

APPROVED
by Order No. V-401 of the Rector of the
Lithuanian University of Health Sciences
of 3 June 2019

PROCEDURE FOR CLEARANCE WITH THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES BY STUDENTS WHO HAVE COMPLETED OR TERMINATED THEIR STUDIES

CHAPTER I GENERAL PROVISIONS

1. The Procedure for Clearance with the Lithuanian University of Health Sciences by Students Who Have Completed or Terminated Their Studies (hereinafter referred to as the Procedure) establishes the procedures, time limits and arrangements for students who have completed or terminated their studies to clear all outstanding matters with the University. The Procedure shall apply to students enrolled in first-cycle, second-cycle and integrated study programmes, as well as in non-degree studies (residency).
2. This Procedure implements the provisions of Clause 423 of the Study Regulations of the Lithuanian University of Health Sciences (hereinafter referred to as the Study Regulations).

CHAPTER II CLEARANCE PROCEDURE

3. Upon completion of their studies at the University, students must settle all outstanding material or financial liabilities and other obligations to the University and obtain confirmation from the following University services and units:
 - 3.1. Library and Information Centre;
 - 3.2. Accommodation Services;
 - 3.3. Accounting and Reporting Service;
 - 3.4. Faculty (Dean's Office).
4. A student's clearance with the University shall be confirmed using the Clearance Form (Annex 1 to the Procedure).
 - 4.1. The personalised Clearance Form, the consent form for the use of personal data for career monitoring purposes, and any other documents required for clearance shall be made available to students in the LSMU Study Information System (LSMUSIS).
 - 4.2. Faculties (Dean's Offices) shall be responsible for organising the provision of information on completion of the forms and the clearance procedure.
5. Clearance deadlines:
 - 5.1. Upon termination of studies, the Clearance Form shall be completed once the termination of studies has been confirmed by an order of the Rector;
 - 5.2. Upon completion of a study programme, information on the clearance procedure shall be provided to students no later than 2 weeks before the expected completion date, and the form must be completed by the completion date.

6. The absence of any outstanding liabilities or other obligations, or the settlement thereof, shall be confirmed in the Clearance Form by employees designated by the heads of the services specified in Clause 3.
 - 6.1. For students who do not reside in LSMU halls of residence and have no outstanding accommodation agreements at the time of clearance, the entry “Does not reside in a hall of residence” shall be automatically marked in the Clearance Form next to “Hall of Residence Administrator”. For students who reside or have resided in an LSMU hall of residence and have outstanding accommodation agreements, clearance shall be confirmed by the administrator of the hall of residence in which the student resides or has resided.
 - 6.2. Students completing their studies shall, in accordance with the Procedure for Organising the Collection of Consent from Students of the Lithuanian University of Health Sciences for the Purposes of Graduate Career Monitoring, provide their consent or refusal to allow their personal data to be used for career monitoring purposes and submit the signed form to the Dean's Office together with the Clearance Form. Signed consent forms for the use of personal data for career monitoring purposes shall be forwarded to the LSMU Career Centre.
 - 6.3. When completing the clearance process with the Dean's Office, students shall return their fully completed student record book.
 - 6.4. The final confirmation that the student has completed the clearance process with the University shall be entered on the Clearance Form by the Dean of the Faculty.
7. The student shall submit the fully completed Clearance Form to the Faculty Dean's Office, where it shall be placed on the student's file.

CHAPTER III

SETTLEMENT OF OUTSTANDING LIABILITIES

8. If a student who has completed or terminated their studies fails to complete the clearance process with the University within 2 weeks of being notified of the clearance requirements, the Dean's Office shall send the student a reminder. If the student fails to complete the clearance process within 2 weeks of receiving the reminder, a second reminder shall be sent.
9. If, following the initial notification of the clearance requirements and two reminders, the student still has outstanding obligations to the University, the student's details relating to such outstanding obligations shall be forwarded to the University's Legal Service, which shall determine whether further legal action is warranted. The decision of the Legal Service and, where applicable, information concerning any legal action taken shall be placed on the student's file.

CHAPTER IV

FINAL PROVISIONS

10. Clause 6.4 shall cease to apply once the electronic student record book has been fully implemented in accordance with the provisions of the Study Regulations.
11. This Procedure shall be approved, amended and repealed by order of the Rector.