

APPROVED

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of the Pro-Rector for Studies of Vilnius University  
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the Pro-Rector for Studies of Vilnius University)

## **DESCRIPTION OF THE PROCEDURE FOR THE IMPLEMENTATION OF THE COURSE UNITS (MODULES) OF INDIVIDUAL STUDIES AND THE OPTIONAL COURSE UNITS (MODULES) OF STUDY PROGRAMMES AT VILNIUS UNIVERSITY**

### **CHAPTER I GENERAL PROVISIONS**

1. The Description of the Procedure for the Implementation of the Course Units (Modules) of Individual Studies and the Optional Course Units (Modules) of Study Programmes at Vilnius University (hereinafter the ‘Description’) sets out the procedure and rules for the implementation of the course units (modules) of individual studies and the optional course units (modules) of study programmes in the first-cycle and integrated study programmes at Vilnius University (hereinafter the ‘University’).

2. The Description is prepared in accordance with 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” (hereinafter the ‘Study Regulations of Vilnius University’), the Description of the General Requirements for the Provision of Studies, approved by Order of the Minister of Education and Science of the Republic of Lithuania No. V-1168 of 30 December 2016 “On the Approval of the Description of the General Requirements for the Provision of Studies” (as subsequently amended), 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 and the Repeal of Resolution of a Senate Commission of Vilnius University (meeting of 3 June 2004, Minutes No. 9) on the Procedure for Crediting Learning Outcomes at Vilnius University”, and other legal acts of the University and the Republic of Lithuania.

3. The plans of the University’s first-cycle and integrated study programmes must include the option of the course units (modules) of individual studies, the scope of which in credits is determined by the Study Regulations of Vilnius University. The course units (modules) of individual studies cannot be studied in the first and last semesters of the study programme. The study programme plans may also include optional course units (modules) of the study programme.

4. The funding of individual study activities at the University shall be ensured in accordance with the procedure established by the Rector of the University.

### **CHAPTER II DEVELOPMENT AND APPROVAL OF THE OPTIONAL COURSE UNITS (MODULES) OF STUDY PROGRAMMES AND THE COURSE UNITS (MODULES) OF INDIVIDUAL STUDIES**

5. The descriptions of the study programme’s optional course units (modules) to be selected by the students shall be prepared by the study programme’s teaching staff members and approved by the study programme committee (hereinafter the ‘Committee’).

6. By decision of the Committee, the compulsory or optional course unit (module) of the study programme may also be offered to students of other fields (study programmes) as a course unit (module) of individual studies – of another field. Taking into account the content of the course unit

(module) implemented in the study programme and the peculiarities of its implementation, the Committee may establish pre-requisites for admission to that course unit (module), applicable to students of other fields (study programmes), defining the previously acquired competencies and/or the required course units (modules) to be studied before admittance to this course unit (module);

7. The offer of the course units (modules) of individual studies – of the same study field (programme) – for the students of the study programme shall be formed by the Committee making a list of course units (modules) of individual studies – of the same study field (programme) – for the students of the study programme to select from as course units (modules) of individual studies – of the same study field (programme).

8. The descriptions of the course units (modules) of individual studies – interdisciplinary studies – shall be prepared by the core academic units of the University (hereinafter the ‘Units’) implementing the studies of these course units (modules) in accordance with the University’s legal acts.

9. Course units (modules) of individual studies – general university studies and foreign language (other than primary foreign language) studies – and their descriptions, in accordance with the procedure laid down in Items 10–12 of this Description, shall be developed and implemented by the Units implementing these course units (modules) (in the case of foreign language course units (modules) – by the Units implementing foreign language studies), and they shall be considered, approved, and removed by the council of the relevant Unit.

10. New course units (modules) of general university studies and foreign language (other than the first foreign language) course units (modules) may be developed and submitted to the deputy head of the Unit responsible for studies by a teaching staff member or a group of teaching staff members of the Unit.

