



**COUNCIL OF
THE FACULTY OF MEDICINE**

**DECISION
ON THE APPROVAL OF THE ADDITIONAL PROVISIONS FOR THE
ORGANIZATION OF STUDIES AT THE FACULTY OF MEDICINE**

2018-11-06 Nr. (1.1.) 150000-TP-10-3
Vilnius

In order to establish clear rules for the implementation of the study process and to specify the study regulations of Vilnius University, the Council of the Faculty of Medicine

d e c i d e s:

to approve the following provisions of study organization at the Faculty of Medicine:

- I. Student (listener) final subject (module) assessment in case of illness:
 - If a student informs that he / she is unable to participate in the final subject / module assessment procedure at a time indicated on the timetable due to an illness, the respective assessment for him / her will be postponed until the end of the session retaking period (first two weeks of next semester).
 - If a student informs that he / she is unable to attend the final subject (module) assessment due to the deadline set for the first retaking (next two weeks of the next semester), the relevant assessment is postponed until the end of the month (1st of March, 1st of October). If the student (the listener) does not pass the exam / credit by the respective term, he / she must repeat the course of the respective study subject.
 - A student, who is unable to come to the respective final assessment of academic attainments in a study subject (module) assessment, has to inform the responsible specialist of the Department of Studies of the Faculty of Medicine of Vilnius University (study co-ordinator) on the day of the final subject (module) assessment and has to present a document justifying the cause of failure to come within three working days.

- II. For student who has renewed their studies, the canceled study program plan subjects may be replaced by other subjects. The decision on the change of the respective subjects is taken by the Study Program Committee and the Vice-Dean for Studies.

- III. Deadlines for submitting requests to the Department of Studies of the Faculty of Medicine of Vilnius University for transferring from another university:
- 5 working days before the beginning of the new semester, in order to be transferred from Lithuanian universities,
 - until 15th of July (moving to the autumn semester) and till 1st of December (moving to the spring semester), in order to be transferred from foreign universities.
- IV. **Valid excuse** is the documented inability to participate in the study process: certificate of incapacity for work, certificates issued by the police, court, other state institutions, orders of the Rector of the University and so on. Inability to participate because of being involved in transport (arrival) problems, pre-planned holidays, accommodation problems, paid or voluntary work outside the University or other reasons are not valid excuses. The validation of excuse is assessed by the Vice-Dean for Studies of the Faculty of Medicine of Vilnius University and he / she confirms the duration of the justified period.
- V. A student must regularly check his / her personal and contact details and, if necessary, must update them. If the student fails to provide information about the change of contact details, the Faculty of Medicine is not responsible for the cases when the student does not receive the information for him / her. If there is a need of supplementation of personal data (changes of name, surname, etc.) the student must submit an application and documents confirming this supplementation of personal data to the responsible specialist of the Department of Studies in writing or by email.

Chairman of the Council

Prof. dr. Eugenijus Lesinskas