

*APPROVED by
Pro-Rector for Studies of Vilnius University
on the 23rd of June 2017, Order No. R-273*

DESCRIPTION OF PROCEDURE FOR THE IMPLEMENTATION OF GENERAL UNIVERSITY STUDIES AT VILNIUS UNIVERSITY

I. GENERAL PROVISIONS

1. The description of procedure for the implementation of general university studies at Vilnius University (hereinafter – Description) establishes the procedures for the execution, organization and administration of general university study course units (modules), as well as the rights, obligations and responsibilities of persons associated with them.
2. The Description was prepared in accordance with the Concept of General University Studies of Vilnius University approved by Resolution No. S-2016-1-2 of the University Senate of 19 January 2016.
3. General university studies (hereinafter – GUS) specified in the Description are the formation of an outlook that corresponds with the vision of Vilnius University (hereinafter – University), as well as the development of erudition and creativity in all the first cycle and integrated study programmes of the University.

II. ORGANIZATION OF GUS COURSE UNITS (MODULES)

4. All first cycle and integrated study programme plans may provide the possibility to choose no more than one GUS course unit (module) during the first semester of studies, and no more than two GUS course units (modules) per semester during other semesters.
5. The academic classes of GUS course units (modules) are held according to the timetable established by the core academic unit of the University (hereinafter – Unit), but only on Thursdays and Fridays from 15:00. Under a mutual agreement between the lecturer coordinating the GUS course unit (module) and all the students who selected the GUS course unit (module), GUS course unit (module) seminars may be held at another time if no students who selected the GUS course unit (module) object to this.
6. GUS course unit (module) examination dates are set by the Student Academic Affairs Unit within the Central Administration of the University (hereinafter – Student Academic Affairs Unit) no later than 5 (five) days until the deadline for publishing a class schedule of an appropriate semester.
7. GUS course unit (module) student flow quotas are established for each semester by a Unit implementing the GUS course unit (module), however the minimum number of students per GUS course unit (module) cannot be less than 50 (fifty) students. It is recommended that a GUS course unit (module) seminar group does not exceed 25 (twenty-five) students.
8. Information about the schedules of the academic classes of GUS course units (modules) held during an appropriate semester (Annex 1 to the Description) shall be submitted by the Unit to the Student Academic Affairs Unit via e-mail at least 10 (ten) working days until the beginning of student registration to GUS course units (modules).

III. ADMINISTRATION OF GUS COURSE UNITS (MODULES)

9. The Unit must appoint at least one GUS administrator responsible for the provision of information on GUS course units (modules) implemented in the Unit to the Student Academic Affairs Unit, and for the administration of GUS course units (modules) in the Studies Unit.
10. Information on GUS course units (modules) carried out during an appropriate semester is provided in the University's study information system (hereinafter – VUSIS) by forming an

electronic catalogue of GUS course units (modules) of an appropriate semester (hereinafter – electronic catalogue):

- 10.1. information on the implemented GUS course units (modules) is provided in the electronic catalogue according to the information provided by the Units implementing them;
 - 10.2. an electronic catalogue is formed twice during the academic year at least 3 (three) working days before the beginning of student registration to GUS course units (modules);
 - 10.3. an appointed employee of the Student Academic Affairs Unit shall be responsible for the formation and administration of the electronic catalogue in VUSIS.
11. By considering the objectives of a specific study programme and its developed competences, under the decision of the study programme committee, a list of GUS course units (modules) with a scope of 30 credits may be formed for students of an appropriate study programme where the students are able to choose their GUS course units (modules):
 - 11.1. GUS course units (modules) specified in the electronic catalogue may be attributed to a specific study programme;
 - 11.2. The list of GUS course units (modules) may be formed from at least 30 (thirty) credits, i.e. from at least 6 (six) GUS course units (modules);
 - 11.3. A GUS administrator of an appropriate Unit shall be responsible for the administration of the list of GUS course units (modules) for a specific study programme in VUSIS;
 - 11.4. The list of GUS course units (modules) must be formed at least 2 (two) working days before the beginning of student registration to GUS course units (modules).
 12. Information in the electronic catalogue is updated as necessary:
 - 12.1. The list of GUS course units (modules) carried out during an appropriate semester – until the beginning of student registration to GUS course units (modules);
 - 12.2. Information on the organization of GUS course units (modules) – until the beginning of student registration to GUS course units (modules).
 13. If the minimum number of students is not reached (based on the minimum GUS course unit (module) student flow quota established by the Unit) or due to other justified reasons, the execution of a GUS course unit (module) may be cancelled under the decision of the Unit's GUS administrator no later than within the first two weeks of the semester during which the GUS course unit (module) is carried out.
 14. After a GUS course unit (module) is cancelled, the Unit's GUS administrator shall inform a responsible employee of the Student Academic Affairs Unit and students who registered for the GUS course unit (module) no later than within 2 (two) working days.

IV. STUDENT REGISTRATION TO GUS COURSE UNITS (MODULES)

15. Students shall register to a GUS course unit (module) via VUSIS:
 - 15.1. for the autumn semester – within the first two weeks of May;
 - 15.2. for the spring semester – within the first two weeks of December.
16. Registration to a GUS course unit (module) is carried out in accordance with the principle of priority.
17. Students are registered to a GUS course unit (module) by following the student flow quota set by the Unit implementing the GUS course unit (module) according to paragraph 7 of the Description. After the appropriate student flow quota is reached, registration to a GUS course unit (module) will be stopped. Students repeating a GUS course unit (module) shall be included in the student list of an appropriate GUS course unit (module) regardless of the student flow quota.
18. GUS course units (modules) selected until the end of the student registration deadline established in paragraph 15 of the Description may be changed by cancelling the student's last registration in VUSIS and registering the student to new GUS course units (modules).
19. Under reasonable circumstances (e.g., when there are inconsistencies between the schedules of academic classes, when the Unit cancels the selected GUS course unit (module), etc.), selected GUS course units (modules) may be changed at the end of the student registration deadline

provided in paragraph 15 of the Description, but no later than within the first two weeks of the semester during which the GUS course unit (module) will be carried out. In order to change a GUS course unit (module), the student must:

- 19.1. contact the GUS administrator of the Unit whose course unit (module) the student wishes to cancel with a request to remove him from the list of students of the selected GUS course unit (module);
 - 19.2. contact the GUS administrator of the Unit whose course unit (module) the student wishes to select with a request to register him to the selected GUS course unit (module).
20. Students who fail to select GUS course units (modules) provided in the study programme plan shall have a registered debt of a certain number of GUS course unit (module) credits at the end of the first two weeks of an appropriate semester.

V. FINAL PROVISIONS

21. This Description shall come into force after it is approved according to the procedures established by the legal acts of the University.