11. The deputy head of the Unit responsible for studies shall, after assessing the need for the course unit (module) of general university studies or foreign language (other than the first foreign language) course unit (module) being submitted or implemented in the overall context of the course units (modules) implemented at the Unit and the qualitative data of this course unit (module), submit the course unit (module) to the head of the Unit, who shall submit it to the council of the Unit for consideration and approval.

12. The quality of general university studies course units (modules) and foreign language (other than the first foreign language) course units (modules) implemented at the Unit shall be ensured by the teaching staff member coordinating the course unit (module) and the deputy head of the Unit responsible for studies.

13. The principles, development, implementation, and improvement of new minor field study programmes shall be implemented following the procedure established in the Description of the Procedure for the Development, Implementation and Improvement of Study Programmes at Vilnius University and the Study Regulations of Vilnius University.

14. The course units (modules) of partial studies shall be prepared and offered to the students of the University in accordance with bilateral (or multilateral) agreements concluded between the University and other Lithuanian and/or foreign institutions of higher education.

### **CHAPTER III**

#### **STUDENT REGISTRATION TO THE OPTIONAL COURSE UNITS (MODULES) OF STUDY PROGRAMMES AND THE COURSE UNITS (MODULES) OF INDIVIDUAL STUDIES**

15. The optional course units (modules) of the study programme shall be administered in the register of optional course units (modules), created in the Study Information System of the University (hereinafter the ‘VUSIS’).

16. The course units (modules) of individual studies – of the same study field (programme), interdisciplinary studies, another field, general university studies, foreign language (other than the

first foreign language) – shall be administered in the register of course units (modules) of individual studies (hereinafter the ‘Register’), created in the VUSIS.

17. The Register must be updated no less than twice during the academic year, at least five working days before the registration of students to the course units (modules) of individual studies – of the same study field (programme), interdisciplinary studies, another field, general university studies, foreign language (other than the first foreign language), set out in Item 18.2 of the Description.

18. Student registration at the VUSIS shall take place:

18.1. to the optional course units (modules) of the study programme: from 1 May to 7 May for the autumn semester; from 1 December to 7 December for the spring semester;

18.2. to the course units (modules) of individual studies – of the same study field (programme), interdisciplinary studies, another field, general university studies, foreign language (other than the first foreign language): from 8 May to 14 May for the autumn semester; from 8 December to 14 December for the spring semester;

18.3. to the minor field studies: from 1 April to 30 April for the minor field studies starting in the autumn semester; from 1 November to 30 November for the minor field studies starting in the spring semester.

19. The date of registration to the course units (modules) of partial studies and the registration procedure shall be established by publishing them on the University’s website and/or in the VUSIS in accordance with the procedure established in the University’s legal acts and/or the agreements concluded by the University.

20. Students shall not register to and study their previously successfully completed optional course units (modules) of the study programme and course units (modules) of individual studies – of the same study field (programme), interdisciplinary studies, another field, general university studies, foreign language (other than the first foreign language), partial studies – except when the course unit (module) of individual studies is repeated due to not reaching the established learning outcomes threshold for a course unit (module) during the final assessment of learning outcomes of that course unit (module).

21. The registration to the optional course units (modules) of the study programme and the course units (modules) of individual studies – of the same study field (programme), interdisciplinary studies, another field, minor field studies, general university studies, foreign language (other than the first foreign language) – shall be implemented on a ‘first-come, first-served’ basis and following the established registration quotas. The registration quota shall not be applicable to those repeating the optional course units (modules) of the study programme and course units (modules) of individual studies – of the same study field (programme), interdisciplinary studies, another field, minor field studies, general university studies, foreign language (other than the first foreign language).

22. The final learning outcomes of the studies obtained by the student while studying course units (modules) of individual studies – of the same study field (programme), interdisciplinary studies, another field, minor field studies, general university studies, foreign language (other than the first foreign language) – shall be included in the calculation of the weighted average of learning outcomes and the ranking following the procedure established by the legal acts of the University.

