

APPROVED BY
Decision No. 4-4 of May 3, 2017,
of Vytautas Magnus University Senate
Decision No. SEN-N-4 of January 26, 2022,
of Vytautas Magnus University Senate
New version

DESCRIPTION OF PROCEDURE FOR ORGANIZATION OF MINOR STUDIES

I. GENERAL PROVISIONS

1. The Description of Procedure for Organization of Minor Studies (hereinafter referred to as the “Description”) was drawn up in compliance with the Law on Higher Education and Research of the Republic of Lithuania, the Study Regulations of Vytautas Magnus University (hereinafter referred to as the “University”) and other legal acts regulating studies.

2. Minor study programs shall be prepared by the units that provide studies and shall be approved by the councils of faculties or academies.

3. Minor study programs shall consist of study courses taught in the first cycle or integrated study programs of a particular study field.

4. If minor field studies are included in the study program, i.e., if the program provides for and indicates the provision of minor field studies (including optional minor studies in Pedagogy, which aim at providing teacher qualification), their volume shall be 60 credits. If the study program does not provide for minor field studies, and students choose minor studies not according to their study program, the volume of such studies shall not exceed 40 credits.

5. University *artes liberales* study courses studied in the major study program may be validated as the courses of the minor study program.

6. The student who has freely chosen minor studies shall use credits allocated for the University *artes liberales* Group B study courses (16 ECTS) for these studies.

II. ORGANIZATION OF MINOR STUDY PROGRAMS FOR STUDENTS

8. If minor studies are not included in the study program, the student shall be free to choose minor studies from the list of minor study programs offered in the academic year. The student shall study one chosen minor study program free of charge. The student may study the second minor study program and more minor study programs as an unclassified student paying for the studies.

9. Minor field studies included in the study program shall be provided according to the study plan specified in the study program. If minor studies are not included in the study program, and the student freely chooses the program, he/she may start minor studies from any semester, taking into account possibilities to complete the studies on time.

10. The minor study program shall be studied by students of the first cycle and integrated studies. It shall also be possible to continue and complete minor studies free of charge, except for minor studies in Pedagogy, as an unclassified student in the second cycle studies. Those students who started studying minor studies in Pedagogy in the first cycle and wish to continue them in the second cycle shall be admitted to study in professional studies in Pedagogy free of charge, validating the courses taken in the minor studies in Pedagogy.

11. The student who intends to study in the minor study program shall apply to the University unit which supervises the program and shall agree on the sequence in which the student intends to study the courses of the minor study program. If the student decides to study in the minor study program, he/she shall submit an application to the head of the faculty or academy where he/she is studying, not later than before the start of the registration for the study courses of the next semester.

12. If the description of the minor study program provides for admission requirements for applicants, the student shall have to meet them.

13. The student shall register for courses of minor study programs following the general procedure of the registration for study courses. The time and place of courses of minor study programs 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.

15. If the student receives an academic debt in a course of the minor study program and retakes it, he/she shall pay a fee in accordance with the Description of Procedure for Payment and Reimbursement of Tuition Fees approved by the Senate. The fee shall be calculated on the basis of the course volume and the cost of a credit, which shall depend on the study field the course belongs to and the contract between the student and the University.

16. Evaluations received for the courses in the minor study program shall be included in the semester grade point average in the first cycle and integrated studies and recorded in the Diploma Supplement.

17. During the academic leave, students may study courses of the minor study program as unclassified students, paying for the studies of the courses.

18. The student who wishes to terminate minor studies shall submit a reasoned application to the head of his/her faculty or academy. The student shall be removed from minor studies by the Rector's Order.

19. If a student terminates minor studies and has academic debts in the courses of the minor study program, he/she shall settle the debts by retaking the same course or by choosing any other course from the list of the University *artes liberales* study courses and paying a fixed fee in accordance with the Description of Procedure for Payment and Reimbursement of Tuition Fees approved by the Senate.

20. If the student intends to resume the terminated minor studies, he/she shall submit an application as specified in Paragraph 11 and continue studies in the same minor study program free of charge.

21. If the student who terminated minor studies intends to study in another minor study program, he/she shall pay for the credits of the newly chosen minor study program which have already been used up while studying in the terminated minor study program.

22. The Minor Study Program Certificate that certifies the completion of minor studies shall be issued by the Rector's Order upon the recommendation of the head of the faculty or academy. The Certificate shall be awarded together with the Diploma and the Diploma Supplement on the date scheduled in the academic calendar. Upon completion of minor studies in Pedagogy, a Study Certificate shall be issued and the qualification of a teacher shall be awarded.

III. ORGANIZATION OF MINOR STUDY PROGRAMS FOR UNCLASSIFIED STUDENTS

23. The unclassified student in the minor study program shall be

23.1. a person who does not have the status of VMU student and is studying in a minor study program.

23.2. VMU student who has chosen to study the second and more minor study programs.

23.3. VMU student on academic leave studying courses of the minor study program.

23.4. VMU second cycle student continuing to study minor studies free of charge started during the first

cycle studies.

23.5. a student of other universities.

24. The unclassified student (except for the second cycle unclassified students continuing to study minor studies free of charge started during the first cycle studies) shall pay for all credits of the minor study program. The amount of the tuition fee shall depend on the study field the chosen courses of the minor study program belong to and the date on which the unclassified student and the University signed the Agreement.

25. The unclassified student who has chosen to study the minor study program shall apply to the responsible employee of the unit which supervises the program and shall agree on the sequence in which the student intends to study the courses of the minor study program.

26. The unclassified student who intends to take minor studies shall submit an application to the Study Department requesting permission to attend the chosen courses of the minor study program according to an individual study plan. The application shall be submitted during the first two weeks of each semester. If the description of the minor study program provides for admission requirements for applicants, the unclassified student must meet them. The unclassified student shall sign the Agreement, shall be admitted to studies by the Rector's or the Chancellor's Order and shall pay the calculated tuition fee for the chosen study courses.

27. The Minor Study Program Certificate that certifies the completion of minor studies shall be issued by the Rector's Order upon the recommendation of the Dean. The Certificate shall be awarded together with the Academic Transcript.

IV. FINAL PROVISIONS

28. The Description shall be followed by all VMU units that provide and administer minor studies.