APPROVED
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of the Senate of Vilnius University

DESCRIPTION OF THE PROCEDURE FOR THE CASES AND PROCEDURES OF CHANGING THE STUDY PROGRAMME AND STUDY FORM AT VILNIUS UNIVERSITY

CHAPTER I
GENERAL PROVISIONS

1. The Description of the Procedure for the Cases and Procedures of Changing the Study Programme and Study Form at Vilnius University (hereinafter the 'Description') establishes the cases and procedures of changing the study programme and study form at Vilnius University (hereinafter the 'University') when an individual changes their study programme and/or study form at the University or the higher education institution is changed.

2. The Description shall apply to individuals studying in the first cycle, second cycle, integrated or professional study programmes (except residency studies) of university studies at the University or another higher education institution who intend to change their study programme and/or study form for another study programme and/or study form implemented at the University.

3. The Description is prepared in accordance with the Republic of Lithuania Law on Higher Education and Research, the Description of the Procedure for the Cases and Procedures of Changing the Study Programme and Study Form While Maintaining State Funding approved by Resolution of the Government of the Republic of Lithuania No. 540 of 28 June 2017 "On the Amendment to Resolution of the Government of the Republic of Lithuania No. 149 of 1 March 2017 "On the Implementation of the Republic of Lithuania Law on Higher Education and Research"", the Study Regulations of Vilnius University approved by Resolution of the Senate of Vilnius University No. SPN-43 of 21 June 2022 "On the Approval of the Study Regulations of Vilnius University and on the Amendments and Repeal of Certain Resolutions of a Senate Commission of Vilnius University", as well as other legal acts of the Republic of Lithuania and the University.

CHAPTER II
GENERAL CONDITIONS FOR CHANGING THE STUDY PROGRAMME AND/OR STUDY FORM

4. An individual studying in the first cycle, second cycle, integrated and professional studies (except for residency) may change their chosen study programme for another study programme and/or study form.

5. The study form may only be changed if the study programme studied by the individual is implemented in two study forms, i.e. full-time and part-time, at the University.

6. An individual studying in a State-funded place and wishing to maintain State funding shall fulfil the following conditions when changing the study programme and/or study form:

6.1. the individual has completed the first semester of the first year of the study programme and has no academic debts;

6.2. the study programme being studied by the individual and the study programme intended to be studied are in the same study field group;

6.3. the core academic unit of the University (hereinafter the 'Unit') that implements the study programme intended to be studied by the individual can ensure a successful study process for the student in the study programme.

7. An individual studying in a non-State-funded place shall fulfil the following conditions when changing the study programme and/or study form:

7.1. the study programme being studied by the individual and the study programme intended to be studied are in the same study field group;

7.2. the Unit that implements the study programme intended to be studied by the individual can ensure the student the opportunity to successfully study in the study programme.

CHAPTER III
ORGANISING THE CHANGE OF THE STUDY PROGRAMME AND/OR STUDY FORM AT VILNIUS UNIVERSITY

8. An individual studying at the University and intending to change their study programme and/or study form implemented at the University shall submit a request to the Rector of the University for permission to change their study programme and/or study form at the University in the Vilnius University Study Information System (hereinafter the 'VUSIS') no later than ten calendar days before the beginning of a new study semester; the request shall specify the current study programme and/or study form and that intended to be studied.

9. The Unit where the individual is studying shall, upon receiving the individual's request by means of the VUSIS:

9.1. assess the request's compliance with the formal requirements set out in Items 6 and 7 of the Description;

9.2. forward the request for consideration:

9.2.1. when an individual wishes to change the study form or the study programme they are studying to another study programme implemented at the Unit they are studying – to the head of the Unit and the chairperson of the study programme the individual intends to study or the study form thereof is intended to be changed;

9.2.2. when an individual wishes to change their study programme to another study programme implemented at another Unit – to the Unit implementing the study programme the person intends to study. In such a case, the responsible employee of the Unit implementing the study programme the individual intends to study must forward the request to the head of the Unit and the chairperson of the study programme the individual intends to study.

