

APPROVED
by Resolution No. AT N-4
of 5th June, 2024
of the Academic Council

THE DESCRIPTION OF THE PROCEDURE FOR ORGANISING STUDIES OF ELECTIVE SUBJECTS (MODULES) AT VILNIAUS KOLEGIJA

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Organising Elective Subjects (Modules) (hereinafter – the Description) at Vilnius Kolegija/Higher Education Institution (hereinafter – the Kolegija) establishes the planning of Free Elective Subjects (modules) (hereinafter – FES), the selection of FES by students and the organisation of FES studies at the Kolegija.
2. The Description has been prepared in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area, the General Requirements for Conducting of Studies, the Vilnius Kolegija Study Procedure and other legal acts regulating student-oriented studies.
3. The Kolegija's FES are subjects (modules) that students can choose from the list of Kolegija's FES. The list of Kolegija's FES is compiled from subjects (modules) submitted by faculties, the Foreign Language Centre, and the Centre of Physical Culture and Sports which are offered to students to take up in the next academic year as FES.
4. A subject (module) on the Kolegija's FES list does not require any special preparation to study it. FES can develop personal, social, and/or research skills.
5. Students may only choose FES that are not compulsory or optional subjects in their study programme.
6. An elective subject is worth at least 3 study credits. An elective subject module is worth at least 10 study credits.

CHAPTER II PLANNING OF ELECTIVE SUBJECTS (MODULES) STUDIES

7. The study plan for FES must be scheduled no earlier than the second semester.
8. The selection of FES is organised by the Study Office.
9. The list of FES courses offered by a Faculty is compiled by the Study Field/Study Programme Committees and submitted to the Vice-Dean. The list of FES courses approved by the Dean of the Faculty is submitted to the Study Office.
10. The number of students from each Faculty who will participate in the selection of FES each semester according to individual timetables is recorded on 1 March of the current year.
11. The Study Office submits the number of FES available for selection to the faculties by 5 March.

12. The number of FES offered by a Faculty according to different study timetables and languages of study is determined by using the following formula:

$$DS = \frac{S_1 \cdot P_1 + S_2 \cdot P_2 + \dots + S_n \cdot P_n}{25};$$

where:

DS is a number of FES offered by a Faculty;

S_1, S_2, \dots, S_n is a number of students in a study programme who choose FES in the respective semester;

P_1, P_2, \dots, P_n is a number of FES planned in a study programme for the respective semester;

DS is rounded up to the nearest whole number.

13. The Foreign Language Centre submits no more than 4 FES to the general list of Kolegija's FES.

14. The Centre of Physical Culture and Sport shall submit no more than 2 FES to the general list of Kolegija's FES.

15. The Research Department may submit FES to the Kolegija's general list of FES.

16. Faculties, The Foreign Languages Centre, The Centre of Physical Culture and Sport shall upload the descriptions of the proposed FES to the Academic Information System (hereinafter – AIS) no later than within the first 5 days of the spring semester.

17. The Study Department of a Faculty, The Foreign Languages Centre, The Centre of Physical Culture and Sport shall submit lists of FES within the minimum and maximum number of study places for the next academic year to the Study Office by 15 March. Separate lists shall be submitted for students studying according to different study timetables and languages of study.

18. Upon receipt of the lists of FES, the Study Office shall approve the list of Kolegija's FES with the minimum and maximum number of study places by the order of the Kolegija's Rector within 5 working days.

19. The Study Office registers the lists of FES in the AIS by 25 March.

20. Students can view the annotations of FES in the AIS from 26 March to 31 March.

CHAPTER III

REGISTRATION FOR ELECTIVE SUBJECTS (MODULES)

21. Students' registration for FES studies for the next academic year takes place in the AIS. The Study Office informs students about the stages of FES registration by e-mail.

22. Students' registration for FES studies for the next academic year takes place in two stages at the times specified in the study timetable:

22.1. the first stage is from 1 April to 7 April when students register in AIS for FES studies for the autumn and spring semesters of the next academic year;

22.2. the second stage is from April 12 to April 20 when students register for the remaining places of FES if they did not participate in the first stage or chose subjects (modules) for which the number of registered students is lower than the required minimum.

23. After the first stage of registration for studies (hereinafter – the First Stage), the Study Office submits the list of FES for the second stage of registration for studies (hereinafter – the Second Stage) and informs students who are required to participate in the second stage. Students' registration is cancelled if the FES is not transferred to the Second Stage. FES for which the number of registered students is less than 50% of the minimum number may not be transferred to the Second Stage.

24. After the Second Stage, the Study Office informs Study Departments of Faculties about the results of the FES selection.

25. The Study Department of a Faculty registers students who have not selected FES in the AIS for the remaining places by 30 April.

26. A student who wishes to change their chosen FES must submit a reasoned request to the Study Department on behalf of the Dean no later than 10 days before the start of the new semester. The change of student's FES is formalised by the order of the Dean, in agreement with the Dean of the Faculty implementing the FES.

27. A student who has received the Dean's permission to change their FES, as well as students returning after academic leave, suspension of studies or admission to a higher course, choose from the available FES courses with available places.

28. The Study Department of the Faculty registers students who have returned after academic leave, suspension of studies or admission to a higher course for FES studies within the first 5 working days of the semester.

CHAPTER IV IMPLEMENTATION OF FREE ELECTIVE SUBJECTS (MODULES)

29. FES studies are carried out by Faculties.

30. FES studies at the Kolegija are carried out according to study timetables agreed upon by Faculties:

30.1. FES studies according to the daily timetable are carried out at the Kolegija on Thursdays;

30.2. FES studies according to the session timetable are carried out at the Kolegija during the sessions.

31. Students may study up to two additional credits per semester free of charge, beyond what is specified in the study programme.

32. The FES study timetable is published on the websites of the Kolegija and the Faculties.