

APPROVED

by Order No 10.8-92 issued on 30 January 2023

by the Rector of Vilnius Gediminas Technical University

DESCRIPTION OF THE PROCEDURE FOR PARTIAL STUDIES

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Partial Studies (hereinafter referred to as the Description) establishes the procedure for admission of persons to partial studies and the organization of partial studies carried out by Vilnius Gediminas Technical University (hereinafter – VILNIUS TECH).

2. Part-time studies are intended for persons:

2.1. arriving at VILNIUS TECH according to exchange programs;

2.2. VILNIUS TECH students who want to acquire additional knowledge or skills in a different study program than the one studied;

2.3. persons seeking to acquire relevant knowledge and skills by studying a certain part of the program;

2.4. for the students and listeners of the last year of the first cycle VILNIUS TECH or another higher education institution and other persons who have not acquired a master's diploma or are not studying in the master's studies there, who want to take an open master's degree subject (module) (one of the subjects (module) of the spring semester at the master's level offered by VILNIUS TECH);

2.5. persons who have completed their studies at VILNIUS TECH and have acquired a diploma, who wish to take one open subject (module) of bachelor's or master's studies once during the academic year according to the list of study subjects provided by the faculties.

3. The organization of part-time studies following paragraph 2.1 of this Description is governed by the description of the procedure for the mobility of studies and internships of Vilnius Gediminas Technical University under the Erasmus+ program.

4. Admission to partial studies is organized by the faculty. In case of a limited number of places in the open subjects of bachelor's or master's studies (modules), the selection of applicants according to their motivation and/or the results of bachelor's studies can be carried out.

5. Admitted persons, referred to in 2.2-2.5, acquires the status of a listener.

CHAPTER II PROCEDURE FOR ORGANIZING PARTIAL STUDIES

6. Partial studies are organized according to the individual plan of partial studies.

7. Individual plans for partial studies may consist of compulsory, alternatively chosen, and optional study subjects of the study program (s). Applicants coordinate the individual plan of partial studies with the vice-dean of studies of the faculty, the plan is approved by the dean of the faculty.

8. Partial studies can be in full-time and part-time forms.

9. The beginning of part-time studies coincides with the beginning of the semester of study and the beginning of the semester of study. Part-time studies according to full-time/part-time study programs are organized in the same order as in full-time or part-time studies (by approving the schedule of lectures to the period of the exam session, periods of exam passing, etc.).

10. Partial studies in the cases referred to points 2.2 to 2.3 of this Description shall be organized by providing an opportunity to study individual study subjects with groups of the first, second cycle, or integrated studies of full-time or part-time studies according to the lecture schedules drawn up for them.

11. Partial studies in the case specified in paragraph 2.4 of this Description are organized, creating the possibility to study only one chosen study subject (module) with groups of the postgraduate full-time or part-time form according to the lecture schedules drawn up for them.

12. Partial studies in the case specified in paragraph 2.5 of this Description shall be organized, creating the possibility to study only one chosen study subject (module) with groups of the first or the second full-time or part-time studies according to the lecture schedules drawn up for them. The list of subjects provided by the faculties is published annually on the university's webpage.

13. The assessment of listeners takes place in the order provided for in the description of the selected course unit (module)

14. The achievements of the listeners are assessed and their results are recorded in the manner provided in the Procedure description for individuals studying performance assessment and earning credits at VILNIUS TECH.

CHAPTER III THE FINAL PROVISIONS

15. The relationship between the partial study listener and VILNIUS TECH is formalized by the Listener's study agreement together with the approval of the individual plan for partial studies.

16. For persons who have a valid Listener's study agreement and want to take an open master's degree subject (module), a separate individual plan for partial studies is prepared for the open subject (module) of master's studies.

17. With other persons who wish to listen to the open subject (module) of bachelor's or master's studies, a study contract is concluded for the Listener.

18. Persons who have completed partial studies are issued a certificate of study, which indicates the names of the studied subjects, the number of credits in these subjects, and the person's assessments. The certificate of study is signed by the rector or his authorized Vice-Rector for Studies and the Dean of the Faculty. A copy of the certificate is stored in the personal file of the listener.
