



Approved

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DESCRIPTION OF THE PROCEDURE FOR EXTERNAL EXAMINATION OF THE SUBJECT (MODULE) AND REPETITION THE SUBJECT (MODULE)

1. Description of the procedure of the Faculty of Economics and Business Administration Vilnius University (hereinafter – VU FEBA) for external examination of the subject (module) and repetition of the subject (module) (hereinafter – the Description) regulates the repetition of subjects (modules) delivered in VU FEBA Bachelor and Master degree programmes and the procedure for taking and retaking exams of the subjects (modules) externally.
2. After the end date of the retake session and having no more than 20 study credit (ECTS) debts or academic debts, the student may repeat the subject (module) or retake the subject (module) as an external student.
3. The student may repeat all subjects (modules), but only elective subjects (modules) and individual study subjects (IND) may be replaced with other subjects (modules).
4. If the study subject (module) to be repeated is no longer taught, the study programme committee of a particular study programme shall propose a subject (module) with which the discontinued subject (module) may be replaced.
5. The cost of repeating a subject (module) is equal to the cost of one study credit multiplied by the number of credits of the subject (module). The fee for repeating a subject (module) shall be paid until the end of the first month of the semester in which the subject (module) is taught on a regular basis.
6. An external student is a student who, repeats and studies a study subject (module) independently without consultations of a lecturer and for whom is granted the right to take the examination of the study subject (module) externally.
7. It shall be permitted to retake a study subject (module) as an external student only if that study subject (module) is not included in the list of study subjects (modules) that cannot be retaken externally and approved by the study programme committee of a particular study programme. The requirements for the external examination are laid out in the description of the subject (module).
8. If there is one Scientific Research Project in a Master study programme, then it can be retaken externally in the last semester of studies, if agreed with the head of a study programme. If there are two Scientific Research Projects in a Master study programme, then only the Scientific Research Project II can be retaken externally in the last semester of studies. Scientific Research Project II cannot be defended before Scientific Research Project I is defended.

9. Examinations of study subjects (modules) are taken externally in the autumn or spring semester in which the subject (module) is conducted on a regular basis. The external examination can be retaken during the retake session.
10. A student who wishes to study the subject (module) independently and take the examination externally, must submit a request for retaking examinations as external student on Vilnius University Study Information System (hereinafter – VUSIS) no later than by the end of the first month of the semester in which the examination will be held.
11. If a student does not pass the external exam and its retake, they receive an academic debt and have to repeat the subject (module).
12. If an external student is unable to attend the examination at the appointed time due to a justifiable reason, no later than 3 working days after the established date of taking the exam externally, they must submit a reasoned request for a change of the term for taking the exam externally.
13. If the external student does not participate in the exam within the specified time without a justifiable reason, the lecturer shall fill in the exam form on the VUSIS, indicating that they did not attend the exam. The paid external fee is non-refundable and cannot be used to cover the fee of any other external examination of the same or another subject.
14. By the decision of the head of the University's academic unit, final year students who have no more than 20 study credits debts and/or academic debts, shall be allowed to retake the final evaluation of study subjects (modules) failed in the penultimate semester of studies and/or of the subjects (modules) failed in the last semester of studies up to 3 working days before the submission of the final thesis for the defence. The cost of such examination shall be equal to 25% of the cost of the subject (module). The fee for retaking the examination must be paid by the student no later than 3 working days before the examination. If a student fails to pay the fee within the time limit, they shall not be allowed to retake the exam.
15. Information on the date, time and place of taking and retaking the external exam is published in the schedule of a specific lecturer on VU FEBA website.