

APPROVED  
by Order No. R-183 of 10 April 2014  
of the Rector of Vilnius University  
(wording of Order No. R-470 of 19 August  
2025 of the Rector of Vilnius University)

## **DESCRIPTION OF THE PROCEDURE FOR THE ADMINISTRATION OF LIFELONG LEARNING PROGRAMMES OF VILNIUS UNIVERSITY**

### **CHAPTER I GENERAL PROVISIONS**

1. The Description of the Procedure for the Administration of Lifelong Learning Programmes of Vilnius University (hereinafter the 'Description') establishes the procedure for the development, evaluation, registration, monitoring, updating, de-registration, and organisation of the Lifelong Learning (hereinafter the 'LL') programmes of Vilnius University (hereinafter the 'University').

2. This Description has been prepared in accordance with the Republic of Lithuania Law on Education, the Republic of Lithuania Law on Higher Education and Research, the Republic of Lithuania Law on Nonformal Adult Education, the Statute of Vilnius University, and other legal acts regulating non-formal education.

3. The following LL programmes (hereinafter the 'Programme') are offered at the University:

3.1. programmes for personal and/or professional development;

3.2. programmes for children and schoolchildren;

3.3. programmes for persons who have reached the age of retirement;

3.4. other LL programmes carried out at the University.

4. Within its competency, the LL Centre of the Business School of the University (hereinafter the 'VM MVGC') shall coordinate the University's Programmes, as well as coordinate and administer other LL activities.

5. This Description shall not apply to the development of professional qualifications of healthcare and pharmaceutical specialists, pedagogical specialisation studies and module studies of teaching school disciplines, which shall be developed and implemented in accordance with the legal acts specified in Item 2 of the Description, the Study Regulations of Vilnius University, and the Study Programme Regulation of Vilnius University.

### **CHAPTER II DEVELOPMENT, EVALUATION, REGISTRATION AND QUALITY ASSURANCE OF THE PROGRAMME**

6. The development or updating of the programme, taking into account the strategic directions of the University and the University's unit (hereinafter the 'Unit'), national and international priorities and priority directions, the needs of society, companies, and organisations, shall be initiated by the VM MVGC, Units, Unit employees or their groups.

7. The Programmes shall be developed in accordance with the provisions of this Description, with the exceptions detailed in this Description. In cases where the programme being developed or updated is interdisciplinary and/or is being carried out with external partners, the Programme development process shall be coordinated by a representative of the Unit that initiated the Programme. If necessary, the head of the Unit that initiated the Programme may set up a working group to develop the Programme.

8. The draft Programme description, prepared according to the Description of a Non-Formal Education Programme Form (hereinafter the 'Programme Description') (Annex 1 to the Description) shall be submitted by the developers for coordination in the VM MVGC document management information system. When developing a commissioned, personalised Programme for companies or organisations,

Programme developers may not follow the Programme Description form referred to in this Item. In the case indicated, the Programme developers shall indicate in the Programme Description the objective of the Programme, the target group, the Programme content, the estimated duration, the implementation method of the Programme, and other elements deemed relevant by the Programme developers.

9. In cases where the requirements of external institutions or organisations are applied to the planned Programme, it may be developed in accordance with the Programme description form and/or specific requirements set by the institution or organisation concerned and it may not be submitted for coordination to the VM MVGC.

10. The VM MVGC shall assess the compliance of the Programme Description form with the formal requirements, except in the cases specified in Item 9 of the Description, and, if necessary, it shall provide recommendations for the improvement and/or supplementation of the Programme Description. The Programme Description that has been coordinated with the VM MVGC, shall be approved by the head of the Unit. An approved Programme Description shall be amended in accordance with the provisions of Items 8 to 10 of the Description.

11. The price of the Programme shall be calculated in accordance with the Description of the Methodology for Calculating the Prices of Non-Formal Education Programmes of Vilnius University, approved by Resolution of the Council of Vilnius University No. T-2017-2-3 of 29 March 2017 “On the Approval of the Description of the Methodology for Calculating the Prices of Non-Formal Education Programmes of Vilnius University”. The price of the Programme shall be confirmed by an order, which shall be approved by the head of Unit, the VM MVGC, the Finance Department, and other related persons, and signed by the Rector of the University or their authorised person. When approving the price, the Programme developer must provide links to prices for similar programmes (if any) on the market. The price of the Programme shall be modified in accordance with the procedure referred to in this Item.

12. Programme developers must, at least every two years, except where price revision and indexation are provided for in a written agreement between the Parties, review the price of the Programme and, if necessary, initiate its modification.

