

APPROVED BY
Resolution No. SK-2012-12-12 as of 21 June 2012
of the Senate Commission of Vilnius University
(version of Resolution No. SPN-73 as of 14 December 2021
of the Senate of Vilnius University)

DESCRIPTION OF THE PROCEDURE FOR THE IMPLEMENTATION OF MINOR FIELD STUDIES AT VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Implementation of Minor Field Studies at Vilnius University (hereinafter – the Description) shall regulate the principles and procedures for the implementation and administration of concurrent studies at Vilnius University (hereinafter – the University), where students of University are provided with conditions and opportunities to study a programme of another study field in addition to the programme of the study field they are studying.

2. The Regulations have been prepared in accordance with the General Requirements for the Conduct of Studies, approved by Order No. V-1165 as of 30 December 2016 of the Minister of Education and Science of the Republic of Lithuania “On Approval of Description of General Requirements for the Provision of Studies” (with further amendments), the Study Regulations of Vilnius University, approved by Resolution No. SK-2012-12-8 as of 21 June 2012 of the Senate Commission of Vilnius University “On the Study Regulations of the Vilnius University” (with further amendments) (hereinafter – Study Regulations of the Vilnius University), as well as other legal acts of the Republic of Lithuania and the University.

3. Terms used in the Description:

3.1. **Minor field studies** – a part of the first cycle study programme, which consists of compulsory and (or) optional study course units (modules) of the study field provided by the organizers of this part of the study programme.

3.2. **Minor field study programme** – a combination of compulsory and (or) optional course units (modules) developing the competencies of a specific study field, which does not coincide with the student’s major field study programme.

3.3. other terms used in the Regulations correspond to the terms defined in the Law on Education and Research of the Republic of Lithuania and other legal acts of the Republic of Lithuania and the University.

4. The minor field study programme shall consist of the major field study programme in a relevant study field or study course units (modules) taught at the University (if there is no major field study programme of that study field). The scope of a minor field study programme shall be determined by the Study Regulations of Vilnius University.

5. The minor field study programme shall be prepared and approved following the procedure established by the University’s legal acts.

CHAPTER II ADMISSION, SUSPENSION AND TERMINATION OF MINOR FIELD STUDIES

6. Students of the first cycle and integrated study programmes whose major field study programme provides for such an option may study in a minor field study programme by choosing one of the related minor field study programmes offered by the University. In cases where the major field study programme does not provide for the possibility to choose a minor field study programme, the student shall have the right to apply to the major field study programme committee (hereinafter – the Committee) for permission to study a minor field study programme instead of the particular major field study programme course units (modules). If the Committee approves, the student shall be

enrolled for the minor field study programme by the Core Academic Unit of the University (hereinafter – the Unit) conducting the minor field study programme after receiving the student’s application from the Unit conducting the major field study programme and the relevant approval from the Committee.

7. The conditions, criteria and procedures for admission to minor field study programmes shall be detailed in the descriptions of minor field study programmes, approved by the Senate of the University.

8. Students shall independently enrol for minor field study programmes in the University’s Study Information System (hereinafter – VUSIS) one semester before their beginning.

9. Enrolment for the minor field study programmes, starting in the Autumn semester, starts on 31 March and ends on 31 May of the current calendar year. Registration for the minor field study programmes, starting in the Spring semester, shall take place from 1 October to 31 December of the calendar year. In the case of compelling reasons, the Units may set a different deadline for the end of registration for the related studies by informing the Department of Study Administration of the Central Administration of the University, which shall publish these deadlines on VUSIS.

10. The rights and obligations of the student during the study of a minor field study programme shall be regulated by the agreement on minor field studies (hereinafter – the Agreement) concluded between the student and the University, the standard form of which shall be approved by an order of the Rector of the University, or the Pro-Rector authorised by the Rector. The Agreement must be concluded no later than within the first two weeks of the semester in which the student starts the minor field study programme.

11. If the Student terminates the Study Agreement of a major field study programme, the Agreement shall be terminated at the same time, unless the Study Agreement in a major field study programme is terminated to modify the provisions of the Special Part of the Study Agreement of major field study programme.

12. A student who wishes to resume studies in a programme of the main study field following the University’s legal acts shall also have the possibility to resume studies in a minor field study programme. To resume a minor field study programme, a student must apply for resumption of minor field studies addressed to the head of the Unit, running the related minor field study programme.

13. 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, running the related minor field study programme. Upon resumption of a student’s studies in a minor field study programme, the results of study course units (modules) previously studied in the minor field study programme shall be credited following the procedure established by the legal acts of the University.

14. If a student is suspended or placed on academic leave in the major field study programme, the student’s studies shall also be suspended or placed on academic leave in the minor field study programme at the same time.

15. When returning to continue studies after academic leave or suspension of studies, the student, when filling in the VUSIS a request for permission to resume studies in the major field study programme, also indicates whether he/she intends to continue his/her studies in the minor field study programme.

CHAPTER III ORGANISING AND IMPLEMENTING MINOR FIELD STUDIES

16. Following the procedure established by the legal acts of the University, an individual study plan may be drawn up for a student studying in a minor field study programme, covering his / her studies in the University minor field study programme.

17. A student who goes to study at another higher education institution according to the harmonized study content (for example, exchange studies) during the period of study in a minor field

study programme and when drawing up a coordinated study content plan must take into account that this plan includes study course units (modules) of both major and minor fields study programmes.

18. The study course units (modules) of the minor field study programme may be studied together with the students of the undergraduate major field study programme of the respective study field or by studying according to a separate schedule of the minor field study programme prepared by the Unit implementing the minor field study programme.

19. The study results of the study course units (modules) of the major and (or) minor study fields studied by the student may, following the procedure established by the legal acts of the University, be credited as study results of the major and (or) minor study programme, respectively.

20. The student's final study results obtained during the studies in the minor field study programme are 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.

21. A student seeking to liquidate the debt and (or) academic debt of the study results of a minor field study programme may do so following the procedure established by the legal acts of the University.

22. A student who has terminated the Agreement prematurely and has not fully implemented the minor field study programme shall replace the unexamined study course units (modules) of the studied minor field study programme with other course units (modules) of the major field study programme, other study fields and (or) general university studies course units (modules). The scope of these study course units (modules) must correspond to the volume of unexamined study course units (modules) of the minor field study programme.

CHAPTER IV COMPLETION OF MINOR FIELD STUDIES

23. A student shall graduate from a minor field study programme after having fulfilled all the requirements set out in the description of the minor field study programme. In cases where the requirements of the description of the minor field study programme do not provide for a final thesis (final exam), the confirmation of completion of the related study in VUSIS shall be established by an order of the Head of the Unit running the minor field study programme.

24. Students who have completed the minor field study programme but have not completed the major field study programme shall be issued a Transcript of Records in the form approved by the order of the Rector of the University or authorised Pro-Rector of the University

25. For students who have completed the major field study programme together with the minor field study programme, the diploma certifying their qualification degree shall contain data on the completed minor field study programme.
