

APPROVED

by Resolution No. 135-04 of the Senate of  
the Lithuanian University of Health Sciences  
dated 11 June 2020

## **DESCRIPTION OF THE PROCEDURE FOR THE ORGANISATION OF NON-DEGREE MINOR STUDIES**

### **CHAPTER I FUNDAMENTAL PRINCIPLES FOR THE ORGANISATION AND DELIVERY OF STUDIES**

1. The Description of the Procedure for the Organisation of Non-Degree Minor Studies (hereinafter referred to as the Non-Degree Minor Studies or NDMS) (hereinafter referred to as the Description) establishes the procedure for initiating, developing and delivering minor study programmes at the Lithuanian University of Health Sciences (LSMU).
2. For the purposes of this Description, an NDMS programme means non-degree studies in which, alongside a student's main first-cycle and/or integrated study programme, compulsory and/or elective subjects (modules) in another field of study are undertaken.
3. The purpose of an NDMS programme is to provide students of LSMU and other universities with opportunities to acquire additional competences in another field of study alongside their main studies at LSMU.
4. By agreement between the parties, LSMU students may also undertake minor studies at other universities in the Republic of Lithuania or abroad.
5. An NDMS programme shall comprise no fewer than 40 and no more than 60 credits.
6. By decision of the main study programme committee, some subjects comprising the minor study programme may be taken as elective subjects within the main study programme.
7. An NDMS programme shall be financed by the student and/or the student's employer, or from other funds provided by natural or legal persons to the extent that the number of credits exceeds the number of credits prescribed for the main study programme.
8. The faculty responsible for organising an NDMS programme shall determine the anticipated number of students to be admitted to the programme; admission shall be conducted through a competitive selection process.
9. Upon completion of non-degree minor studies, a certificate confirming completion of the studies shall be issued.

### **CAPTER II ORGANISATION OF NON-DEGREE MINOR STUDY PROGRAMMES**

10. The development of an NDMS programme shall be initiated by the Dean's Office and organised by the committee of the study programme on which the minor study programme is based (hereinafter referred to as the Study Programme Committee or SPC). Upon the recommendation of the Faculty Council, the programme shall be approved by the Senate.
11. The description of an NDMS programme shall include the following information: programme details (programme title, group of fields of study, programme volume in credits, mode of study

- and responsible academic unit), programme aim, learning outcomes, subjects taught and their credit volume.
12. The time and location of lectures and practical classes for subjects included in an NDMS programme shall be published in the general study timetable.
  13. The credit volume of an NDMS programme undertaken in any one academic year shall not exceed 24 credits.
  14. A student who has an outstanding academic requirement in a subject included in an NDMS programme shall comply with the provisions of Chapter IX, Section Nine of the LSMU Study Regulations.
  15. Grades awarded for subjects included in an NDMS programme shall not be included in the semester average but shall be recorded in the Diploma Supplement.
  16. A student shall register for NDMS in advance, one semester before the commencement of the studies: where minor studies commence in the spring semester, registration shall take place by 15 September; where minor studies commence in the autumn semester, registration shall take place during February.
  17. A student wishing to enrol in NDMS shall submit an electronic application within the period specified in Clause 16.
  18. A student admitted to NDMS shall enter into an additional agreement or an agreement for NDMS with the University.
  19. A student wishing to terminate their NDMS shall apply to the Dean of the Faculty where the NDMS are delivered. The student shall be removed from the NDMS by order of the Rector, upon the recommendation of the Dean.
  20. A student who has terminated their NDMS and wishes to resume them shall apply as specified in Clause 17.
  21. Terminated NDMS may be resumed while the student is enrolled in first-cycle or second-cycle studies, integrated studies, or as a non-degree student.
  22. The provisions of the LSMU Study Regulations shall apply to NDMS.

### **CHAPTER III**

#### **FINAL PROVISIONS**

23. This Description shall be complied with by all University units responsible for the delivery and administration of non-degree minor studies.