



VILNIUS GEDIMINAS TECHNICAL UNIVERSITY INTERNATIONAL STUDIES CENTRE

List of Rules and procedures governing the studies of foreign students pursuing a degree (prepared in accordance with the current VGTU regulations).

GENERAL

Students will study a chosen program at the VGTU. The curriculum consists of the study subjects (modules). The curriculum contains compulsory, optional and elective subjects, practices etc. Upon logging to the VGTU system, students can find the curriculum at <http://mano.vgtu.lt/> Studies of all subjects are completed with final tests/examinations.

To assess the student's knowledge, skills and achievements, VGTU uses a criterion-based proportionate ten-point scale, where 10 is the highest score, and 5 – the minimum passing score, meaning that the student's knowledge and ability only meets the minimum requirements. Where the student's knowledge and ability assessment is less than 5, it is assumed that the student has failed to satisfy the examiner's requirements for the subject.

All student assessments are recorded in the VGTU information system.

Students can view their assessments in the VGTU system MANO VGTU at the address <http://mano.vgtu.lt/>. To login, the student must enter the login name and password (for the first login, contact the International Studies Centre).

VGTU uses a cumulative score, therefore the learning outcomes are evaluated in intermediate assessments.

After the studies, the students who have successfully completed all programme subjects and submitted and defended a final thesis, will be awarded a diploma and diploma supplement.

VGTU activities are based on the general principles of academic ethics. The university will not tolerate violations of academic integrity (plagiarism, fraud, counterfeiting, and bribery).

STUDIES

Students study the chosen study programmes, which consist of individual subjects (modules). There are different subjects and different forms of organization and delivery of studies. Therefore, upon arrival for studies, the student must attend all classes (lectures, laboratory, exercises, etc.), complete all intermediate targets provided in the study plan, pass all tests, examinations, assessments, deliver all term papers/projects, perform practices and prepare their reports, and eventually prepare and defend the final thesis. Everything must be delivered and submitted within the deadlines specified in the schedule. Should the students have any issues and questions, they should be addressed to the lecturer of the subject. Lecturers' names can be found in the semester schedule. Lecturers' contacts you could find in VGTU website: <http://www.vgtu.lt/contacts/staff-contacts/6165?lang=2> . All classes are held according to the schedule. The schedule specifies the start times and auditorium numbers of all classes and activities. Students must arrive to classes on time, and not be late.

Information on the organisation of studies is available from the International Studies Centre.

LECTURES
The most common form of studies are lectures. Attendance of lectures is mandatory. During the lectures, theoretical subjects are studied. At the first lecture the lecturer presents the working plan of the subject for the semester, explains testing and assessment procedures, deadlines and other information important to students. If a student did not attend the first lecture of the subject, then, upon arrival to his first lecture, before or after it, he must introduce himself to the

lecturer and ask for important introductory information. If the student has questions during the lecture, he can always ask the lecturer during or after the class. Remember that the student's initiative to learn more is highly welcomed and ensures a positive attitude of the lecturer. Lecturers are always willing to help students, in particular those who want to learn more.

OPTIONAL SUBJECTS

Every semester study programme usually includes optional subjects where student has to choose from two to five alternative subjects. Students must select the subject they will attend in MANO VGTU system two weeks within the start of the semester.

FREE CHOICE SUBJECTS

The study programme offers freely elective subjects. This means that the student can choose a subject from many offered options. The student must register for an optional subject within the MANO VGTU system. Registration usually takes place during the first two weeks of the semester. When two weeks expire, the system is closed, and students who did not register, will have an academic debt for the credits. Information for the first registration is available at the International Studies Centre. Students must pass tests and assessments for optional subjects according to the session procedures.

PRACTICAL EXERCISES

Training and practical exercises are intended for better assimilation of knowledge acquired during lectures. Attendance of practical exercise sessions is mandatory. During the practical work sessions students must be ready for work, i.e. bring materials from theoretical lectures and other tools as instructed by the lecturer, and perform assigned tasks, if any. If the training provides for any intermediate tests, students must comply with the test schedule. Students, who have failed to pass practical tests, are not eligible to attend the session examination. Assessment of practical exercises can be successful only if it meets at least the minimum requirements. The student must ask for the lecturer about the extension time for completing tests and assessments (e.g. during lecturer's consultations).

LABORATORY WORK

Laboratory classes include experiments/laboratory work carried out in the class. All laboratory tasks are mandatory. If the student fails to complete and deliver laboratory work, he is not allowed to take the examination. Students who failed to perform the laboratory work on time, i.e. before the beginning of the session, but want to complete it, should first contact the lecturer. After making arrangements with the lecturer to perform the laboratory work not according to the schedule of studies, the student must pay a fee of 18 EUR for each outstanding laboratory work (the fee payable through a bank to the account of the VGTU at Swedbank LT 327300010002459012 or SEB bank LT397044060000317750, indicating the payment code 2392) and obtain a permit from the International Studies Centre. The student must present this permit to the lecturer and complete the laboratory work at a new specified time. If the student cannot arrive at the agreed time for some reasons, he must notify the lecturer in advance by e-mail (students must only use their VGTU email).

