

**ORDER
OF THE PRO-RECTOR FOR STUDIES
OF VILNIUS UNIVERSITY**

**ON THE APPROVAL OF THE RULES FOR SENDING VILNIUS UNIVERSITY STUDENTS
FOR A PARTIAL STUDY PERIOD AT FOREIGN HIGHER EDUCATION AND RESEARCH
INSTITUTIONS**

No. R-277 of 8 May 2018
Vilnius

In accordance with Article 45(1) and 45(2) of the Statute of Vilnius University, Item 1(1) of Order of the Rector of Vilnius University No. R-252 of 15 June 2017 “On the Delegation of the Rector’s Mandate and the Formalisation of Decisions within the Assigned Areas of Activity and Administration”,

I hereby approve the Rules for Sending Vilnius University Students for a Partial Study Period at Foreign Higher Education and Research Institutions (attached).

Pro-Rector for Research, acting as
Pro-Rector for Studies

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RULES FOR SENDING VILNIUS UNIVERSITY STUDENTS FOR A PARTIAL STUDY PERIOD AT FOREIGN HIGHER EDUCATION AND RESEARCH INSTITUTIONS

CHAPTER I GENERAL PART

1. The Rules for Sending Vilnius University Students for a Partial Study Period at Foreign Higher Education and Research Institutions (hereinafter the 'Rules') shall regulate the conditions and procedure for sending Vilnius University (hereinafter the 'University') students for a partial study period at foreign higher education and research institutions (hereinafter 'Institutions'), as well as establish the rights and duties of student mobility organisers and students who are being sent.

2. All students of the University who are leaving for a partial study period at the Institutions are divided into two categories: exchange students and mobile students.

3. The European Credit Transfer and Accumulation System (ECTS) is the foundation for organising the partial studies of all students at the Institutions. The University applies the following ECTS principles and mechanisms when organising the mobility of its students: provides a learning outcome certificate in order to inform the Institution about the academic results of the student that is being sent, agrees on the study programme of the student at the Institution under a Study Agreement, and indicates the credits that the student must accumulate while studying at the Institution.

4. The mobility of University's exchange students shall be organised and coordinated by the international relations managers (hereinafter the 'IRO managers') of the International Relations Office of the University's Central Administration (hereinafter the 'International Relations Office') together with the student mobility coordinators (hereinafter the 'exchange coordinators') of the University's core academic units (hereinafter the 'Units'). Mobile students shall coordinate matters related to studies abroad with the exchange coordinator of the Unit where they are studying, in accordance with the Unit's procedures.

5. Key terms used in these Rules:

5.1. Grant Agreement – a bilateral agreement between the exchange student and the University, defining the procedure for the payment of and settlement for the scholarship to cover the student's living expenses during their partial studies at the Institution.

5.2. Candidate – a full-time student of a first-cycle, integrated, second-cycle, or doctoral study programme who has the right to participate in exchange programmes.

5.3. Mobile students – students who are sent for a partial study period at an independently selected Institution and who use their own funds to cover all their partial study costs and expenses of living abroad.

5.4. Exchange coordinator – a member of the Unit's staff responsible for providing assistance to the Unit's mobile and exchange students, as well as issuing and signing documents related to the partial studies at an Institution.

5.5. Exchange students – students sent for a partial study period at partner Institutions under the University's international bilateral agreements (hereinafter the 'bilateral agreements'), interinstitutional Erasmus+ agreements of Units (hereinafter the 'Erasmus+ agreements'), or other exchange programmes (Nordplus, ISEP, etc.).

5.6. Mobility period – a period intended for partial studies at an Institution.

5.7. Partner institution – foreign higher education and research institution with which the University has signed an interinstitutional cooperation agreement under one of the exchange programmes.

5.8. Ranking list – a list of students with the highest final course unit (module) grades, formed in accordance with the University's procedure for the rotation and ranking of students based on their learning outcomes.

5.9. Well-performing student – a student of the University with no debts.

5.10. Study Agreement – a trilateral study agreement concluded between the exchange student, the University, and the Institution, which sets out the exchange student’s partial study programme at the Institution.

5.11. IRO manager – a member of staff of the International Relations Office administering the University’s exchange programmes.

5.12. Other terms are used in the Rules as they are defined in the Statute of Vilnius University, the Study Regulations of Vilnius University, and other legal acts of the University.

