oral forms. Computerised assessment is treated as a written form of evaluation.

5.5.4. A grading scale from 1 to 10 is used to assess the knowledge of students during the examination and interim knowledge checks. During pass/fail assessment, fail or pass is used. Other principles of assessment are established by the Assessment Regulations of Learning Outcomes.

5.5.5. Examinations and pass/fail evaluations are taken at a specified scheduled time. A student who is unable to take an examination due to illness or other objective reasons may apply to the head of a core academic unit for permission to take an exam (pass/fail) at another time, which may not be later than 1 month after the beginning of a new semester.

5.5.6. A student is allowed to retake a failed examination (pass/fail) once within the first 2 weeks of a new semester, and a student whose examination (pass/fail) was postponed must take the examination not later than 2 weeks after the date of the postponement.

5.5.7. Upon failure to show up at an examination (pass/fail), a student must, within 3 working days after the specified scheduled time of the examination (pass/fail), provide the administration of the core academic unit with documentary evidence for the excused absence.

5.5.8. For students recommencing studies after a period longer than a 3-year break, the validity of the evaluation of learning outcomes is decided by the committee of the study programme and is approved by the head of the core academic unit.

5.5.9. A student who does not agree with the assessment of an examination (pass/fail) has the right to submit a written appeal to the Unit Examination Appeals Board within 5 working days after the results of the examination (pass/fail). If there has been a suspected violation of examination (pass/fail) or final thesis defence procedures, the appeal must be submitted not later than the day after the examination (pass/fail) or final thesis defence takes place.

5.5.9.1. The Examination Appeals Board consists of 3 or 5 members elected from the council of the core academic unit for 3 years. The board must also include student representatives: if the board consists of 3 members, 1 student representative is required, and if the board consists of 5 members, 2 student representatives are required. The board acts in accordance with the regulations approved by the Senate.

5.5.9.2. Until the Examination Appeals Board has announced its decision, no decisions made by the administration of the core academic unit and related to the assessment of learning outcomes are valid.

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## **5.6. Failures and their elimination**

5.6.1. A failure shall be construed as a level of achievement lower than the threshold level attained after the final retaking of an examination or a final test for credits of a selected subject (module).

5.6.2. An academic failure shall be construed as a level of achievement of a subject (module) lower than the threshold level attained after having attempted to eliminate a failure in one of the ways stipulated in the procedure of a core academic unit: repeating a subject (module), retaking an examination of a subject (module) as an external student having individually repeated the subject (module) or replacing one subject (module) by another.

5.6.3. After the expiry of the term provided for the final retaking of subjects (modules), a student whose failures and academic failures have not exceeded 15 credits and who nonetheless intends to continue his/her studies, shall refer to the head of a core academic unit with an application to allow him/her to repeat one or more subjects (modules) or a part (parts) thereof or to allow him/her, as an external student, to retake the examination or the final test for credits after individually repeating the subject (module) and subsequently to resume his/her studies.

5.6.4. Councils of core academic units shall determine subjects (modules) which shall not be repeated and subjects (modules) which may be replaced by other subjects (modules).

5.6.5. After the expiry of the term set for the final retaking of subjects (modules) in the penultimate semester and of the term set for the final retaking of subjects (modules) in the final semester of studies, a student in his/her final year of study and whose failures and (or) academic failures have not exceeded 15 credits may be allowed by the head of a core academic unit to retake subjects (modules) one more time until the beginning of the viva voce defence of their graduation papers (final examinations).

5.6.6. A student whose failures and (or) academic failures have exceeded 15 credits shall be expelled from the University for academic underachievement.

### **5.7. Combining different study programmes**

Students of degree programmes may combine their studies with non-degree or other studies. Students may simultaneously study different degree programmes. Enrolment into each study programme is determined by the general procedure.

### **5.8. Study records**

5.8.1. Study records at the university are kept and organised by VUSIS. The main document of study records is the electronic web.

5.8.2. Study records are filed by the administration of a core academic unit. Documents of study records are completed in accordance with the procedure established by the head of a core academic unit and their registration taken care of the lecturer who is assessing learning outcomes (chairman of the assessment committee).

