ENROLLMENT INTO STUDY SUBJECTS, SEMINARS, AND LABORATORY WORKS
2019/2020 Spring semester

Enrollment will be performed online only, having connected to VMU Students' Self-service Portal at: https://studentas.vdu.lt, except for Education Academy* students, accepted before 2017 for studies organized in Vilnius.

A username is: **name.surname** (lowercase, no Lithuanian alphabet letters) and a password.
If a student has forgotten the password, he/she can set up a new one at the site: https://pagalba.vdu.lt/. Instructions are available at: https://pagalba.vdu.lt/pagalba/pasto_migravimas.pdf. If the student still fails to connect to his/her account, he/she has to address the staff of the Student Centre via email: migration@vdu.lt, studentas@vdu.lt, by phone 837 751 175, or in person at S. Daukanto g. 27, Room 206.

THE STAGES OF ENROLLMENT:
- For full-time and part-time students of bachelor and integrated studies
- For full-time and part-time students of master studies
- For full-time students of professional studies
- For free-movers
- For exchange students

FROM	TO
STAGE I Main enrollment into study subjects, seminars, and laboratory works:	
27 January 2020	**2 February 2020, midnight**
STAGE II Final revision of enrolled subjects, crossing out of undesirable subjects and enrolling into the vacancies of study subjects, seminars and laboratory works:	
4 Februaryt 2020	**9 February 2020, midnight**

The following criteria are applied in both stages of enrollment:
1. **Higher year of studies** (priority is given to senior students);
2. **Average of penultimate semester (2019 spring) marks** (priority is given to students who have a higher average; for first-year students – higher competitive score).

Over the course of enrollment, students must check:
- If their name is included in the subject of their priorities;
- If other students with higher marks "have not pushed you out" of the subject.

In the second stage, a student with higher priority shall not push out a student with lower priority who enrolled in the first stage; it is noteworthy that should a student remove himself/herself from a study subject, he/she will not get the same place should he/she want to re-enroll.

A student must keep following his/her enrollment on every subject list in the course of all stages. If he/she finds his/her name below the line of students enrolled in the subject (**"NOT LISTED"**), it is possible that in due course a student will get onto the list (**"LISTED"**).

After stage I of enrollment is over, Group A subjects and elective study field subjects (Group C) with a small number of enrolled students might be removed from the list of subjects offered that semester. Please follow the announcements after this stage of enrollment.

The teachers cannot enroll or remove students from the study subject!

<u>Important information:</u>

1. Students and free-movers enrolled into study courses that include seminars and/or laboratory work **must register for them separately** by choosing a particular group. The cumulative volume of the course in credits (the lecture + laboratory works; seminars) can be seen next to the lecture.

2. **Enrollment in foreign language courses:**
    - First-, second- and third-year students of bachelor and integrated study programmes who begin studying English at a higher level than A1 must acquire level C1 of academic English;
    - Students of bachelor and integrated study programmes who start studying English at level A1 or those who entered the University in 2015 or prior must acquire level B2 of academic English;
    - A student must choose not less than 12 and not more than 24 credits from the subgroup of foreign languages;
    - The university offers free and paid language courses; the list of free languages is approved by the Rector's order. Should a student enrol in paid language courses, she/he has to present a confirmed electronic statement of his/her free credits for languages or the payment receipt (2 BSP for 6 ECTS) for the chosen course before the end of registration. First-year students of bachelor and integrated study programmes do not have to present the electronic statement for English courses in autumn semester;
    - Students who enrol in a paid language course but do not pay the course fee or do not present the electronic statement confirming their free credits for language studies shall be removed from that language course after the first month of the semester and shall pay the fee for the elapsed period of the course.
    - International students have a priority for language courses taught via English. Lithuanian-speaking learners can only register if the group is not full.

3. Before enrolling into subjects, each student, while compiling his/her individual study plan, shall have to choose subjects the volume of which is:
    - For full-time student - **not less than 24 and not more than 36 credits per semester**. The recommended total volume of one year full-time studies is **60 credits**. For students who study in minor or individual studies, the volume of semester study credits should not exceed **42 credits**.
    - For part-time student - **not less than 14 and not more than 26 credits per semester**. The recommended total volume of one year part-time studies is **45 credits**.

*Registration for EA students, accepted before 2017 for studies organized in Vilnius, to elective courses is completed, administrators will register for other study subjects.

Studies Department