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RECTOR OF VILNIUS UNIVERSITY

**ORDER ON APPROVAL OF FEES OF SERVICES PROVIDED BY FACULTY OF  
MEDICINE OF VILNIUS UNIVERSITY REGARDING THE ISSUING OF  
CERTIFICATES ON STUDIES**

\_\_\_ of \_\_\_\_\_ 2019, No. R –

Vilnius

Pursuant to Article 43(1)(42) of Vilnius University Statute and Paragraph 2 of the Decision of Vilnius University Council No. T-2017-8-1 of 25 October 2017 *On the General Number of Study Places, Tuition Fees and the Amount of Levies Having No Direct Relationship with the Implementation of Study Programmes*,

I hereby certify the fees of the services provided by Faculty of Medicine of Vilnius University regarding the issuing of certificates on studies.

Rector  
Žukauskas

prof. Artūras

Prepared by

Study implementation coordinator of Study Division of Faculty of Medicine

Gražina Gabinaitienė

APPROVED BY

Vilnius University Rector's

Order Nr. of \_\_\_\_\_ 2019

**FEES OF SERVICES PROVIDED BY FACULTY OF MEDICINE OF VILNIUS UNIVERSITY REGARDING THE ISSUING OF CERTIFICATES ON STUDIES**

1. The following fees of services provided by Vilnius University Faculty of Medicine regarding the issuing of certificates on studies have been established:

No.	Service	Fee, in EUR (excluding VAT)
<b>1.</b>	<b>For students (except for the residents)</b>	
1.1.	Standard certificate on studies (in Lithuanian / English) <sup>1</sup>	
1.2.	Standard certificate on study results (in Lithuanian / English) <sup>1</sup>	
1.3.	Standard certificate on received disbursements (in Lithuanian) <sup>1</sup>	
1.4.	Non-standard certificate on studies <sup>2</sup>	10.00
1.5.	Full or partial completion of the request form on studies set by a Lithuanian or foreign institution	
1.6.	General recommendation about good study results	
<b>2.</b>	<b>For last-year students</b>	
2.1.	Non-standard certificate / full or partial completion of the request form on studies set by a Lithuanian or foreign institution <sup>3</sup>	28.00
<b>3.</b>	<b>For students who terminated their studies</b>	
3.1.	Academic certificate (in Lithuanian / English) when studies were terminated less than 6 months ago	
3.2.	Academic certificate (in Lithuanian / English) when studies were terminated more than 6 months ago	28.00
3.3.	Certificate on termination of studies when studies were terminated less than 3 months ago	
3.4.	Certificate on termination of studies when studies were terminated more than 3 months ago	10.00
3.5.	Duplicate of academic certificate	28.00
3.6.	Non-standard certificate / full or partial completion of the request form on studies set by a Lithuanian or foreign institution <sup>3</sup>	28.00
<b>4.</b>	<b>For residents</b>	
4.1.	Certificate on studies (in Lithuanian / English)	
4.2.	Certificate on study results (in Lithuanian)	
<b>5.</b>	<b>For students who completed / terminated residency studies</b>	

5.1.	Certificate on study completion / termination	10.00
5.2.	Certificate on study results	28.00
5.3.	Non-standard certificate / full or partial completion of the request form on studies set by a Lithuanian or foreign institution <sup>3</sup>	28.00
6.	Other services	
6.1.	Description of study subject (1)	10.00
6.2.	Sending of a document in Lithuania	5.00
6.3.	Sending of a document abroad	10.00
6.4.	Putting certificates into an envelope, sealing and certifying an envelope (only applies to those who do not request the sending of documents)	2.90
6.5.	Additional copy of a paid certificate	2.90
6.6.	Duplicate of additional studies certificate	28.00
6.7.	Certification of copy of additional studies certificate	10.00

**Notes:**

1. The standard certificate that is ordered via Vilnius University Study Information System (VUSIS). Additional information can be entered as needed, e.g. the dates of semesters, holidays, weighted average, fees paid.
  2. The certificate contains additional information compared to the standard certificate ordered via VUSIS; additional collection and processing of information is needed.
  3. The certificate contains information about separate study subjects completed, the number of hours allocated to these subjects, copies of agreements, other information contained in the personal file or other documents that is not indicated in the diploma, its supplement or the study certificate.
2. All certificates indicated in the table of paragraph 1 are issued and the services are provided within no more than 1 month from the day of the submission of a written request, the personal identification document and a proof of payment for the service to the Faculty of Medicine.
  3. Fees do not include bank fees for local or international bank transfers.
  4. Unless otherwise specified, all certificates indicated in the table of paragraph 1 are prepared in Lithuanian or English if the language of studies was English or if information requested is stored in English in Vilnius University.

DETAILED METADATA	
The document was drafted by	Vilniaus Universitetas 211950810, Universiteto st. 3
The title of the document	ORDER ON APPROVAL OF FEES OF SERVICES PROVIDED BY FACULTY OF MEDICINE OF VILNIUS UNIVERSITY REGARDING THE ISSUING OF CERTIFICATES ON STUDIES
The date of registration and the number of the document	17/04/2019 No. R-262
Identifier of the document specification	ADOC-V1.0
The purpose of signature	Signing
The name, surname and position of the signatory	Artūras Žukauskas, Rector, Central Management
Certificate issued	ARTŪRAS ŽUKAUSKAS, mobile signature, Tele2 LT
The date and time of signature creation	17/04/2019 16:49:52 (GMT+03:00)
Signature format	XAdES-EPES
Time indicated in the time stamp	
Information about certification service provider	RCSC IssuingCA, VI Registru centras – legal entity code 124110246 LT
The period of validity of the certificate	27/06/2018 09:01:21 – 26/06/2021 09:01:21
Information about methods to ensure the integrity of metadata	The integrity of metadata with “registration” purpose is ensured by using the certificate "Document management system Avilys, Vilnius University, legal entity code 211950810 LT" issued by "VI Registru Centras RCSC (IssuingCA-A), VI Registru Centras – legal entity code 124110246 LT", the certificate is valid from 22/05/2018 13:28:14 to 22/052019 13:28:14
The number of annexes of the main document	-
The number of documents added to the main document	-
The title of the document added	-
The date of registration and the number of the added document	-
The name of software used to create e-document	Document management system Avilys, version 3.4.38
Information about verification of e-document and e-signature(s) (date of verification)	Complies with the requirements of the specification All e-signatures contained in the document are valid (17/04/2019 16:55:02)
Search reference	-

Additional metadata

The copy was generated by the document  
management system Avilys 17/04/2019  
16:55:02