10. The chairperson of the Study Programme Committee must assess the individual's request in accordance with the following criteria:

10.1. when an individual seeks to change their study programme –

10.1.1. to assess the competencies acquired by the individual in the study programme they study at the University;

10.1.2. to assess the individual's ability to study in the study programme intended to be studied while also properly ensuring the quality of the study programme.

10.2. when an individual seeks to change the study form of their study programme – to assess the individual's possibilities to study in another study form of the University's study programme.

11. The head of the Unit must assess the submitted request taking into account the capacity of ensuring material study resources for the individual's proper studies in the study programme or study form intended to be studied.

12. The chairperson of the Study Programme Committee and the head of the Unit shall, after assessing the request in accordance with the criteria set out in Items 10–11 of the Description, take a decision no later than in three working days after receiving the request.

13. If the chairperson of the Study Programme Committee and the head of the Unit take a favourable decision on the submitted request, the responsible employee of the Unit (in case the individual changes the study programme to one implemented at another Unit – the responsible employee of the admitting Unit) shall prepare a proposal from the head of the Unit to the Rector of the University on the change of the study programme and/or study form of the individual that submitted the request no later than in one working day from the date of the favourable decision taken by the chairperson of the Study Programme Committee and the head of the Unit. After the proposal from the head of the Unit has been signed in the University document management system (hereinafter the 'DVS') and registered by means of the DVS, the responsible employee of the Study Administration Division of the Central

Administration of the University (hereinafter the ‘Study Administration Division’) shall be familiarised with it.

14. The responsible employee of the Study Administration Division shall, no later than in one working day from the date of signing and registering the proposal regarding the request for permission to study in the study programme and/or study form preferred by the individual in accordance with the procedure laid down in Item 13 of the Description, prepare an order of the Rector of the University (or their authorised Pro-Rector) on changing the study programme and/or study form at the University.

15. An employee of the Unit (in case an individual changes their study programme to one implemented at another Unit – an employee of the admitting Unit) shall inform the individual who submitted a request of the decision taken in respect of their request no later than in five working days from the date of submission of their request in the VUSIS and/or by email.

16. The change of the study programme and/or study form by an individual changing their study programme at the University shall be formalised no later than in five working days from the date of informing the individual of the positive decision taken by signing an agreement on the amendment to the study agreement of the individual, the preparation of which shall be the responsibility of the responsible employee of the Unit (in case an individual changes their study programme to one implemented at another Unit – a responsible employee of the admitting Unit).

CHAPTER IV
CHANGING THE STUDY PROGRAMME AND STUDY FORM WHEN AN INDIVIDUAL CHANGES THE HIGHER EDUCATION INSTITUTION

17. An individual studying at another higher education institution and intending to change their study programme and/or study form for one implemented at the University shall contact the Unit where the study programme intended to be studied is being implemented by email no later than ten calendar days before the beginning of the new study semester of study, submitting:

17.1. a request addressed to the Rector of the University for permission to change their study programme and/or study form between higher education institutions;

17.2. a transcript of academic records from the higher education institution where the individual is studying, attesting to their learning outcomes at the university study programme at the higher education institution.

18. Upon receipt of an individual's request, the Unit shall:

18.1. assess the request's compliance with the formal requirements set out in Items 6 to 7 and 17 of the Description;

18.2. forward the individual's request to the head of the Unit and the chairperson of the study programme which the individual wishes to study for consideration.

19. The chairperson of the Study Programme Committee (of the programme where the individual intends to study) must assess the individual's request in accordance with the following criteria:

19.1. to assess the competencies acquired by the individual in the university study programme they study at another higher education institution;

19.2. to assess the individual’s ability to study in the study programme intended to be studied while also properly ensuring the quality of the study programme;

19.3. to assess the possibility of crediting the individual's learning outcomes acquired in a study programme at another higher education institution according to a non-harmonised curriculum in accordance with the Description of the Procedure for Crediting Learning Outcomes at Vilnius University approved by Resolution of the Senate of Vilnius University No. SPN-20 of 20 April 2021 “On the Approval of the Description of the Procedure for Crediting Learning Outcomes at Vilnius University”.