13. Programme developers must take into account the training market conditions, needs, demand, prices offered by other market participants for similar programmes and follow the principles of competitiveness, profitability and cost-effectiveness when calculating the price of the Programme.

14. After the approval of the Programme Description and price in accordance with the procedure provided for in this Description, the Unit’s responsible employee shall register the Programme in the University’s LL information system (hereinafter the ‘Information System’), which is administered by the VM MVGC.

15. After the Unit’s responsible employee has uploaded information about the Programme, the VM MVGC’s responsible employee shall check the information entered about the Programme, its compliance with the formal requirements and shall confirm that the Programme has been uploaded using the technical means of the Information System. After the approval of the Programme in the Information System, the registration of unclassified students to the Programme shall be carried out at the time set by the Programme developers. The registration of Programmes in external registers, except for the health sector and teacher qualification development Programmes, shall be carried out by the VM MVGC.

16. The provisions of this Description which determine the registration and approval of Programmes in the Information System and the registration of unclassified students to them, may not apply to Programmes organised according to individual orders of companies or organisations, Programmes administered and implemented in systems managed by other institutions, and Programmes intended for children and schoolchildren.

17. The VM MVGC and the Units implementing the Programmes shall be responsible for the quality of the Programme development and implementation, timely and data-based monitoring, and continuous improvement:

17.1. The VM MVGC is responsible for the improvement of the programme development and administration process, the administration of the Information System, the overall monitoring of the implementation of the Programmes, and the preparation of reports on them;

17.2. The Units are responsible for the development of Programmes, the quality of the content of Programmes and their implementation, and the collection and analysis of feedback from unclassified students.

18. The decision on the termination of the Programme and its deregistration shall be taken by the head of the Unit. If the Unit decides to terminate the Programme and deregister it, the decision of the head of the Unit specifying the reason(s) for deregistration of the Programme and from when the Programme must be deregistered shall be submitted to the VM MVGC in the University document management system. In accordance with such decision of the head of the Unit, the Programme shall be transferred to the archive in the Information System.

#### **CHAPTER IV**

### **PROGRAMME PUBLICISING, IMPLEMENTATION, AND ISSUANCE OF CERTIFICATES**

19. Within its competency, the VM MVGC shall ensure and carry out the publicising of LL Programmes.

20. The dissemination of information about the Programmes organised by the Units shall also be carried out by the Units via their communication tools.

21. By 1 October, the Units shall submit to the VM MVGC at their contact email a preliminary plan of Programmes to be developed and implemented for the following calendar year, indicating: the name of the planned Programme, the target audience, the method of implementation of the Programme (contact, remote, mixed), the planned publication of the unclassified students' registration date, and the planned start date of the Programme.

22. Taking into account the plan of Programmes intended to be implemented that was submitted by the Units, the VM MVGC shall prepare a publicising plan for the Programmes and introduce the Units thereof.

23. The Unit's responsible employee shall inform the VM MVGC via email about Programmes planned to be implemented during the current year that were not included in the Programme publicising plan no later than five working days before the beginning of registration of unclassified students, indicating the information specified in Item 21 of the Description. This requirement shall not apply to Programmes commissioned by companies or organisations, and in cases where, by a decision of the Unit, Programme publicising is not required.

24. The VM MVGC and the Units must ensure the revision and updating of published information on ongoing Programmes as required, at least twice a year, on the website of the Units, on social networks, and other means of public communication, as well as in the Information System.

25. The Programme implementer shall launch the registration of unclassified students to the Programme no later than 14 calendar days before the start of the Programme, unless the Programme is commissioned by companies or organisations.

26. Programme's unclassified students shall register in the registration form in the Information System published in accordance with the procedure specified by the Program implementer.

27. By registering using the Information System, the Programmes' unclassified students get acquainted with the Programme Description, the Rules for Organisation of Lifelong Learning Programmes at Vilnius University (Annex 2 to the Description), and the Rules for the Processing of Personal Data at Vilnius University and provide data necessary for the identification of the Programme's unclassified student and/or the issuance of the certificates of completion of the Programme (if applicable).

28. If it is not possible to carry out the registration of unclassified students by means of the Information System, the Programme implementer must ensure that all the unclassified students are familiarised with the documents specified in Item 27 of the Description and sign the Consent for Processing of Personal Data (Annex 3 to the Description). The documents referred to in this Item shall be registered in the document management system used by the University and stored for two years (after the expiry of the period of storage of the personal data for which the consent was given).

29. The Program implemented shall have the right to organise the Programme in a contact, remote, or mixed method by informing the Programme's unclassified students thereof.

