

APPROVED BY
The Council of Faculty of Medicine
of Vilnius University
by Decision No. (1.1.) 150000-TP-
10-2 of 6 November 2018

DESCRIPTION OF PROCEDURE OF REPEATING A COURSE AT THE FACULTY OF MEDICINE OF VILNIUS UNIVERSITY

In view of the current rules laid down in legal acts which regulate the procedure of repeating a course, the Council of the Faculty of Medicine of Vilnius University (hereinafter referred to as VU MF) has established the following procedure of repeating a course of a study programme delivered at VU MF (hereinafter referred to as the Procedure):

1. After the time limit of re-sitting examinations (credit tests) has expired, a student who has no more than 15 credits of debts and/or academic debts and who wants to continue his/her studies according to the study programme delivered by VU MF, shall have to repeat the study subject that s/he has failed (with the exception of the courses whose examinations (credit tests) can be taken without attendance; these courses are provided for in point 3.1.1 of the Description of Study Subject Examinations (Credit Tests) Taken Without Attendance of the Faculty of Medicine of Vilnius University).

2. A student who has to repeat the course shall submit an application to the Dean's Office of VU MF requesting to repeat the course no more than 10 working days prior to the beginning of the semester in which the course is delivered.

3. A staff member of VU MF Study Division, who is in charge of administrating the studies of the student who has submitted the application requesting to repeat the course, shall submit the student's application to VU MF Vice Dean for Studies for consideration. Upon a positive decision of VU MF Vice Dean for Studies, a staff member of VU MF Study Division shall prepare a draft decree of VU MF Dean allowing for a student to repeat the course and shall submit it to VU MF Dean for approval.

4. A fee for repeating the course shall be paid no later than by the end of the first month of the semester in which the course is delivered.

5. Students who have signed the agreement of repeating a course but have not used the service shall inform MF Study Division about the decision not to continue the repetition of the course in 30 calendar days from the beginning of the semester; otherwise the fee for the repetition of the course shall not be returned.

6. The course cannot be repeated in the following cases:

6.1. A student who must repeat the course has not submitted an application requesting the repetition of the course;

- 6.2. An application requesting the repetition of the course was submitted after the deadline indicated in point 2 of this Procedure;
- 6.3. A student has failed to pay the tuition fee indicated in point 4 of this Procedure.
7. The studies of the course that has to be repeated usually take place during the semester in which the course is delivered. A student shall adhere to the attendance requirements, self-study assignments, assessment procedure etc. indicated in the course description of a course that is repeated.
8. The courses of the study programme which students could not study according to the terms indicated in the study programme because of their debts and/or academic debts of other courses, are not considered debts and/or academic debts.
9. The students of the final year who repeat the course in the final semester shall take their examination (credit test) of the repeated course no later than 15 May.
10. A student who repeats the course shall have one possibility to sit and one possibility to re-sit an examination (credit test).
11. A debt and/or an academic debt of a course which is necessary to be able to study other courses and which is allowed to be repeated has to be eliminated within one year from receiving it.
12. The Procedure shall come into force as of the day of the decision of the Faculty Council to approve it.