CHAPTER II

CONDITIONS FOR LEAVING FOR A PARTIAL STUDY PERIOD ABROAD

6. All well-performing students of the University who are studying in a degree programme and who completed at least one course of the first cycle (Bachelor’s) study programme or one semester of the second cycle (Master’s) study programme may leave for a partial study period at Institutions if the exchange programme requirements and the internal regulations of the Unit do not provide otherwise. The legal acts of the Unit shall not establish requirements lower than those provided in the exchange programme(s).

7. Additional exchange programme selection criteria established by the Units must be published on the websites of the Units before the start of the selection process.

8. All well-performing students of the University may become mobile students, if the partial study programme completed in their independently selected Institution can be credited at the University and is coordinated with the Unit’s exchange coordinator in accordance with the procedure established at the Unit.

9. Students of the last semester of all study cycles may not be sent for a partial study period at Institutions, except where permission is granted by the study programme committee to leave for a partial study period in the last semester.

10. Prior to departure for a partial study period abroad, first cycle, second cycle, and integrated study programme students of the University must submit a prescribed-form application for being sent for a partial study period abroad to the Studies Office of their Unit (doctoral students – to the Doctoral and Postdoctoral Studies Office of the Department for Research and Innovation of the University’s Central Administration), coordinated with the Unit’s exchange coordinator, the major and minor (if any) study programme committee, and the IRO manager. Mobile students must coordinate their application for being sent for a partial study period abroad with the Unit’s exchange coordinator and the major and minor (if any) study programme committee.

11. Students studying in a professional study programme may not go to Institutions for a partial study period.

12. The total duration of a partial study period at an Institution cannot exceed 50 percent of the total duration of studies of the student in one study cycle. The total mobility period under the Erasmus+ exchange programme in one study cycle may not exceed 12 months (24 months in integrated studies).

CHAPTER III

SELECTION OF STUDENTS TO BE SENT FOR PARTIAL STUDIES

13. Information on student exchange programmes and participation conditions is published on the website of the University and/or on the websites of Units.

14. Student selection under the University’s bilateral agreements is carried out by the International Relations Office, which shall organise a competition twice per year, prepare information material about the selection process, establish selection criteria, consult students on the administrative matters of participating in bilateral exchanges, and nominate selected candidates for partner Institutions on behalf of the University.

15. Selection of students for Erasmus+ studies at Institutions shall be carried out by the exchange coordinators of Units according to the predetermined and published student selection criteria. The Unit’s exchange coordinator shall provide the IRO manager with a copy of the selection protocol used to nominate selected students to Institutions.

16. The selection processes of exchange students according to state, foreign, fund, and other

exchange programmes may be administered and conducted by institutions providing scholarships or their authorised International Relations Office with Unit exchange coordinators.

17. Students who participated in the Erasmus+ programme selection process have the right to appeal to the International Relations Office to review their selection competition results within 3 (three) working days after the results are published. The filed appeal shall be examined within 5 (five) working days from its receipt by the Appeal Commission, which is formed under the order of the Rector of the University or their authorised person. The Appeal Commission is comprised of two Unit representatives who did not participate in the initial selection commission, the IRO manager, and a representative of the University Students' Representation.

18. The Appeal Commission shall send its response to the student's appeal to review the selection competition results to the email address indicated in the student's appeal. The response to the student's appeal is considered delivered on the day after it is sent.

CHAPTER IV IMPLEMENTATION OF PARTIAL STUDIES ABROAD

19. In addition to other duties described in the Rules, students sent for a partial study period to Institutions shall also have the following duties:

19.1. familiarise themselves with publicly available information about the organisation of partial studies at Institutions;

19.2. provide the necessary documents to the IRO manager, the Unit's exchange coordinator, and the Institution's exchange coordinator according to the terms and procedures established in the legal acts regulating partial studies;

19.3. fulfil all the obligations provided in these Rules and agreements concluded between the University and the Institution;

19.4. ensure that any changes in the Study Agreement are immediately coordinated in writing with the Unit's and Institution's exchange coordinators;

19.5. inform the IRO manager and the Unit's and Institution's exchange coordinators in writing within one month after the student selection results are published on the IRO website, if the student decides to refuse to participate in the exchange programme. If a student fails to comply with this requirement, they shall lose the right to participate in the exchange programme student selection process for one year, excluding cases when the student refuses to participate in the exchange programme due to objective reasons (health issues, loss of a family member, etc.) or due to circumstances of *force majeure* abroad;

19.6. stay in the Institution for the entire established study period, including the period of the final assessment of learning outcomes. A student who wishes to terminate or shorten the partial study period at the Institution must contact the Unit's exchange coordinator and the IRO manager who shall inform the student about further actions and consequences related to the termination or shortening of partial studies at the Institution;

19.7. follow the rules and procedures established at the Institution;

19.8. take care of accommodation abroad, travel tickets, insurance, other documents necessary for the trip, and travel formalities;

19.9. exchange students returning after their partial studies abroad must provide a report on their studies at the Institution, if this is provided in the requirements of a relevant exchange programme;

19.10. if the Institution requires this, students leaving for a partial study period must inform the Institution about their academic results at the University by providing a certificate of their learning outcomes in English issued in accordance with the procedures established at the Unit.