23. A student whose learning outcomes of course unit (module) of individual studies contain a debt (academic debt) may liquidate this debt (academic debt) in accordance with the procedure established by the University’s legal acts.

24. In the course of registration to the course units (modules) of individual studies, students shall be allowed to change the course units (modules) of individual studies that they previously selected during the registration to the course units (modules) of individual studies. The selected course units (modules) of individual studies may also be changed after the completion of student registration to the course units (modules) of individual studies but no later than within the first two weeks of the semester in which the course unit (module) of individual studies is implemented:

24.1. changing the course unit (module) of individual studies – of the same study field, interdisciplinary studies, another field, minor field studies, general university studies, foreign

language (other than the first foreign language) – is done by the student by cancelling the previous registration to the course unit (module) of individual studies and by registering again to another course unit (module) of individual studies on the VUSIS;

24.2. changing the registration to the course units (modules) of the individual studies – partial studies – takes place in accordance with the procedure established by the University’s legal acts or bilateral (multilateral) agreements between the University and other Lithuanian and/or foreign institutions of higher education.

25. If the student does not select and register for the optional course unit (module) of the study programme or the course unit (module) of individual studies following the procedure set out in the Description, a debt shall be recorded in the learning outcomes of this course unit (module).

## **CHAPTER IV ADMINISTRATION AND IMPLEMENTATION OF THE COURSE UNITS (MODULES) OF INDIVIDUAL STUDIES AND THE OPTIONAL COURSE UNITS (MODULES) OF STUDY PROGRAMMES**

### **SECTION ONE ADMINISTRATION AND IMPLEMENTATION OF THE OPTIONAL COURSE UNITS (MODULES) OF STUDY PROGRAMMES AND THE COURSE UNITS (MODULES) OF INDIVIDUAL STUDIES – OF THE SAME STUDY FIELD (PROGRAMME) AND ANOTHER FIELD**

26. The Units implementing the optional course units (modules) of the study programme and course units (modules) of individual studies – of the same study field (programme) and another field – shall be responsible for the administration of these course units (modules) in the VUSIS.

27. In accordance with the procedure established by the Description, the Unit shall submit data on the course units (modules) of individual studies offered to the University students to the Register:

27.1. in the study programme plan, the Unit marks the compulsory and optional course units (modules) provided for in the major field study programme plan that are submitted to the Register for public selection by the University students as the course units (modules) of individual studies – of another field – following the Committee’s decision. Only the course units (modules) of the study programme field may be offered to be selected by the students;

27.2. the Unit sets a quota for the registration of students to the course unit (module) of individual studies (hereinafter the ‘registration quota’):

27.2.1. if a compulsory course unit (module) provided for in the study programme is proposed as a course unit (module) of individual studies – of another field, the Unit sets a registration quota for the University students registering to the course unit (module) as a course unit (module) of individual studies – of another field. For the students who study the course unit (module) as a compulsory course unit (module) of the study programme, no registration quotas are set and no registration is needed;

27.2.2. if the optional course unit (module) of the study programme is offered as a course unit (module) of individual studies – of another field, the Unit shall set two registration quotas:

27.2.2.1. a registration quota for students of the study programme who will study the course unit (module) as an optional course unit (module) of the study programme. The Unit sets the minimum quota of students to be registered to the optional course unit (module) of the study programme at the end of the registration period for that optional course unit (module) to be implemented (hereinafter the ‘implementation quota’).