30. When organising the Programme remotely, the Programme's unclassified students shall connect by following the link sent by the Programme's implementer. Each Programme's unclassified student must connect individually and specify their identification data. In case of doubt about the participants, the Programme's unclassified student may be asked to confirm their participation when confirmation of participation is important for the funding of the Programme, the issuance of a certificate of completion, or for other legitimate purposes.

31. The provisions of Items 28 and 30 of this Description shall apply accordingly when organising the Programme in a mixed method.

32. In Programmes for children and schoolchildren, the participation of the Programme's unclassified students shall be confirmed by an employee of the Unit responsible for the Programme, marking the person who has arrived on the registration list. In Programmes carried out remotely, the Unit's responsible employee, as required, shall set the requirement to connect in accordance with the procedure set out in Item 30 of the Description or record only the number of connected unclassified students.

33. Requirements for marking the unclassified students in the list or recording their connection by their full names may not apply in individual Programmes, where no certificate of completion of the Programme is issued, or in other cases where the Unit's responsible employee considers this requirement as excessive according to the implementation specifics of the Programme.

34. When the price of the Programme exceeds EUR 1,500, written Agreements for the Provision of Lifelong Learning Programme Services to Unclassified Students (hereinafter the 'agreement') must be concluded with the Programme's unclassified students following the form provided in Annex 4 to the Description. In other cases, written agreements may be concluded on demand. Agreements shall be signed by the University document management system means by qualified signatures or by exchanging signed scanned copies in PDF format. Signed agreements shall be registered and stored in the document management system used by the University.

35. Agreements with individual Programme's unclassified students may not be concluded in cases where the Programme is implemented on an individual commission of companies and organisations.

36. Persons who have completed the Programmes shall be issued a Certificate of Completion (hereinafter the 'Certificate') (Annex 5 to the Description), unless the unclassified student requests not to be issued a Certificate. The Certificate may also not be issued if internal training is organised or Programmes are carried out according to individual commissions of companies or organisations. At the request of the unclassified student, the Certificate and its supplement may be issued in English (Annex 6 to the Description).

37. The Certificate may be accompanied by a Certificate supplement indicating the course units taken, the number of academic hours and/or credits, the objective and tasks of the Programme, the learning outcomes and the competencies acquired, and assessments, if any. The Certificate supplement shall also contain the following details: University emblem, name of the Unit, full name of the unclassified student, date of birth or personal identification number (when necessary), and the position, full name, and signature of the signatory.

38. The Programme implementer shall be responsible for issuing the Certificate. The Certificate shall be signed by the Pro-Rector for Studies of the University, or by the head of the Unit, or by the deputy head of the Unit responsible for the organisation of studies at the Unit, or by another person appointed by an order of the head of the core academic Unit. The Certificate shall be registered, signed, and sent to the Programme's unclassified student by means of the Information System. A paper Certificate form may be issued at the request of the Programme's unclassified student.

39. In the event of losing or otherwise misplacing the Certificate and/or its supplement, at the request of the Programme's unclassified student, the Programme implementer shall issue a copy of the Certificate and/or its supplement, provided that less than one year has elapsed since the end of the Programme.

40. The VM MVGC shall be responsible for accounting of issued Certificates and shall be entitled to receive information from the relevant register of the University document management system and the Information System.

41. The VM MVGC shall collect and systematise information about the LL Programmes and activities at the University and provide information in the University's annual performance report.

42. At the end of the calendar year, by 31 December at the latest, the Units shall provide the VM MVGC with information on the Programmes and activities carried out that were not registered and not administered in the Information System, indicating the name of the Programme or activity, the scope of the Programme in hours and credits (if applicable), the number of unclassified students, the gender distribution of unclassified students (women, men, not specified), the income received, and the unclassified students' feedback on the Programmes and activities. At the request of the VM MVGC, other relevant information may also be provided for the performance of the functions of the VM MVGC.

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Annex 1 to  
the Description of the Procedure for the Administration  
of Lifelong Learning Programmes of Vilnius University



**DESCRIPTION OF A NON-FORMAL EDUCATION PROGRAMME**

<b>Programme name</b>

<b>VU unit (and branch unit) implementing the programme</b>	<b>Language(s) of instruction of the programme</b>

<b>Studies/research area</b>	<b>Study field group and study field</b>

Programme duration			Scope of the programme in credits (if applicable)
Amount of academic hours (and semesters or years)	Of which – contact work hours	self-study hours (if applicable)	

<b>Objective of the programme</b>

<b>Description of the programme</b>

Content of the programme						
Row No.	Name of the topic	Full name of the member of the teaching staff	Hours allocated			
			Theoretical work hours	Practical work hours	Self-study hours	Total
1.						
2.						
3.						
4.						