TERM PAPER/PROJECT

Term papers/projects are being prepared during the entire semester. At the beginning of the semester the lecturer must assign the topic of the term paper/project for each student, and during the entire semester, advise the student on the matters of term paper/project according to the schedule discussed and agreed with the student. The student must attend all intermediate tests instructed by the lecturer, to demonstrate the progress in preparing the term paper/project, and to improve the ongoing work, where necessary. The student must deliver the term paper/project before the beginning of the session. The term paper/project is the original, independent work of the student, therefore, before delivering it, the student must fill in the declaration of authorship stating that he has performed the work independently and has not engaged in plagiarism. The declaration of authorship can be found in MANO VGTU system, upon logging in online with the student's password. It must be fully completed and signed, and presented together with the term paper/project to the lecturer. The term paper/project is assessed with a separate mark, which is entered in the VGTU information system. In case of

dishonesty (e.g. plagiarism or incorrect quotations from freely available sources, etc.), the letter N (*nesqžiningas* – Lith. *unfair*) is recorded in the system. After such assessment, the term paper/project has to be prepared anew, i.e. the student is given a new topic, etc. Where the term paper/project is not prepared on time (arrangements about a new term paper/project have to be made in advance with the lecturer), the student has to pay a fee of 18 EUR (payable through a bank to the account of the VGTU at Swedbank LT 327300010002459012 or SEB bank LT397044060000317750, indicating the payment code 2394) and obtain a permit from the International Studies Centre, and only afterwards go to the lecturer for a new topic of the term paper/project. After receiving the topic, the student must make arrangements with the lecturer about the term paper/project preparation and delivery schedule. When the paper is delivered, the lecturer enters the assessment in MANO VGTU system.

INDEPENDENT WORK

It includes preparation for classroom work, practices and other independent study tasks of different programs. Independent studies of the student are part of the studies of each subject.

EXAMINATION SESSION

Studies of each subject are completed with the examination. Examinations can be held during the session (E-type examination) or before the session (E1-type examination). All examinations are conducted in accordance with the session schedule which is announced in advance. Examination and consultation schedules are announced before the examinations at MANO VGTU system. E1 examination is fully cumulative, and the final score is obtained by summarising the intermediate assessments. Time to prepare for the E examination is provided during the session, and its final assessment consists of the cumulative mark acquired during the semester, and the examination and assessment during the session. The lecturer must record the evaluations of all examinations in the VGTU information system. VGTU uses a ten-point system, where 10 is the highest score, and 5 is the minimum passing score. If the assessment is less than 5, the examination is failed. Intermediate test or assessment results are included only if they meet the minimum criteria. If the student has failed examination during the session, he can retake it again at the specified time. Students should ask the lecturer for retaking times or find such information on the lecturer's department's website. To retake the examination in the commission, the student must pay a fee of 35 EUR (the fee payable through a bank to the account of the VGTU at Swedbank LT 327300010002459012 or SEB bank LT397044060000317750, indicating the payment code 2392) and obtain a permit from the International Studies Centre.

PRACTICE

The Bachelor's study program includes several practices:

Cognitive practice;

Training practice;

Professional practice.

The student should contact the lecturer in charge of the practice, on the matter of his practice. You can learn of who is your practice supervisor online through MANO VGTU system. The lecturer shall assign a practice task and advise the student. For practices, the student must enter into a bilateral or trilateral agreement, if the practice is carried out outside VGTU.

The student's practical training agreement must be completed online through MANO VGTU system. If there are questions on completing the agreement, you can find answers in the help field. If the necessary information was not found in the help field, you can always contact your practice supervisor.

After completing all mandatory fields, the agreement must be saved and printed out in 3 copies. The student must submit a completed agreement with the signature of a manager of the company in which the practice will be performed, for registration to the department responsible for the student's practice. The agreement has to be registered before the beginning of the practice.

Terms of reporting for the practice:

1. A report for cognitive practices that are organized in groups travelling to the practice facilities must be handed in within the last two days prior to the end of the practice;

2. A report for teaching practices in the laboratories of the university departments and scientific institutions or even university training facilities must be handed in within the last two days prior to the end of the practice;
3. A report for study and training practices performed individually, and industrial practices must be handed in at the end of August.

STUDENT'S PROGRESSION TO A HIGHER COURSE

Students with positive academic achievements with no debts are automatically transferred to a higher course.

If as of September 20 the student has no more than three debts for the previous academic year, he can proceed to a higher course, but has to register for retake of subjects in the International Studies Centre, and pay the appropriate fee (payable through a bank to the account of the VGTU at Swedbank LT 327300010002459012 or SEB bank LT397044060000317750, indicating the payment code 2394). The amount of the fee shall be indicated by the personnel of the International Studies Centre, taking into account the amount of credits of the repeated subjects. Upon receipt of the student's payment (submission of the receipt copy), the personnel of the International Studies Centre will issue a letter to the student, to be delivered to the lecturer, to start repeating the course.

If as of September 20 the student has more than three debts for the previous academic year, he cannot progress to a higher course. In this case, the student should file a request to the International Studies Centre for retaking the course. A full tuition fee must be paid for retaking the course. If the student does not write a request to retake a course, he will be expelled from the university.

FINAL THESIS

Bachelor's degree students starting from the seventh semester of studies, and the Master's degree students starting from the first semester, are required to begin writing a final thesis (FT). For the FT, the student must contact the department in which he will perform the final work. If you are unsure which department you should contact, ask the International Studies Centre tsc@vgtu.lt. The department will confirm the student's thesis topic and assign a supervisor. Further, depending on the type and period for the preparation of the final thesis, the student must attend according to the schedule consultations with his work supervisor, and present case work in progress on a regular basis. Assessments for different parts of the FT are provided in the programme of studies. The last part of the FT is the final work preparation and defence with the commission and it is assessed with a mark. Before defending the FT, the student will be required to complete a declaration of authorship (can be found in MANO VGTU system, upon logging in online with the student's password) stating that the work has been prepared independently and is original. Upon successful completion of the final thesis, the assessment is recorded in the VGTU information system. Where the FT is not delivered on time, upon agreement with the department, the student can be allowed to postpone the FT defence. For postponed defence of the FT the student is required to pay a fee of 300 EUR (payable through a bank to the account of the VGTU at Swedbank LT 327300010002459012 or SEB bank LT397044060000317750, indicating the payment code 2394). If the student defended his work for the commission, but the defence was unsuccessful (negative assessment), from the beginning of the next academic year he will have to prepare a new FT according to the new topic and defend it after one year. If the new FT is prepared, the student must pay the tuition fee depending on the number of the FT credits.

COMPLETION OF STUDIES

If the student has all assessments for the subjects in the curriculum and has defended a final thesis, the VGTU will issue a diploma and a diploma supplement. The diploma with a supplement will be awarded in a ceremony according to the approved schedule. Prior to receiving a diploma, the student must settle with the University, i.e. collect the settlement slip from the International Studies Centre and obtain signatures from the library, student representative office (return the student card), departments, dormitory and the International Studies Centre about returning all

borrowed items, etc. The student must present the settlement slip to the Dean's office of the faculty in which he has studied the degree programme and sign the book of diplomas. The student can receive the diploma and diploma supplement only upon full settlement with VGTU. Foreign students must confirm (legalize) their diplomas. For document legalization and certification (Apostille) in Lithuania, students should contact the Ministry of Foreign Affairs of the Republic of Lithuania at the address: J. Tumo-Vaižganto g. 2, Vilnius. Opening hours: 09:00 – 12:00 (on weekdays, entrance is from the left side of the Ministry). Documents may not be submitted by mail. Documents are legalized no later than within 5 working days (the time can be extended if it is necessary to verify the authenticity of the document). Along with the documents the student must submit a passport or other identity document. Where documents are submitted by other person, he may be asked for a proxy. Consular fee for the legalization of one document or approval with a certificate (Apostille) is 10 EUR.

BECOME THE ALUMNI OF VILNIUS GEDIMINAS TECHNICAL UNIVERSITY

Vilnius Gediminas Technical University is one of the most advanced technical universities, with its research outcomes and the quality of studies creating value for a person, a country, a region and the entire world. Membership in the VGTU Alumni Club ensures the continued success of the university and links you with all these achievements.

HOW TO BECOME A MEMBER?

Register in the alumni database <http://absolventai.vgtu.lt/?a=index>

Pay an annual membership fee of 6 EUR by bank transfer

VGTU Alumni Club

Company code 1438627

AB Swedbankas

Acc. No LT 33 7300 0100 8539 5740

If you have any questions, email them to alumni@vgtu.lt, or call by tel. +370 5 274 5028.

After completing your studies, do not forget to register as a VGTU alumni, leave your contact details and inform VGTU of your achievements in following studies or career.

ISSUANCE OF CERTIFICATES

The International Studies Centre can issue various statements to foreign degree students.

DO NOT FORGET that the International Studies Centre staff is always ready to advise and help you in solving problems.

Contact us by e-mail tsc@vgtu.lt; ina@vgtu.lt; viktorija.pliuskiene@vgtu.lt or by tel. +370 5 2745026; +370 5 2744897 or just come to Saulėtekio al. 11, second building room 2304.