20. Prior to the beginning of their studies at the Institution, exchange students must provide the IRO manager with a Study Agreement (doctoral students – an approved work plan) signed by the student, the Unit's exchange coordinator, and the Institution's exchange coordinator. Mobile students must coordinate the Study Agreement (for mobile doctoral students, a work plan) with the Unit's exchange coordinator.

21. The Study Agreement must indicate the partial study programme at the Institution and credits accumulated at the Institution. Students leaving for a partial study period must accumulate 60 credits within one academic year (30 credits per semester) if the student's study programme or exchange programme rules do not provide otherwise. The number of credits provided in the Study Agreement may be adjusted based on the number of credits the student has accumulated at the University and/or the Institution's requirements.

22. All changes to the Study Agreement must be coordinated with the exchange coordinators of the Unit and the Institution no later than five weeks after the beginning of the study period at the Institution (within 2 (two) weeks from the start of the module at Institutions implementing modular teaching). If relevant persons are not informed of the changes, or the changes are not coordinated with these persons in a timely manner, the University may not credit the learning outcomes achieved at the Institution.

23. If the partial study period at the Institution is extended, the Study Agreement must be changed, or a new Study Agreement must be concluded at least 1 (one) month prior to the end of the initial partial study period at the Institution.

24. The University shall credit the learning outcomes of the student achieved during the partial study period at the Institution if the student fulfils the partial study programme at the Institution, which is provided and coordinated in the Study Agreement, and receives a certificate on their learning outcomes issued by the Institution.

25. Exchange students who fail to provide the required documents by the beginning of the partial study period at the Institution may not continue with the exchange programme.

CHAPTER V EXTENSION OF THE PARTIAL STUDY PERIOD ABROAD

26. A student who left for partial studies at the Institution (excluding students of joint study programmes) shall have the right to extend their study period abroad, if their study period at the Institution does not exceed 50 percent of the total duration of the study cycle where the student is studying, in the following cases:

26.1. an exchange student shall have the right to extend their study period abroad upon their own initiative, i.e. by acquiring the status of a mobile student.

26.2. The exchange student's study period at the Institution may be extended if the total duration of studies at the Institution does not exceed one academic year and does not extend into the next academic year. If the student's extended study period at the Institution extends into the next academic year, the student must once again participate in the selection process.

26.3. A student who was sent to an Institution under the Erasmus+ programme may extend their partial study period if the extension period does not extend into the next academic year. Erasmus+ scholarship shall not be guaranteed during the extension period.

27. To extend their study period at the Institution, a student must provide the Unit's exchange coordinator with a letter from the Institution verifying its acceptance (permission), conclude a Study Agreement for the extension period, and other documents if required by an appropriate exchange programme.

28. Prior to the beginning of the extended study period at the Institution, the exchange student must provide the Studies Office of the Unit with an application to be sent for a partial study period coordinated with the Unit's exchange coordinator, major and minor (if any) study programme committee, and the IRO manager of an appropriate exchange programme.

CHAPTER VI CREDITING OF LEARNING OUTCOMES OBTAINED DURING PARTIAL STUDIES ABROAD

29. After returning from their partial studies at the Institution, a student must contact their Unit's exchange coordinator regarding the crediting of their learning outcomes obtained at the Institution abroad by providing the coordinator with a certificate on their learning outcomes issued by the Institution.

30. The crediting of the student's learning outcomes at the Institution shall be carried out by the

Unit's exchange coordinator in accordance with the Procedure for Crediting Learning Outcomes at Vilnius University.

31. If the student fulfilled all the formal requirements (concluded a Study Agreement, coordinated changes of the Study Agreement on time, successfully implemented the planned study programme), all the obtained qualitative assessments of learning outcomes (grades) and quantitative assessments (credits) shall be credited and included in the diploma supplement without converting the assessments of learning outcomes (grades) to the University's assessment system. The student's qualitative assessments of learning outcomes (grades) may be converted to the University's assessment system under an individual decision of the study programme committees. To convert their qualitative and quantitative assessments obtained at the Institution, a student shall have the right to apply in writing to the Unit's exchange coordinator, who shall convert the student's specified qualitative learning outcome assessments (grades) into the University's assessment system.