5.8.3. Upon request, students (life long learners), in accordance with the rules established by the Senate for the administration of core academic units, are issued an academic certificate providing evidence for subjects studied at the University.

### **5.9. Final thesis**

5.9.1. Defending one's final thesis or (and) taking a final examination(s) is allowed only after all the requirements of the study program are completed.

5.9.2. Final theses (examinations) are defended (taken) in front of a committee formed according to the decision of the head of a core academic unit and approved by the Rector and are defended (taken) at the exact time established by the decision.



6.1. A student of a degree study programme may change the study form of his/her study programme (from full-time to part-time studies and vice versa) and timetable if the form and timetable of the selected study programme are available at the University.

6.2. Student may switch to another study programme upon the fulfilment of the requirements of the first semester of the new study programme.

6.2.1. The requirements for the relevant part of a programme are considered substantially met if the number of credits of the uncompleted course units (modules) (failed examinations or pass/fail) does not exceed 15 ECTS. These differences have to be eliminated in 1 year. These differences are not treated as academic debts.

6.2.2. The completion of the first semester of studies is obligatory in order to change programmes.

6.2.3. Core academic units are responsible for the organisation of studies and may set additional conditions for changing study programmes. Those conditions are approved by the Commission of the Senate.

6.3. By following the procedure established by the University, students of Vilnius University may enrol in separate course units (modules) at other state-approved universities, and students from other state-approved universities may enrol in separate course units (modules) at Vilnius University.

## VII. Termination, Deferment and Recommencement of Studies

### **7.1. Studies may be terminated on the following grounds:**

7.1.1. upon expiry of a study agreement;

7.1.2. at the student's (life long learner's) request;

7.1.3. upon the expulsion of a student (life long learner);

7.1.4. upon a student's intention to change his (her) study programme;

7.2. A student (life long learner) who is temporarily unable to continue studies due to valid reasons, may be allowed by the head of a core academic unit to defer studies. The deferment may not exceed 1 year.

7.3. A student (life long learner) who is temporarily unable to continue studies due to illness or a pregnancy and infant care may seek, upon the presentation of evidence, to be granted academic leave.

#### **7.3.1. The duration of academic leave:**

7.3.1.1. due to illness: up to 2 years;

7.3.1.2. due to pregnancy and infant care: as set by the law (not exceeding 3 years).

7.3.2. Academic leave is granted by the head of a core academic unit.

7.3.3. The duration of academic leave is calculated from the date the request is submitted.

#### **7.4. A student (life long learner) may be expelled from the University:**

7.4.1. due to academic failure;

- 7.4.2. due to academic dishonesty related to studies or the assessment of learning outcomes (cheating, plagiarism, etc.)
- 7.4.3. due to non-compliance with financial commitments to the university;
- 7.4.4. due to failure to register for studies after academic leave or termination;
- 7.4.5. if a student (life long learner) has been issued two reprimands in 1 academic year.
- 7.5. A student (life long learner) is expelled by the Rector.
- 7.6. Studies may be recommenced if the credit difference between a student's (life long learner's) previous and intended study programme does not exceed 15 ECTS credits and the term for the evaluation of learning outcomes set by the council of the core academic unit has not expired. These differences are not treated as academic debts.
- 7.6.1. After changing study programmes, a student (life long learner) has to eliminate any credit differences within one year after the recommencement of studies.
- 7.6.2. Examinations or pass/fail evaluations on course units (modules) that do not correspond with a previous study programme and must be passed (retaken) in order to recommence a study programme are determined by the head of a core academic unit.
- 7.6.3. The councils of core academic units may enumerate additional conditions for the recommencement of studies that were terminated upon a student's (life long learner's) request. These conditions are approved by the Senate.
- 7.6.4. After a request is submitted to the head of a core academic unit, studies recommence on the date set by the head of a core academic unit.