20. The head of the Unit must assess the submitted request taking into account the capacity of ensuring material study resources for the individual’s proper studies in the study programme intended to be studied.

21. The chairperson of the Study Programme Committee and the head of the Unit shall, after assessing the request in accordance with the criteria set out in Items 19–20 of the Description, take a decision no later than in three working days after receiving the request.

22. If the chairperson of the Study Programme Committee and the head of the Unit take a favourable decision on the submitted request, the responsible employee of the admitting Unit shall prepare a proposal from the head of the Unit to the Rector of the University on the change of the study programme and/or study form when changing the higher education institution of the individual that submitted the request no later than in one working day from the date of the favourable decision taken by the chairperson of the Study Programme Committee and the head of the Unit. After the proposal from the head of the Unit has been signed and registered in the DVS, the responsible employee of the Study Administration Division shall be familiarised with it.

23. The responsible employee of the Study Administration Division shall, no later than in one working day from the date of signing and registering the proposal regarding the request for permission to study in the study programme and/or study form preferred by the individual when changing the higher education institution in accordance with the procedure laid down in Item 22 of the Description, prepare an order of the Rector of the University (or their authorised Pro-Rector) on admitting an individual to the University when changing the higher education institution.

24. The responsible employee of the Unit shall inform the individual who submitted the request by email of the decision taken on their request in five working days of the submission of the request in accordance with the procedure laid down in Item 17 of the Description.

25. An individual changing their study programme and/or study form, upon receiving a decision that they are allowed to study in another study programme and/or study form at the University, shall notify the higher education institution where they are studying of the decision no later than in three working days of receiving the decision and shall indicate that the reason for termination of their studies at that higher education institution is the change of the study form and/or study programme when changing the higher education institution.

26. The change of the study programme and/or study form in the case provided for in this Chapter shall be formalised by a study agreement, the preparation of which shall be the responsibility of the responsible employee of the admitting Unit.

CHAPTER V
THE FINANCING CONDITIONS FOR CHANGING THE STUDY PROGRAMME AND/OR STUDY FORM WHILE MAINTAINING STATE FUNDING

27. The financial conditions for changing the study programme and/or study form while maintaining State funding shall be carried out in accordance with the Republic of Lithuania Law on Higher Education and Research and the Description of the Procedure for the Cases and Procedures of Changing the Study Programme and Study Form While Maintaining State Funding approved by Resolution of the Government of the Republic of Lithuania No.540 of 28 June 2017 “On the Amendment to Resolution of the Government of the Republic of Lithuania No. 149 of 1 March 2017 "On the Implementation of the Republic of Lithuania Law on Higher Education and Research””.

28. An individual studying at a State-funded place shall not lose the remaining part of the State funding of studies when changing the study programme and/or study form in the cases specified in this Description, but not exceeding the standard cost of tuition of the study programme they are changing.

29. If the cost of tuition of the study programme intended to be studied by an individual studying at a State-funded place is higher than the cost of tuition of the study programme being studied, the cost of tuition of the study programme currently being studied shall be paid for from the funds of the State budget of the Republic of Lithuania, whereas the difference in the cost of tuition of the study programme being studied and that intended to be studied shall be paid for by the individual changing their study programme from the beginning of the study semester.

30. If the cost of tuition of the study programme intended to be studied by an individual studying at a State-funded place is not higher than the cost of tuition of the study programme being studied, the

cost of tuition of the study programme determined by the University shall be paid for from the funds of the State budget of the Republic of Lithuania.

31. An individual changing their study form shall retain the price and duration of funding of the study form they chose during their admission.

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