<b>Total</b>					
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<b>Target group, admission conditions and requirements</b>

<b>Teaching and learning methods</b>	<b>Assessment methods (if applicable)</b>

<b>Professional activities, further study opportunities (if applicable)</b>

<b>Programme price per person</b>	<b>Issued document</b>

<b>Number of unclassified students (per cohort)</b>	
<b>From</b>	<b>To</b>

<b>Date of approval of the description</b>	<b>Start of the programme</b>	<b>Provisioned frequency of the implementation of the programme</b>

<b>Contact person, phone, email</b>	<b>Programme implementer (head), phone, email</b>

<b>Method of implementation of the programme</b>	<b>Place of activities (unit address, room)</b>

<b>Additional information</b>

## **THE RULES FOR ORGANISATION OF LIFELONG LEARNING PROGRAMMES AT VILNIUS UNIVERSITY**

1. The Rules for Organisation of Lifelong Learning Programmes at Vilnius University (hereinafter the 'Rules') regulate the organisation of the termination of lifelong learning programmes (hereinafter the 'Programme') at Vilnius University (hereinafter the 'University'), of the payment of fees of the Programme's unclassified student and their reimbursement, cancellation. The Programmes shall be implemented in accordance with the Description of the Procedure for the Administration of Lifelong Learning Programmes of Vilnius University.

2. Upon completion of the Programme, persons are issued a Certificate of Completion (hereinafter the 'Certificate'). In certain cases, the Certificate may be accompanied by a Certificate supplement. The Certificate may not be issued if internal training is organised, Programmes are carried out according to individual commissions of companies or organisations, or the Programmes' unclassified students do not wish to receive one.

3. If the Programme description provides for a price for the Programme, the person must pay a fixed Programme price no later than five calendar days before the start of the Programme and provide the Programme implementer with a copy of the document certifying this. In the event that a person who has registered for the Programme fails to pay the Programme price, their registration shall be cancelled.

4. If the unclassified student, when confirming their participation in the Programme, chooses the option to pay the Programme price in instalments, they shall be removed from the unclassified students' list upon failing to pay the Programme price.

5. The unclassified student may at any time unilaterally terminate participation in the Programme by informing the Programme implementer thereof in writing three working days in advance, by sending a request to the contact email addresses specified in the Programme description. Upon the unilateral termination of participation in the Programme on the initiative of the unclassified student, the University shall reimburse the amount paid for the Programme or part thereof in the following order:

5.1. if the person who has registered for the Programme cancels their registration before the start of the Programme, the full amount paid shall be reimbursed to them;

5.2. if the person unilaterally decides not to continue the Programme after it has started, part of the amount paid shall be reimbursed:

5.2.1. when the agreement is terminated within the first 30 per cent of the Programme's implementation period provided in the schedule, 70 per cent of the Programme price is reimbursed;

5.2.2. when the agreement is terminated within 30 to 50 per cent of the Programme's implementation period provided in the schedule, 50 per cent of the Programme price is reimbursed;

5.2.3. when the agreement is terminated within 50 to 80 per cent of the Programme's implementation period provided in the schedule, 20 per cent of the Programme price is reimbursed;

5.2.4. when the agreement is terminated when more than 80 per cent of the Programme's implementation period provided in the schedule has been completed, the Programme price (any part of it) is not reimbursed.

6. In case of termination of the Programme, the Certificate shall not be issued.

7. The reimbursement of the Programme price or part thereof shall be made within ten working days from the date of receipt of the request for termination of the Programme to the bank account specified by the unclassified student.

8. If the unclassified student is unable to continue the Programme due to illness or other important reasons, they shall be offered the same Programme later or other available Programmes. If the unclassified student does not agree with the proposed alternatives, the Programme price paid by the unclassified student shall be reimbursed proportionally to the part of the Programme that was not taken. In

all cases, Programme implementers shall be provided with a request from the unclassified student for a reimbursement of the Programme price, which shall include the name of the Programme, date and account number to which the Programme price paid by the unclassified student or, as appropriate, part thereof, should be reimbursed. The request must be accompanied by a document proving that the Programme price has been paid.

9. The Programme implementer reserves the right to cancel the Programme or change the start date of the Programme, having notified the persons registered to the Programme in advance, no later than two working days before the start of the Programme. Upon cancellation of the Programme, the persons who paid the Programme price shall be reimbursed the full amount paid. In cases where a person cancels their registration after the start date of the Programme is changed, the full Programme price paid by them shall be reimbursed.