32. If an exchange student fails to fulfil their obligations provided in the Study Agreement and does not re-take the relevant examinations at the Institution, they must settle their debts upon returning from their partial studies in accordance with the procedures established in the University's Study Regulations.

33. An exchange student who does not agree with the crediting results of the study period at the Institution shall have the right to contact the IRO manager no later than 10 (ten) working days after the date of issue of the learning outcome crediting card, by filing an appeal regarding the revision of the crediting results. In this case, under the order of the Rector of the University or their authorised person, an Appeal Commission is formed comprising two Unit representatives, an IRO manager, a representative of the Student Academic Affairs Division of the University's Central Administration, and a representative of the University's Students' Representation.

34. The Appeal Commission shall provide its conclusions within 5 (five) working days from the date of submission of the application to revise the results of crediting of the study period at the Institution. Conclusions shall be sent to the email indicated in the student's application.

35. None of the decisions of the management of the Unit related to the examined crediting results of the study period at the Institution shall have effect in respect of the student until a decision is passed by the Appeal Commission.

36. The International Relations Office shall provide consultations on matters related to the crediting of learning outcomes of the study period at the Institution.

37. By considering the differences in the terms and deadlines of study periods, examination sessions, and issue of learning outcome certificates at Institutions, the Unit's exchange coordinator who signed the Study Agreement must apply the terms and deadlines of the crediting of the study period in a way that prevents the unjustified violation of the interests of the student returning to the University after their partial studies at the Institution.

CHAPTER VII PROVISION OF INFORMATION AND CONSULTATIONS TO STUDENTS

38. The IRO manager and the Unit's exchange coordinator shall be jointly responsible for preparing and publishing informational material, organising information seminars, and providing consultations to students when preparing documents for partial studies at Institutions.

39. The International Relations Office and the exchange coordinators of the Units must ensure that a student is properly informed about the academic requirements of the University and the Institution prior to the beginning of the partial study period at the Institution.

40. The Unit's exchange coordinator shall be responsible for the conclusion of agreements of its Unit with Institutions regarding student exchange, selection of a suitable Institution, signing of Study Agreements, and crediting of the study period at the Institution.

41. The International Relations Office shall coordinate the conclusion of the University's bilateral agreements and their publication on the website of the University.

42. According to the University documentation plan, all documents of students who participated in the student selection process and were sent to Institutions must be stored for five years. This period shall be calculated from the beginning of the academic year during which the student was sent to an Institution for partial studies.

43. Documents of the partial studies of mobile students studying at Institutions shall be stored in Units according to the procedures established in these Units.

CHAPTER VIII

FINANCIAL CONDITIONS OF LEAVING FOR A PARTIAL STUDY PERIOD

44. According to the procedures established in the University Scholarship Regulations, all students sent to Institutions for a partial study period shall be guaranteed uninterrupted payment of other types of scholarships and/or loans during their partial studies abroad. If the student uses their own funds to cover their cost of tuition at the University, they must pay the cost of tuition for the number of semesters that their partial studies will last at the Institution, prior to the beginning of the partial studies at the Institution. The head of the Unit shall have the right to exempt the student who is leaving for a partial study period at an Institution from paying the University tuition fee, or to reduce the amount of this fee.

45. Students who are eligible for scholarships under the exchange programme shall sign a Grant Agreement which defines the conditions for scholarship payment and settlement.

46. Scholarship amounts are published on the website of the University.

47. Exchange students shall not pay any academic fees to Institutions (fees for examinations, laboratory use, libraries, etc.) and shall receive partial financial support (scholarship) from the University or Institution if this is provided in the student exchange programme.

48. Mobile students shall pay the Institution all academic fees related to their partial studies at the Institution, as well as cover other expenses of living abroad according to the requirements of the Institution.

49. Students who are leaving for partial studies at Institutions may apply to state and private funds for loans and other financial support in order to fund their study period abroad.

50. During the ranking of students, a student who has returned to the University after their partial study period abroad shall be ranked during the first semester after their return according to the weighted average of their learning outcomes of the last semester studied at the University. Qualitative learning outcomes of studies abroad shall not be included in the ranking of students or in the diploma supplement when calculating the distribution of learning outcomes assessments (grades) for graduates.