27.2.2.2. a registration quota for other University students who will study the course unit (module) as a course unit (module) of individual studies – of another field;

27.3. the Unit uploads the description of the course unit (module) of individual studies of the University, indicates the lecturer(s) teaching the course unit (module) during the relevant semester, the language(s) of instruction, the form of implementation, and the schedule;

27.4. the Unit identifies the course units (modules) of individual studies which correspond, according to their content, to the compulsory or optional course units (modules) of the field of the study programmes implemented at the Unit and limits the possibility for the students of relevant study programmes to select these course units (modules) of individual studies;

27.5. when the head of the Unit (or their authorised deputy), no later than before the beginning of the semester in which the course unit (module) would be carried out, decides to suspend the implementation of the optional course unit (module) of the study programme or the course unit (module) of individual studies – of the same study field (programme), another field, the Unit, no later than within two working days after the decision is taken to suspend the implementation of this course unit (module), informs the students who have selected the course unit (module) about the suspension of this course unit (module) via the VUSIS.

28. The administration of applications, submitted by students seeking to liquidate, in accordance with the procedure established by the University's legal acts, a debt of the course units (modules) of individual studies or an academic debt obtained in another Unit, and their registration to the corresponding course units (modules) shall be carried out by the Study Administration Division of the University's Central Administration (hereinafter the 'Study Administration Division').

**SECTION TWO**  
**ADMINISTRATION AND IMPLEMENTATION OF THE COURSE UNITS (MODULES)**  
**OF THE INDIVIDUAL STUDIES – GENERAL UNIVERSITY STUDIES,**  
**INTERDISCIPLINARY, AND FOREIGN LANGUAGE (OTHER THAN THE FIRST**  
**FOREIGN LANGUAGE) STUDIES**

29. The Units implementing the course units (modules) of individual studies – general university studies, interdisciplinary, and foreign languages (other than the first foreign language) studies – and the Study Administration Division shall be responsible for the administration of these course units (modules) in the VUSIS.

30. The course units (modules) of individual studies – interdisciplinary, general university studies, and foreign language (other than the first foreign language) studies – shall be administered in the following order:

30.1. upon the approval of a new course unit (module) of interdisciplinary, general university studies or foreign language (other than the first foreign language) studies in accordance with the procedure established by the University's legal acts, the information about the approved course unit (module) is registered in the Register by the employees of the Study Administration Division;

30.2. upon the registration of a new course unit (module) of interdisciplinary, general university studies or foreign language (other than the first foreign language) studies in the Register, the Unit sets a minimum implementation quota for the implementation of the course unit (module);

30.3. at least ten working days before the start of student registration to the course units (modules) of interdisciplinary, general university studies or foreign language (other than the first foreign language) studies, the Unit provides the Study Administration Division via e-mail with information about the schedules, registration and implementation quota, the form of implementation, and the descriptions of the course units (modules) of interdisciplinary, general university studies or foreign language (other than the first foreign language) studies implemented during the relevant semester;

30.4. upon the completion of student registration and failure to meet the implementation quota in accordance with Item 30.2 of the Description and/or in the event of other significant circumstances, the head of the Unit (or their authorised deputy), on the proposal of the Study Division of the Unit, no later than before the beginning of the semester during which the course unit (module)

of interdisciplinary, general university studies or foreign language (other than the first foreign language) studies would be implemented, is allowed to make a decision to suspend the implementation of the course unit (module) of interdisciplinary, general university studies or foreign language (other than the first foreign language) studies;

30.5. upon the decision of the head of the Unit (or their authorised deputy) to suspend the implementation of the course unit (module) of interdisciplinary, general university studies or foreign language (other than the first foreign language) studies, the Unit, no later than within two working days after the decision is taken to suspend the implementation of this course unit (module), informs the students who have selected the course unit (module) about the suspension of this course unit (module) via the VUSIS.

31. The dates of the final assessment of the learning outcomes of the course units (modules) of individual studies – general university studies and interdisciplinary studies – shall be submitted to the heads of Units for approval by the Study Administration Division no later than during the first month of the study semester in which the course unit (module) of individual studies – general university studies and interdisciplinary studies – is implemented.