10. The provisions referred to in Items 3-9 of these Rules shall not apply in cases where the Programme is carried out on the basis of individual commissions of companies or organisations, and in other cases where the payment terms are set out in an agreement between the Parties.

11. The Programme's unclassified student shall undertake to:

11.1. get familiarised with the Programme description;

11.2. provide the University with only correct data;

11.3. during the implementation of the Programme – connect using the provided link, connect individually, and indicate the requested identification data. After the implementation of the Programme, in case of uncertainties regarding the unclassified student's connection, the unclassified student may be asked to confirm their participation;

11.4. when organising the program using the contact method – sign in the Programme's unclassified students' list.

12. The University shall undertake to:

12.1. ensure the quality of teaching;

12.2. issue a certificate of completion to the unclassified students who have completed the Programme (except for provided exceptions);

12.3. process the personal data of the unclassified student in accordance with the requirements of the Republic of Lithuania Law on Legal Protection of Personal Data.

13. The Programme's unclassified student, exercising their rights to personal data protection following the General Data Protection Regulation, shall have the right to:

13.1. get acquainted with how and which of their personal data is processed at the University;

13.2. request rectification of incorrect, incomplete or inaccurate personal data;

13.3. restrict the processing of their personal data;

13.4. request the erasure of personal data, except where personal data must be stored in accordance with the procedure established by law;

13.5. require the transfer of personal data to another data controller;

13.6. submit a complaint to the Data Protection Officer of the University or to the State Data Protection Inspectorate. More information on the personal data processing policy at the University can be found on the University's website at [www.vu.lt/en/privacy-policy](http://www.vu.lt/en/privacy-policy)

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**CONSENT FOR PROCESSING OF PERSONAL DATA**

(day) (month) 20\_\_\_\_ (year) Vilnius

I,

\_\_\_\_\_ (full name)

\_\_\_\_\_ (contact details (email and phone))

**by participating in**

\_\_\_\_\_ **implemented by Vilnius University**

(indicate the name of the programme)

- I hereby agree** that the personal data provided by me will be processed for the purposes of administering this programme.

Data controller – public institution Vilnius University, Universiteto g. 3, LT-01513 Vilnius;  
The Data Protection Officer’s contacts – email: [dap@vu.lt](mailto:dap@vu.lt), address: Universiteto g. 3, LT-01513 Vilnius.  
Legal basis for the processing – this consent shall be the legal basis for the processing of your personal data indicated in this consent.

In exercising the rights of the data subject, I have the following rights:

- ✓ to contact Vilnius University with a request for information about the personal data processed by the University and the purposes for which they are processed;
- ✓ to request rectification of incorrect, incomplete or inaccurate personal data and/or suspend the processing of such personal data where, after consulting the personal data, it is established that the data are incorrect, incomplete or inaccurate;
- ✓ to restrict the processing of the personal data collected until the lawfulness of the processing is verified;
- ✓ to request the erasure of the personal data provided in this consent (‘to be forgotten’);
- ✓ to object to the processing of personal data for direct marketing purposes, including profiling;
- ✓ to withdraw consent without affecting the use of personal data performed prior to the withdrawal of consent;
- ✓ to lodge a complaint with the State Data Protection Inspectorate.

**I hereby confirm** that I am familiar with:

- the Rules for Organisation of Lifelong Learning Programmes at Vilnius University;
- the Description of the Procedure for the Processing of Personal Data at Vilnius University, which is published on the website of Vilnius University [www.vu.lt/en/privacy-policy](http://www.vu.lt/en/privacy-policy)

(Signature)

(Full name of the unclassified student or their representative)  
(Date)

Annex 4 to  
the Description of the Procedure for the  
Administration of Lifelong Learning  
Programmes of Vilnius University

## AGREEMENTS FOR THE PROVISION OF LIFELONG LEARNING PROGRAMME SERVICES TO UNCLASSIFIED STUDENTS

### SPECIFIC PART

\_\_\_ (day) \_\_\_\_\_ (month) 20\_\_ (year) No. \_\_\_\_\_

### SERVICE PROVIDER

Name and details	Public establishment Vilnius University Universiteto g. 3, LT-01513, Vilnius, legal entity code 211950810, phone +370 5 2687000, email <a href="mailto:infor@cr.vu.lt">infor@cr.vu.lt</a>
Representative of the service provider authorised to sign the agreement	<i>(position, full name, date of authorisation and No.)</i>
Data of the unit providing the service	<i>(name, address, phone, email)</i>
Bank account, bank	<i>(bank account to which the deposit is paid and payments are made and the name of the bank)</i>
Contact person of the unit providing the service	<i>(position, full name, phone, email)</i>

