

VILNIUS UNIVERSITY FACULTY OF MEDICINE
PROCEDURE FOR FINAL EXAMINATIONS IN THE STUDY PROGRAMMES

I. General provisions

1. The Procedure for Final Examinations in the Study Programmes of the Faculty of Medicine of Vilnius University (hereinafter – the University) (hereinafter – the Procedure) establishes the procedure for the organization, taking and assessment of the final examinations in the study programmes of the Faculty of Medicine (hereinafter – final examinations), which apply to the students in all study programmes of the Faculty of Medicine.
2. The Procedure was prepared in accordance with the Vilnius University Study Regulations and the Vilnius University Learning Achievements Assessment Procedure.
3. Students are allowed to take the final examination only if they complete the entire study programme, fulfil the obligations stipulated in the study agreement and defend their final thesis (if the final examination takes place before the defence of the final thesis the students are allowed to defend their final thesis only if they pass the final examination).
4. The final examinations shall be taken in accordance with this Procedure, the Vilnius University Learning Achievements Assessment Procedure, and the description of the course unit “Final Examination”.

II. Organization and taking the final examinations

5. The final examination takes place at the scheduled time.
6. No postponement of the final examination is permitted.
7. The committees formed by the order of the Dean are responsible for the preparation of the final examination questions/tasks.
8. The final examination committee consists of at least five members. At least one member of the committee must be a representative of the social partners and at least one member must be a representative of another external institution.
9. At least one member of the committee per 15 students must be present in the lecture room at the time of the examination. The committee shall have the right to invite other staff of the Faculty of Medicine to assist in the supervision of the examination.
10. The procedure of the final examination is described in the description of the course unit “Final Examination”, which is approved by the Study Programme Committee of the relevant study programme.
11. The questions of the final examination held in the spring semester must be prepared by 1 March and no later.

12. The final examination guidelines is prepared or updated in accordance with the final examination assessment strategies (types and number of questions/tasks) provided for in the description of the course unit “Final Examination”. The final examination programme shall specify:
 - 12.1. The form in which the examination questions/tasks (or groups thereof) must be provided to students (questions/tasks are drawn, are provided in a test or another form in a virtual learning environment [VLE], questions/tasks are the same for everyone, etc.)
 - 12.2. the time allocated for each answer to the question/task (or group thereof);
 - 12.3. if applicable, the material that the students can use during the final examination or when answering to a specific question/task (or group thereof)
 - 12.4. the topics and sub-topics relevant when preparing for the final examination
 - 12.5. special literature and the relevant practical material when preparing for the final examination.

III. Assessment of final examinations

13. The assessment of the final examination is based on the assessment criteria provided for in the description of the course unit “Final Examination”.
14. The final examination committee shall take a decision regarding the final assessment of the examination in a collegial manner. The assessment is lawful if more than half of the members of the committee (including those participating remotely) participate in the assessment. In the absence of the agreement on the assessment, the committee shall decide on the final assessment of the question/task (or group thereof) by voting. The decision shall be taken by a simple majority vote. In the event of a tie, the assessment of the chairman of the committee shall prevail. All the members of the committee who have assessed the final examination shall sign the minutes of the final examination.
15. The chairman of the committee must enter the final assessment of the final examination to the Vilnius University Information System no later than five business days after the date of the final examination by completing an electronic worksheet. On the date when the electronic examination worksheet is completed, it can be printed and signed by the chairman of the committee or signed in the document management system. The printed and signed copy of the electronic worksheet together with the minutes of the final examination are then passed for storage to the person responsible for the storage of documents in the faculty or it shall be stored in the document management system.
16. The student can review their final examination paper within three business days after the publication of the final examination assessment on the System in the department where the final examination papers are stored. It is not allowed to copy the final examination paper and otherwise reproduce it, or take it from the viewing room.
17. Upon the student’s request for feedback concerning the assessment of the final examination, individual comments on the shortcomings and errors of the final examination may be provided by the chairman of the committee at an agreed time. The student must apply for feedback no later than three business days from the publication of the final examination assessments on the System.
18. The decision regarding the final assessment of the examination taken by the committee shall be final and shall not be subject to appeal. Only procedural violations of the final examination, which may have affected the assessment of the final examination, may be

appealed against. In this case, the student shall have the right no later than within three business days after the date of the final examination, to submit a reasoned, written letter to the Dispute Resolution Commission of the core academic unit. The Dispute Resolution Commission shall no later than within three business days from the submission of the letter, assess whether any procedural violations could have had a significant impact on the assessment of the final examination. The procedure for submitting appeals is specified in the regulations of the Dispute Resolution Commission of the core academic unit approved by the Senate. After examining the appeal against possible violations of the final examination procedure, the Dispute Resolution Commission may annul the assessment of the appellant's learning achievements if it identifies that procedural irregularities may have had a significant impact on the assessment of the final examination. Once the assessment of the learning achievements is annulled, the Dispute Resolution Commission will notify the Dean about its decision and oblige the Dean to form a committee for the re-take of the final examination. The retake of the final examination shall be organised no earlier than five, but no later than 20 calendar days after the decision of the Dispute Resolution Commission (excluding lecturer/student holiday periods).

19. A student who fails to take or fails the final examination is expelled from the University based on academic failure.
20. If a student fails to take or fails the final examination, they may take or retake the examination no earlier than after one year.
21. In order to take the final examination that the student failed to take or failed, the student must submit an application to the Dean regarding the renewal of studies before the start of the relevant semester. The final examination or the retake of the final examination shall take place according to the description of the course unit "Final Examination" valid at the time.

IV. Final provisions

22. The final examination papers are stored for six months by the departments of the Faculty of Medicine.
23. If the date provided for in the Procedure is a non-business day, the date of performance of the intended activity shall be the first business day after the specified day.
24. The implementation of the Procedure is controlled by the Vice-Dean for studies and authorized by the Dean. The Procedure shall take effect from the date of the decision of the Council of the Faculty of Medicine approving the Procedure.