

APPROVED

by Order No. R-206 of 3 May 2016
of the Pro-Rector for Studies of Vilnius
University

(wording of Order No. R-197 of 5 May 2020 of
the Pro-Rector for Studies of Vilnius
University)

DESCRIPTION OF THE PROCEDURE FOR THE SETTLEMENT OF GRADUATES AND STUDENTS TERMINATING THEIR STUDIES WITH VILNIUS UNIVERSITY

1. The Description of the Procedure for the Settlement of Graduates and Students Terminating Their Studies With Vilnius University (hereinafter the 'Description') establishes the procedure for the fulfilment (hereinafter the 'settlement') of the obligations of graduates of Vilnius University (hereinafter the 'University') and students terminating their studies, upon completion or termination of studies at the University, as prescribed by the legal acts of the University, in relation to the settlement concerning services provided by the University Students' Representation and the University that are not directly associated with the implementation of study programmes as well as the list of the units with which settlement is required, and the time limits and procedure governing such settlement.

2. The University diploma shall be issued to a graduate only when they fulfil all the obligations provided for in the study agreement concluded with the University, settle with the University Students' Representation (hereinafter the 'Students' Representation') and all the units of the University referred to in Item 4 of the Description, and sign in the Record Book of Diplomas and Other Graduation Documents Issued (hereinafter the 'Record Book').

3. A student terminating the study agreement concluded with the University (hereinafter the 'student terminating their studies') must settle with the Students' Representation and all the units of the University specified in Item 4 of the Description.

4. University units with which University graduates and students terminating their studies must settle:

4.1. University Library;

4.2. University Dormitory Centre;

4.3. University core academic unit where the student studies (hereinafter the 'core academic unit');

4.4. International Relations Office of the Central Administration of the University;

4.5. Student Affairs and Career Office of the Central Administration of the University.

5. The list of graduates in the Vilnius University Study Information System (hereinafter the 'VUSIS') is automatically formed in the application 'Students' Settlement': for the winter diploma award session – until 1 December of the respective academic year; for the summer diploma award session – until 1 May of the respective academic year; the list of all students remains active throughout the academic year.

6. The Students' Representation and the units of the University referred to in Item 4 of the Description shall no later than 14 December of the respective academic year in the case of the winter diploma award session, and 14 May in the case of the summer diploma award session, indicate the status of graduates' settlement with them in the VUSIS application 'Students' Settlement'.

7. An automatic notice shall be sent to graduates informing them about the obligation to settle with the Students' Representation and the University units: graduates of the winter diploma award session shall be informed on 15 December of the respective academic year, while graduates of the summer diploma award session shall be informed on 15 May of the current academic year.

8. The student terminating their studies shall be notified about the obligation to settle with the University by the Studies Office of the core academic unit.

9. Graduates must settle with the University's units no later than five working days before the scheduled date of their diploma award. Students terminating their studies shall settle with the University within ten calendar days from submitting the application for termination of studies or from receiving a notification from the University about termination of the study agreement. The University unit, after a graduate or a student terminating their studies settles with it, shall indicate this in the VUSIS application 'Students' Settlement'.

10. For graduates who have not settled with the University Students' Representation or at least one University unit provided for in Item 4 of the Description, the VUSIS shall send automatic notifications with a settlement reminder, 15 and ten calendar days prior to the scheduled date of the award of diplomas.

11. Based on the information on settlement provided by the University's units in the VUSIS, the core academic unit shall allow graduates with no debts to sign in the record book and shall issue diplomas to them, and generate in the VUSIS a draft of the University Rector's order on termination of the study agreement for students terminating their studies.