### UNCLASSIFIED STUDENT OF A LIFELONG LEARNING PROGRAMME

Full name	
Personal identification number/date of birth	
Place of residence	<i>(declared and/or actual)</i>
Phone	
Email	

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### SERVICES, THEIR LOCATION AND TIME LIMITS

Lifelong Learning programme (module)	<i>(name)</i>
Start of the Lifelong Learning programme (module):	<i>(date)</i>
End of the Lifelong Learning programme (module):	<i>(date)</i>
Lifelong Learning programme implementation location:	<i>(address or other necessary information)</i>

### FINANCIAL CONDITIONS

Service price	EUR _____ <i>(based on the established rates)</i>
Terms of payment for the service price	The service price shall be paid no later than five calendar days before the commencement of the service, unless the parties agree otherwise in writing.

## GENERAL PART

### 1. General Provisions:

1.1. By this Agreement, the *Service Provider* undertakes to provide the training services provided for in the Specific Part of the Agreement to the Lifelong Learning programme's (hereinafter the 'Programme') unclassified student (hereinafter the '*Unclassified Student*') during the period provided for in the Specific Part of the Agreement, and the *Unclassified Student* undertakes to accept the Lifelong Learning programme's training services (hereinafter the 'Services' or 'Activities') and pay for them at the price, time limits, and conditions set out in the Specific Part of the Agreement.

1.2. The *Agreement* is concluded in accordance with the Republic of Lithuania Law on Higher Education and Research, the Statute of Vilnius University, the Rules for Organisation of Lifelong Learning Programmes at Vilnius University (hereinafter the 'Rules'), published on the website of the *Service Provider* at [www.mvg.vu.lt](http://www.mvg.vu.lt) and the registration form (hereinafter the 'Registration Form') submitted by the *Unclassified Student* for participation in the Programme via the Vilnius University Lifelong Learning Information System (if it was completed), and other legal acts. *Activities* shall be held at the address and/or following the method specified in the Specific Part of the Agreement (hereinafter the 'Place of Activities').

### 2. Rights and Duties of the Service Provider:

2.1. The Service Provider shall undertake to:

2.1.1. Enable the *Unclassified Student* to participate in the Activities;

2.1.2. Provide quality Services that are compatible with the Programme;

2.1.3. Issue a certificate of the form established by the Service Provider to the *Unclassified Student* who has fulfilled the requirements of the Programme. The certificate may also be accompanied by a supplement in the form established by the *Service Provider* on the assessment of the knowledge acquired during the Programme and/or qualifications.

2.1.4. Provide access to the legal acts of the *Service Provider* regulating the process of Lifelong Learning at the University – publish them on the publicly accessible website of the *University* at [www.mvg.vu.lt](http://www.mvg.vu.lt).

2.2. The *Service Provider* shall have the right to slightly (up to 10 per cent) change the schedule of the Activities and the Programme by informing the *Unclassified Student* in advance (at least three working days in advance).

2.3. The *Service Provider* shall have the right to change the date of implementation of the Programme upon notifying the *Unclassified student* no later than two working days before the start of the Programme.

### 3. Rights and Duties of the Unclassified Student:

3.1. To get acquainted with the legal acts published on the website of the *Service Provider* regulating the organisation of the *Programme*;

3.2. To comply with the requirements of the Programme, to participate in surveys organised by the *Service Provider*, which collect information on the quality of implementation of the Programme or the course units (modules) of the Programme;

3.3. To comply with the requirements of the Republic of Lithuania Law on Higher Education and Research, the Statute of Vilnius University, the Code of Academic Ethics, the Rules, and other regulatory legal acts.

3.4. To provide the *Service Provider* with truthful data, information, and documents necessary for the conclusion and proper execution of this *Agreement*.

### 4. Service Price, Liability of the Parties and Validity of the Agreement

4.1. The Service price is specified in the Specific Part of the Agreement.

4.2. The Service price shall be paid in accordance with the procedure laid down in the Specific Part of the Agreement to the bank account specified in the Specific Part of the Agreement.

4.3. The Service price shall be paid within the time limits laid down in the Specific Part of the Agreement, unless the *Parties* agree otherwise in writing. If the *Service* price is not paid within the time limits provided for in the Specific Part of the Agreement or otherwise agreed by the *Parties* in writing, the Agreement shall be terminated the next day without separate notification of the *Parties* to each other, unless the *Parties* agree in writing otherwise by paying an interest of 0.02 (two hundredths) per cent of the unpaid amount for each day of delay.

