

APPROVED by
Order no. R-206 as of 3 May 2016
of the Vice-Rector for Studies of Vilnius University
(version of Order No. R-197 as of 5 May 2020
of the Vice-Rector for Studies of Vilnius University)

PROCEDURE FOR SETTLEMENT OF GRADUATES AND STUDENTS WITH VILNIUS UNIVERSITY

1. The Procedure for Settlement of Graduates and Discontinuing Students with Vilnius University (hereinafter referred to as the Description) establishes the procedure for fulfilment (hereinafter referred to as settlement) of obligations of graduates and students of Vilnius University (hereinafter referred to as the University) to pay for services provided by the University Students' Representation and the University not directly related to the implementation of study programmes upon completion or termination of studies at the University, the list of departments with which settlement is to be performed, the terms and procedure for settlement.

2. A University diploma is issued to a graduate only when he/she fulfills all the obligations provided for in the study agreement concluded with the University, settles with the University Students' Representation (hereinafter referred to as the Student Representation) and all University units specified in Paragraph 4 of the Procedure and signs the issued diplomas and other graduation documents in the registration journal (hereinafter referred to as the Registration Journal).

3. A student terminating the study agreement concluded with the University (hereinafter referred to as the discontinuing student) must settle with the Students Representation and all University units specified in Paragraph 4 of the Procedure.

4. University units with which University graduates and discontinuing students must settle:

4.1. University Library;

4.2. University Dormitory Centre;

4.3. The main academic unit of the University where students study (hereinafter referred to as the main academic unit);

4.4. International Relations Department of the University Central Administration;

4.5. Student Services and Career Department of the University Central Administration.

5. The list of graduates in the study information system of Vilnius University (hereinafter referred to as VUSIS) is automatically formed in the application "Student Settlement": winter diploma awarding session – until December 1 of the current academic year; summer diploma awarding session – until May 1 of the current academic year; the list of all studying students is active throughout the study year.

6. The Students' Representation and the University Departments specified in Paragraph of the Procedure shall mark in the VUSIS application the status of graduates' settlement with them no later than December 14 of the current study year in case of winter diploma session and May 14 in case of summer diploma session.

7. Graduates are informed about the obligation to settle with the Students' Representation and University units by automatic notification: graduates of the winter diploma awarding session on December 15 of the current study year, graduates of the summer diploma awarding session on May 15 of the current study year.

8. A student who terminates his / her studies is informed about the obligation to settle with the University by the Study Department of the main academic unit.

9. Graduates must settle with the University units no later than 5 working days before the scheduled date of delivery of their diplomas. Students terminating their studies must settle within 10 calendar days from the date of submitting the application for termination of studies or receiving a warning from the University about the termination of the study contract. A unit of the University, after the graduate or the student terminating his / her studies settles with it, marks this in the VUSIS application "Student Settlement".

10. Graduates who have not settled with the University Students' Representation or at least one University unit provided for in Paragraph 4 of the Procedure will be sent automatic notifications with a reminder to VUSIS: 15 calendar days before the scheduled date of diploma delivery and 10 calendar days before the scheduled date of diploma delivery.

11. Based on the information on settlement provided by the University units to VUSIS, the core academic unit allows non-indebted graduates to sign the registration journal and issue diplomas to them, and VUSIS generates a draft order of the Rector of the University on the termination of the study contract.