## VIII. Completion of Studies

- 8.1. A person is deemed to have completed a degree or non-degree consecutive study programme after all the requirements of the study programme are met.
- 8.2. Students who have performed exceptionally well and completed a first or second cycle or integrated study programme are awarded a special diploma: CUM LAUDE.
- 8.3. Students who have performed exceptionally well and completed second cycle or integrated study programme and have distinguished themselves in their field of research are awarded a MAGNA CUM LAUDE diploma.
- 8.4. CUM LAUDE and MAGNA CUM LAUDE diplomas are issued in accordance with the procedure established by the Commission of the Senate.
- 8.5. Students and life long learners, who have studied selected course units (modules) but have failed to fulfil the requirements of the entire study programme, are issued, according to the procedure set by the Senate, a certificate proving which exams (pass/fail) have been passed in certain course units (modules) and indicating the volume and evaluation of the course units subjects (modules).

## IX. Rights and Obligations of Students and Life Long Learners

### **9.1. Students have the following rights:**

9.1.1. to obtain a qualification as indicated in the study agreement for a study programme corresponding to the volume and quality standards determined by these regulations, the Statute of Vilnius University, and the law of the Republic of Lithuania.

9.1.2. in accordance with the present procedures, to study other study programmes, to study according to individual study plans, to participate in academic exchange programmes, to terminate and renew studies, and to change a study field, programme, its form or timetable;

9.1.3. to use methodological and scientific literature and material and informational resources, libraries, scientific equipment, and cultural, sports and recreational facilities (those required for studies and social life).

9.1.4. to freely express their ideas and attitudes towards scientific, social and cultural issues to the extent not contrary to the law of the Republic of Lithuania and the legal acts of the University.

9.1.5. to receive information pertinent to studies and to evaluate the quality of study programmes, the study process, and lecturers' work.

9.1.6. according to the procedure specified in present regulations, to appeal against study results and the University administration's decisions to the Dispute Resolution Commission and to receive a response within the term set in the present regulations.

9.1.7. to join the Student Union, form other student associations, and be elected to their management bodies; and to take part in other social, cultural and political activities that are not contrary to the law of the Republic of Lithuania and the Statute of Vilnius University.

9.1.8. to participate in the management of the University and core academic units.

9.2. Life long learners have all the rights prescribed in Clauses 9.1.3–9.1.8 of the present regulations.

### **9.3. Students and life long learners must:**

9.3.1. fulfil the requirements of the selected study programme and study agreement;

9.3.2. observe the present provisions, the Statute of Vilnius University, other internal University rules on the regulation of student life, and the law of the Republic of Lithuania.

9.3.3. carry out the decisions of the administration of the University and core academic units;

9.3.4. upon graduation, perform all his/her obligations to libraries, other units of the University, and the Student Union.

9.3.5. observe the principles of general and academic ethics.

## **X. Incentives and Penalties for Students and Life Long Learners**

10.1. Students and life long learners who have distinguished themselves in the academic, social and sports life of the University are provided with incentives. Students and life long learners who have violated the regulations or other legal acts of the University and (or) rules of academic ethics may be subjected to penalties.

10.2. Students and life long learners may be awarded the following incentives:

10.2.1. citation;

10.2.2. letter of acknowledgement;

- 10.2.3. diploma attesting academic, creative and sports achievements;
- 10.2.4. scholarship (only for students);
- 10.2.5. other incentives that are not inconsistent with the provisions of the internal legal acts of the University.
- 10.3. Students and life long learners may be imposed the following penalties:
  - 10.3.1. reprimand;
  - 10.3.2. dismissal from the University.
- 10.4. Students and Life Long learners are expelled from the University by decree of the Rector. Other penalties and incentives are issued by the head of a core academic unit or the Rector.
- 10.5. If a student or life long learner does not agree with penalties or incentives that have been assigned, he or she has the right to apply to the Dispute Resolution Commission of the Core Academic Unit within 3 working days after the declaration date of the penalty or incentive.

## XI. Entry into Force of the Present Regulations

- 11.1. The present regulations come into force on 1 September 2012.
- 11.2. Until additional documents concerning the study regulations enumerated in the present Regulations are approved, the provisions of previous versions and their accompanying documentation procedures will be applied where appropriate.