4.4. The Agreement shall enter into force from the moment of its conclusion and shall end after the *Parties* have fully fulfilled their obligations or upon termination of the Agreement.

4.5. The *Unclassified Student* may terminate the Agreement unilaterally at any time by informing the *Service Provider* thereof in writing three days in advance via the contact email indicated in the Specific Part of the Agreement from the email address of the *Unclassified Student* indicated in the Specific Part of the Agreement. The notice of termination of the Agreement must specify the name of the Programme, the period of its execution, the bank account to which the paid Service price or part thereof must be returned, and a document confirming the paid Service price shall be attached.

4.6. In the case of unilateral termination of the Agreement at the initiative of the *Unclassified Student*, the *Service Provider* shall reimburse the Service price or part thereof provided for in the Specific Part of the Agreement in the following procedure (unless otherwise provided in this Agreement or supplementary agreements):

4.6.1. upon termination of the Agreement before the start of the Programme or when the Programme's implementation dates are changed on the initiative of the *Service Provider*, the full paid Service price shall be reimbursed;

4.6.2. when the Agreement is terminated within the first 30 per cent of the Programme's implementation period provided in the schedule, 70 per cent of the Service price is reimbursed;

4.6.3. when the Agreement is terminated within 30 to 50 per cent of the Programme's implementation period provided in the schedule, 50 per cent of the Service price is reimbursed;

4.6.4. when the Agreement is terminated within 50 to 80 per cent of the Programme's implementation period provided in the schedule, 20 per cent of the Service price is reimbursed;

4.6.5. when the Agreement is terminated when more than 80 per cent of the Programme's implementation period provided in the schedule has been completed, the price (any part of it) is not reimbursed.

4.7. The reimbursement of the *Service* price or part thereof shall be made within ten working days from the moment of termination of the Agreement to the bank account specified by the *Unclassified Student*. The reimbursement of the Service price or part thereof shall be made taking into account the *Unclassified Student's* fulfilment of their financial to the *Service Provider*, calculating the amount to be reimbursed from the total Service price indicated in the Specific Part of the Agreement, but not exceeding the part of the Service price paid by the *Unclassified Student* if the payment for the Service price was provided for in instalments.

4.8. The *Service Provider* may terminate the Agreement unilaterally only for important reasons, informing the *Unclassified Student* in writing no later than two calendar days in advance, unless otherwise provided in this Agreement. In the case of unilateral termination of the Agreement at the initiative of the *Service Provider*, the *Service Provider* shall reimburse the paid Service price or part thereof provided for in the Specific Part of the Agreement, proportionate to the scope of the *Services* non-rendered, within ten working days from the date of termination of the Agreement to the bank account specified by the *Unclassified Student*.

4.9. The Agreement shall end in other cases and in accordance with the procedure laid down in the Agreement and in the legal acts of the Republic of Lithuania.

4.10. The *Service Provider* who has violated the Agreement shall be liable in accordance with the procedure established by legal acts, unless the Agreement could not be executed or executed properly due to *force majeure*.

4.11. The *Unclassified Student* shall compensate the *Service Provider* for the losses that arise from the offences of the *Unclassified Student*.

## **5. Processing of Personal Data:**

5.1. *Personal data of the Unclassified Student shall be processed in accordance with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (repealing Directive 95/46/EC), the Republic of Lithuania Law on the Legal Protection of Personal Data, the Description of the Procedure for the Processing of Personal Data at Vilnius University approved by Order of the Rector of Vilnius University No. R-316 of 25 May 2018 “On the Approval of the Description of the Procedure for the Processing of Personal Data at Vilnius University” (with subsequent amendments) (publicly available at [https://www.vu.lt/site\\_files/Vertimai/EN\\_Translation\\_AsmensduomenutvarkymoVUtvarkosaprasas2021-12-10R-425viesa\\_1.pdf](https://www.vu.lt/site_files/Vertimai/EN_Translation_AsmensduomenutvarkymoVUtvarkosaprasas2021-12-10R-425viesa_1.pdf)), and other legal acts. The Data Protection Officer of Vilnius University can be contacted by email at [dap@vu.lt](mailto:dap@vu.lt).*

5.2. Legal bases and purposes of processing personal data:

5.2.1. Article 6(1)(b) of the EU General Data Protection Regulation – processing is necessary for the performance of a contract to which the data subject is party, i.e. performance of the obligations set out in the Agreement, accounting of the Activities data, accounting of payments for the provision of the Service, etc., or in order to take steps at the request of the data subject prior to entering into a contract, i.e. providing information to potential customers on issues related to the provision of the Service;

5.2.2. Article 6(1)(c) of the EU General Data Protection Regulation – processing is necessary for compliance with a legal obligation to which the controller is subject to transfer information to state registers and public authorities;

5.2.3. Article 6(1)(f) of the EU General Data Protection Regulation – processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, i.e. when processing video surveillance data of the territory of the Activities for the purposes of physical and property protection.