### **SECTION THREE IMPLEMENTATION AND ADMINISTRATION OF THE COURSE UNITS (MODULES) OF INDIVIDUAL STUDIES – MINOR FIELD STUDIES**

32. The Unit may organise the studies of the course units (modules) of the minor field study programmes by the minor field study programme students studying together with the students of the major field study programme of the respective study field or by them studying according to a separate schedule of the minor field study programme prepared by the Unit conducting the minor field study programme.

33. The learning outcomes of the course units (modules) of the major and/or minor study fields previously studied by the student may, following the procedure established by the University's legal acts, be credited as learning outcomes of the major and/or minor study programme, respectively.

34. A student who has prematurely terminated their studies in the minor field study programme and has not fully implemented the requirements of the minor field study programme must replace the course units (modules) of the minor field study programme with other course units (modules) of individual studies. The scope of these course units (modules) of individual studies must correspond to the scope of the course units (modules) of the minor field study programme that they did not take.

35. A student shall complete the minor field study programme upon having fulfilled all the requirements set out in the description of the minor field study programme.

36. A student who has completed the minor field study programme but has not completed the major field study programme shall be issued a Transcript of Academic Records in the form approved by the order of the Rector of the University (or their authorised Pro-Rector).

37. Additional data about the completed minor field study programme shall be included in the diploma confirming the degree of qualification acquired by the student who has completed the minor field study programme together with the major field study programme.

38. A student seeking to resume studies in the main study field programme in accordance with the legal acts of the University shall also have the possibility to resume studies in a minor field study programme. In order to resume studies in the minor field study programme, the student must submit an application for resumption of minor field studies addressed to the head of the Unit conducting the related minor field study programme. The final decision on the resumption of a student's studies in a minor field study programme shall be taken by the head of the Unit implementing the related minor field study programme. The outcomes of the course units (modules) previously studied by the student in the minor field study programme shall be credited in accordance with the procedure established by the University's legal acts upon the student resuming their studies in the minor field study programme.

39. In case a student suspends their studies or is placed on academic leave of absence in the major field study programme, the student's studies shall also be suspended or they shall be placed on academic leave of absence in the minor field study programme at the same time. Upon returning to resume the studies after an academic leave of absence or suspension of studies, the student, when filling in a request in the VUSIS for permission to resume studies in the major field study programme, shall also indicate whether they intend to continue their studies in the minor field study programme.

40. A student who goes to study at another higher education institution according to the coordinated content of studies (e.g. partial studies) during the period of study in a minor field study programme, when drawing up a plan on the coordinated content of studies, must take into account that such plan shall include course units (modules) of both major and minor field study programmes.

41. The Units implementing the minor field studies, the Study Administration Division, and the Study Quality and Development Division of the University's Central Administration (hereinafter the 'Study Quality and Development Division') shall be responsible for the administration of the minor field studies in the VUSIS.

42. The minor field studies shall be administered in the following order:

42.1. upon the approval of the minor field study programme by the Senate of the University, the information about the approved minor field study programme is uploaded to the VUSIS and the Register by the employees of the Study Quality and Development Division (or another responsible unit), whereas the employees of the Unit upload to the VUSIS the minor field study programme plan;

42.2. upon the registration of a new minor field study programme, the Unit establishes the registration and implementation quotas and records them in the Register;

42.3. upon the completion of student registration and failure to meet the implementation quota in accordance with Item 42.2 of the Description and/or in the event of other significant circumstances, the head of the Unit (or their authorised deputy), upon proposal from the Study Division of the Unit, no later than before the beginning of the semester during which the minor field study programme would be implemented, may decide to suspend the implementation of the minor field study programme;

42.4. upon the decision of the head of the Unit (or their authorised deputy) to suspend the implementation of the minor field study programme for newly admitted students, the Unit, no later than within two working days after the decision is taken, informs the Study Administration Division about the suspension of the minor field study programme for newly admitted students. Taking into account the information received, the Study Administration Division informs the students who have selected the suspended minor field study programme about the suspension via the VUSIS.

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