

ORDER ON ORGANIZATION OF INDIVIDUAL STUDIES

I. GENERAL PROVISIONS

1. Order on organization of Individual Studies (hereinafter – Order) is prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, the Statute of Vytautas Magnus University (hereinafter – University), Study Regulations of University studies and other legal acts regulating studies.
2. Individual studies are the studies based on *artes liberales* study principles and tutorship; their aim is to acquire additional knowledge and skills necessary to prepare for further academic and professional activities. Individual studies are undertaken taking into consideration of the student's needs, inclinations, and possibilities according to an additional study plan, which is not a part of the main study programme chosen by the student.
3. Plan of individual studies is a study plan designed for each student personally by his/her tutor (supervisor); it indicates study subjects, research projects, scientific research, and special courses necessary to reach the predetermined aims.
4. Tutor of individual studies is a professor, an international-level researcher, an acknowledged artist, or an experienced pedagogue. The tutor consults the student on academic questions, helps to design an individual study plan, supervises student's research or projects, shares his/her experience, and creates conditions for the student to reach his/her aims.
5. Individual studies are organized by *Academia cum laude* and faculties.
6. *Academia cum laude* is a group of scholars and researchers of the highest level headed by the Head elected by all members for a three-year term of office. Academy members, i.e. tutors, are offered by faculties. Academy members are responsible for the organization of the highest-level scientific, artistic, and topical discussions and events; they create conditions for the students to communicate with world-famous representatives of science, art, and politics. This group operates on the basis of science cluster practice, which already exists at the University.
7. The aim of *Academia cum laude* is to create conditions for students to try various academic and cultural combinations in order to reach a possibility to think in a broader and interdisciplinary way rather than to obtain fast specialization; interdisciplinary interactions are guaranteed by various combinations of scientific areas.

II. PROCESS OF INDIVIDUAL STUDIES ORGANIZATION

8. In individual studies headed by the tutor, the student studies in parallel with the main study programme; he/she studies the study subjects chosen according to the designed plan, participates in scientific activities and conferences with the tutor, prepares projects, and performs scientific and other research.
9. An individual studies plan is designed by the tutor for the student individually, taking into consideration the student's needs, inclinations, and the aims that he/she wants to reach. The individual study plan consists of the study subjects taught at the University and research projects, scientific research, and special courses. The study subjects taught at the University and chosen by the student outside his/her study programme comprise not more than 50% of individual studies volume. The volume of individual studies is from 40 to 60 ECTS credits.
10. Individual studies for the first-cycle students are free of charge.

11. Individual studies may be chosen by the first-cycle and integrated studies students from the second semester, but not later than the sixth study semester. The student can continue and finish individual studies when studying in the Master's programme at the University. If he/she does not finish individual studies with the main programme of the first-cycle, he/she will not be awarded the individual studies certificate.
12. Only the students who are motivated and prepared are selected for individual studies. Student selection is organized by *Academia cum laude*. The selection is performed by a member group of 7-10 tutors delegated by the majority and a student representative, taking into consideration the topics indicated in students' applications. The selection group is formed for one year, at the beginning of each school year. Student selection is performed during the first week of the semester. Selection criteria are the following: motivational letter, interview, and the average of marks of the last semester.
13. Faculties announce the list of tutors and the areas of their scientific activity in advance. Each faculty suggests 1-5 tutors, taking into consideration the results of scientific, pedagogical, and societal activities and international recognition. The number of candidates depends on the number of different science fields implemented at the faculty. One tutor supervises not more than five students. Tutor's work is equated to individual consultations and a special course.
14. The students who intend to study in the individual studies provide an application to the Head of *Academia cum laude* to participate in the competition and indicate the tutor. The student may indicate several tutors on priority basis. Students may also be recommended by faculty deans.
15. The selected students are accepted to individual studies during the first two weeks of the semester by Rector's order with the provision of the Head of *Academia cum laude*.
16. The tutor prepares an individual studies plan for the whole study period. The plan is approved by the Head of *Academia cum laude*. The students are registered to the individual study subjects during the first two weeks of the semester in agreement with the Dean of the Faculty. The application is provided to the Office of Academic Affairs.
17. The study plan can be changed with the permission of the Head of *Academia cum laude* until the beginning of the running semester.
18. Subject evaluations of individual studies programme are calculated into semester average and included into diploma supplement.
19. The student who wants to terminate individual studies provides an application to the Head of *Academia cum laude*. The student is removed from the studies by the Rector's Order with the provision of the Head of *Academia cum laude*.
20. The students are awarded a certificate after finishing individual studies.
21. Individual Studies Certificate is issued by the Rector's Order with the provision of the Head of *Academia cum laude*. The certificate is awarded with a diploma and diploma supplement at the time indicated in the academic calendar.

III. FINAL PROVISIONS

22. Students, academic subdivisions of the University which organize individual studies, *Academia cum laude* and the Office of Academic Affairs follow the Order on Individual Studies Organization.