5.3. Personal data being processed and the time limits of its processing:

5.3.1. The *Unclassified Student's* full name, personal identification number or date of birth, address of residence, email, personal phone number – ten years after a year after the end of the fulfilment of the obligations provided for in this Agreement;

5.3.2. The *Unclassified Student's* bank account number, bank, the amounts payable and paid by the *Unclassified Student*, data on the reimbursed part of the price – ten years after a year after the end of the fulfilment of the obligations provided for in this Agreement.

5.4. Personal data shall be provided to other personal data processors when such obligation is established by legal acts.

5.5. If the *Unclassified Student* believes that their rights to the protection of personal data have been violated, they may contact the Data Protection Officer of Vilnius University or the State Data Protection Inspectorate.

## **6. Final Provisions:**

6.1. All disputes concerning the conclusion, performance, amendments, supplements, or other disputes arising out of the *Agreement* shall be settled by negotiation between the *Parties*. In case the *Parties* fail to settle a dispute by negotiation within 30 (thirty) calendar days, it shall be settled in accordance with the procedure established by legal acts of the Republic of Lithuania, by determining territorial jurisdiction according to the *University's* registered address.

6.2. The *Parties* shall not be held liable for full or partial non-performance of their obligations under this Agreement if this is due to *force majeure*. The *Parties* shall understand and prove *force majeure* in accordance with the applicable legal acts of the Republic of Lithuania.

6.3. All notices provided for in the *Agreement* or relating to the performance of the *Agreement* or the defence of claims arising from the Agreement in the framework of civil procedure shall be in writing, sent by email or registered mail to the addresses of the *Parties* specified in the *Specific Part of the Agreement*. In case a notice is sent by email, it shall be deemed to have been received by the *Party* on the same day as it was sent, provided that the notice was sent during working hours; in case a notice is sent by registered mail, it shall be deemed to have been received by the addressee 5 (five) working days after the date of its dispatch.

6.4. By signing this Agreement, the *Unclassified Student* shall agree and confirm that:

6.4.1. They have familiarised themselves with the Rules and the Programme description and undertake to comply with the requirements laid down in these legal acts;

6.4.2. All information provided about the *Unclassified Student*, including information provided by the *Unclassified Student* in the Registration Form and Consent for Processing of Personal Data, is correct and complete;

6.4.3. The *Service Provider* may contact third persons (including, but not limited to, the State Enterprise Centre of Registers, Lithuania's commercial banks, and debt collection companies) regarding the receipt of information about the *Unclassified Student* and the verification necessary for the proper execution of this Agreement.

6.5. The transfer of the rights and duties of the *Parties* to third persons is not permitted, unless the *Parties* agree otherwise in writing separately.

6.6. The Agreement shall be concluded in electronic format by the Parties signing it with qualified electronic signatures or in a standard written form or by exchanging signed and scanned copies between the *Parties* in PDF format. If the Agreement is concluded in a standard written form, two copies of the Agreement shall be signed, one for each *Party*.

## SIGNATURES OF THE PARTIES TO THE AGREEMENT

**Service Provider**

**Unclassified Student**

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*(full name, signature, date)*

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*(full name, signature, date)*

Annex 5 to  
the Description of the Procedure for the  
Administration  
of Lifelong Learning Programmes of Vilnius  
University

**(Model Form of the Certificate of  
Lithuanian)**



**Completion of the Programme in**

**VILNIAUS UNIVERSITETO  
KAMIENINIS PADALINYS**

**PAŽYMĖJIMAS**

**VARDENIS PAVARDENIS**

[data *arba* nuo-iki] dalyvavo \_\_ akad. val., \_\_ kreditų seminare

(išklausė / baigė kursą / programą / kėlė kvalifikaciją)

„[Pavadinimas]“

Įgytos kompetencijos:

Annex 6 to  
the Description of the Procedure for the  
Administration  
of Lifelong Learning Programmes of Vilnius  
University

**(Model Form of the Certificate of Completion of the Programme in English)**



**CORE UNIT  
OF VILNIUS UNIVERSITY**

**CERTIFICATE**

**FULL NAME**

attended the seminar

(completed the course/programme/improved qualification)

‘[Title]’

of \_\_ academic hours, \_\_ credits [on [date] *or* from-to]

Acquired competencies: