

DESCRIPTION OF THE PROCEDURE FOR EXTERNAL EXAMINATIONS (CREDITS) OF SUBJECTS (MODULES) AT VILNIUS UNIVERSITY BUSINESS SCHOOL

1. The Description of the Procedure for Taking Examinations (Credits) of Subjects (Modules) at Vilnius University Business School (hereinafter - VU BS) as an External Examination (hereinafter - the Description) regulates the procedure for taking an external examination (credit) of a subject (module) at VU BS.
2. An external student is a student/listener who independently studies a separate subject (module) (s) and who, with the permission of the Director of VU BS, has been granted the right to take the examination (s) or the credit (s) of the subject (module) (s).
3. All subjects (modules) of the first and second study programmes may be considered external, except – a term paper, professional practice, bachelor's thesis, master's thesis - except for the part of the master's research work, which may be reported externally.
4. The exam (credit) is retaken externally under supervision of the same lecturer who delivered the subject/module, except in cases when it is not possible to do so for reasons beyond the student's control.
5. A student wishing to consider the examination (credit) as external must submit an application to the Director of VU BS no later than by the end of the first month of the new semester.
6. The student is informed about the permission to take the examination (credit) of the respective subject as an external student and the amount of the fee for the external examination in the Vilnius University Study Information System (hereinafter - VUSIS) and/or by e-mail provided by Vilnius University (hereinafter - the University).
7. The permission of the Director of VU BS to take the exam (credit) externally is formalized by the order in VUSIS.
8. Retaking of exams (credits) may be performed externally by physical, remote or mixed methods.
9. The external examination (credit) of any subject (module) must be taken no later than by 15 November in the autumn semester, and by 15 April in the spring semester. For the final year students, the Director of VU BS may allow the relevant subjects (modules) to be re-examined externally once before the defence of the final theses.
10. Upon a reasoned request of the external student, the Director of VU BS may extend the deadlines specified in Clause 9 of the Description, but no later than by the end of the respective semester.
11. Information on the date, time and place of taking an external exam (credit) is published on the VU BS website www.vm.vu.lt. If the external student cannot attend the examination (credit) at the set time due to a justifiable reason, no later than 3 working days before the date set for the external examination (credit), he/she must submit a reasoned request for extension/cancellation of the term for taking the examination (credit) externally.
12. If the external student does not attend the exam (credit) within the specified time without a justifiable reason, the academic consultant shall fill in the form in VUSIS, indicating the non-

attendance to the exam (credit). In this case, the paid external contribution shall not be refunded and shall not be deducted for any other external examination (credit) of the same or another subject.

13. If the exam (credit) is not passed externally twice, the academic debt must be liquidated by repeating the studies of the respective subject (module).
14. The external fee for one external examination of the subject examination (credit) is equal to 25 per cent of the amount of the fee for the subject (module). It must be paid no later than 3 working days before the day of the external exam (credit).
15. The Description enters into force on the day of its approval by the Council of VU BS.
16. These clauses of the Description may be deleted, supplemented or changed by the resolution of the Council of VU BS. In this case, a new version of this Description shall be approved.