

DESCRIPTION OF PROCEDURE FOR ORGANISATION OF MINOR STUDIES

I. GENERAL PROVISIONS

1. The *Description of procedure for organisation of minor studies* (hereinafter Description) has been designed in compliance with the Law on Higher Education and Research of the Republic of Lithuania, VMU Study Regulations and other legal acts which regulate studies.
2. Minor study programmes are designed by university units who perform studies; they are approved by the Faculty Council.
3. Minor study programmes consist of courses taught in the first-cycle or integrated study programmes of a particular study field.
4. If minor field studies are included in the study programme, i.e. the programme foresees and indicates the provision of prospective minor field studies (including minor studies in pedagogy which aim at providing teacher qualification), their volume shall be 60 credits. If the study programme does not foresee minor field studies, and the student chooses minor studies not according to their study programme, the volume of such studies shall be not more than 40 credits.
5. University *artes liberales* study courses studied in the major study programme may be recorded as the courses of the minor study programme.
6. A student who has chosen minor studies on his/her free will shall use credits allocated for university *artes liberales* Group B study courses (16 ECTS) for these studies.
7. Upon completion of minor studies, the student shall be issued a certificate testifying the completion of a minor study programme.

II. ORGANISATION OF MINOR STUDY PROGRAMMES FOR STUDENTS

8. If minor studies are not included in the study programme, a student is free to choose a minor study programme from the list of minor study programmes offered in the current academic year. The student shall study one chosen minor study programme free of charge. The second and more minor study programmes may be chosen with a status of an unclassified student, paying the tuition fee for minor studies.
9. Minor field studies which are included in the study programme shall be provided according to the study plan designed in the study programme. If minor studies are not included in the study programme and the student chooses the programme on his/her own will, he/she may start minor studies from any semester, taking into account the time necessary to complete them.

10. A minor study programme may be chosen by students of the first-cycle and integrated studies. They may continue studies and complete the minor study programme free of charge while studying in the second-cycle studies.
11. The student who intends to choose minor studies shall submit the application to the Dean of the Faculty he/she studies in. The application shall be submitted no later than the start of the registration for the next semester study courses.
12. Having chosen to study in a minor study programme, the student shall address the university unit which is responsible for the programme and agree on the sequence in which he/she intends to study the courses of the minor study programme.
13. The student shall register for minor study programme courses following the general procedure of registration to study courses (having obtained a permission to study and agreed on the sequence of studies with the unit responsible for the minor programme). Time and place of the minor study programme courses shall be announced in the general study timetable.
14. The student shall be admitted to minor studies within the first two weeks of the semester on the basis of the Rector's Order issued under provision of the Dean of the Faculty the student studies in.
15. If the student receives an academic debt from a minor study programme course and repeats it, he/she shall pay in accordance with the *Description of procedure for paying and reimbursement of tuition fees*, approved by Rector. The fee is calculated on the basis of the course volume and the cost of a credit, which is depends on the field of study and the contract between the student and the University.
16. Evaluations received for the courses of the minor study programme shall be included in the semester grade point average and recorded in the diploma supplement.
17. While on academic leave, the student may study courses of the minor study programme under an unclassified student's status.
18. If a student intends to terminate his/her minor studies, he/she shall submit a motivated deregistration request to the Dean of his/her Faculty. The student shall be deregistered from minor studies by the Rector's Order issued under the Dean's provision.
19. After terminating the minor studies and having academic debts from the minor study programme courses, the student shall liquidate them by retaking the same course or by choosing any other course from university *artes liberales* study course list, having paid the fixed tuition fee determined in the *Description of procedure for paying and reimbursement of tuition fees*, approved by Rector.
20. If a student intends to resume the terminated minor studies, he/she shall submit an application as specified in paragraph 11 and continue the same minor study programme studies free of charge.
21. If a student who terminated minor studies intends to study in another minor study programme, he/she shall pay for the credits of the newly chosen minor study programme which have already been used up while studying in the terminated minor study programme.
22. A minor study programme certificate that testifies the completion of studies shall be issued by the Rector's Order under the Dean's provision. The certificate shall be awarded together with a diploma and a diploma supplement on the date scheduled in the academic calendar.

III. ORGANISATION OF MINOR STUDY PROGRAMMES FOR UNCLASSIFIED STUDENTS

23. An unclassified student in the minor study programme is
 - 23.1. a person who has no VMU student status and is studying in a minor study programme;
 - 23.2. a VMU student who has chosen to study in a second or more minor study programmes;
 - 23.3. a VMU student on academic leave, taking courses of the minor study programme;
 - 23.4. a student from another university.
24. An unclassified student shall pay for all credits of the minor study programme. The tuition fee depends on the field of science the chosen courses of the minor study programme belong to and the date on which the unclassified student and the University signed the agreement.
25. An unclassified student who has chosen to study in the minor study programme shall address the university unit which provides the minor study programme and agree on the sequence in which the student intends to study the courses of the minor study programme.
26. An unclassified student who intends to take minor studies shall submit an application to the Studies Department requesting permission to attend the chosen minor study programme courses according to an individual plan of studies. The application shall be submitted during the first two weeks each semester. Having paid the calculated tuition fee for the credits of the chosen courses and having been admitted to the minor studies by the Rector's Order, the unclassified student signs an agreement with the University.
27. A minor study programme certificate that testifies the completion of minor studies shall be issued by the Rector's Order under the Dean's provision. The certificate shall be awarded together with the academic transcript.

IV. FINAL PROVISIONS

28. This Description shall be followed by all university units who provide and administer minor studies.
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