

APPROVED

by Order No. V-100 of the Rector of the
Lithuanian University of Health Sciences
of 21 January 2014

PROCEDURE FOR THE SELECTION OF ELECTIVE SUBJECTS

CHAPTER I GENERAL PROVISIONS

1. This Procedure establishes the procedure for the development, revision, selection, registration and recognition of study results for elective subjects within first-cycle, second-cycle and integrated study programmes at the Lithuanian University of Health Sciences (hereinafter referred to as the University).
2. This Procedure has been prepared in accordance with the following legal acts:
 - 2.1. the Law on Higher Education and Research of the Republic of Lithuania (Official Gazette, 2009, No. 54-2140);
 - 2.2. the Statute of the Lithuanian University of Health Sciences, approved by Resolution No. XI-973 of the Seimas of the Republic of Lithuania of 30 June 2010 (Annex 2);
 - 2.3. Order No. V-501 of the Minister of Education and Science of the Republic of Lithuania of 10 April 2010 on the Approval of the Description of General Requirements for Degree-Awarding First-Cycle and Integrated Study Programmes;
 - 2.4. Order No. V-231 of the Minister of Education and Science of the Republic of Lithuania of 8 February 2012 Amending Order No. V-826 of the Minister of Education and Science of the Republic of Lithuania of 3 June 2010 "On the Approval of the Description of General Requirements for Master's Study Programmes";
 - 2.5. the Study Regulations for First-Cycle, Second-Cycle and Integrated Studies at the Lithuanian University of Health Sciences (approved by Resolution No. 32-03 of the Senate of the Lithuanian University of Health Sciences of 7 June 2013);
 - 2.6. the Procedure for the Recognition of Study Results at the Lithuanian University of Health Sciences (approved by Resolution No. 9-08 of the Senate of the Lithuanian University of Health Sciences of 27 May 2011);
 - 2.7. the Procedure for the Development, Improvement and Management of Study Programmes at the Lithuanian University of Health Sciences (approved by Resolution No. 21-12 of the Senate of the Lithuanian University of Health Sciences of 30 May 2012);
 - 2.8. the Regulations of the Study Programme Committees of the Lithuanian University of Health Sciences (approved by Resolution No. 25-08 of the Senate of the Lithuanian University of Health Sciences of 14 December 2012);
 - 2.9. the Regulations of the Faculty Council of the Lithuanian University of Health Sciences (approved by Resolution No. 14-07 of the Senate of the Lithuanian University of Health Sciences of 28 October 2011);
 - 2.10. the Procedure for the Assessment and Approval of Valid Reasons (approved by Order No. V-792 of the Rector of the Lithuanian University of Health Sciences of 2 September 2013).

CHAPTER II

PLACE OF AN ELECTIVE SUBJECT WITHIN THE STUDY PROGRAMME

3. An elective subject shall form part of a study programme.
4. Elective subjects may include subjects within the field of study of the study programme, general university study subjects, and freely elective subjects chosen by the student.
5. The scope of elective subjects in each study programme shall comply with the description of the relevant field of study or, where no such description exists, with the Description of General Requirements for Degree-Awarding First-Cycle and Integrated Study Programmes or the Description of General Requirements for Master's Study Programmes.
6. An elective subject shall have a workload of 2, 4, 6 or 8 credits.
7. The scope of elective subjects and their place within the study programme shall be approved as part of the study programme and the study plan.

CHAPTER III

PROCEDURE FOR THE DEVELOPMENT OF AN ELECTIVE SUBJECT, THE PREPARATION OF ITS DESCRIPTION, AND THE ORGANISATION OF ITS DELIVERY

8. An elective subject shall be developed and revised, and its description shall be prepared and approved, in accordance with all provisions of the Study Regulations for First-Cycle, Second-Cycle and Integrated Studies at the University and the Procedure for the Development, Improvement and Management of Study Programmes.
9. The delivery of elective subjects shall be organised and conducted in accordance with the Study Regulations for First-Cycle, Second-Cycle and Integrated Studies at the University and the Regulations of the Study Programme Committees of the University.

CHAPTER IV

PROCEDURE FOR INCLUDING AN ELECTIVE SUBJECT IN A STUDY PROGRAMME

10. In order to include an elective subject in a study programme, an academic unit shall, in accordance with the Procedure for the Development, Improvement and Management of Study Programmes of the University, prepare the subject description and submit it to the Study Programme Committee for evaluation and to the Faculty Council for approval.
11. The Study Programme Committee shall evaluate the elective subject and submit its conclusion to the Council of the respective Faculty regarding the compliance of the elective subject with the needs of the respective study programme.
12. The elective subject programme shall be approved by the Council of the Faculty responsible for the organisation and delivery of the respective study programme. If an elective subject is intended for several study programmes, it shall be approved by the Councils of all respective Faculties.
13. Departments/Clinics/Institutes shall register the prepared and Faculty Council-approved elective subject programmes in the elective subject database of the University's information system, in accordance with the procedure established by the Study Regulations for First-Cycle, Second-Cycle and Integrated Studies at the Lithuanian University of Health Sciences, by 10 April each year. When registering the subject, they shall indicate the total number of

groups and the minimum and maximum possible number of students per group, based on the actual capacity of the academic unit organising the studies. The indicated number of students and groups may not be changed during the academic year. If circumstances change, these numbers may only be revised in the subject description in the elective subject database of the University's information system when the subject is made available for student selection for the following academic year.

14. The list of elective subjects available for student selection for the following academic year, prepared based on data from the elective subject database of the University's information system, shall be approved in the database by the Dean of the respective Faculty by 15 April of that year. Elective subjects not approved by the Dean shall not be delivered.

CHAPTER V

PROCEDURE FOR THE SELECTION AND REGISTRATION OF ELECTIVE SUBJECTS

15. Students shall select and register for elective subjects through the elective subject database of the University's Study Information System.
16. No competitive ranking of students shall be established for the selection and registration process. Registration shall be carried out on a first-come, first-served basis until the maximum number of students permitted for the respective elective subject programme has been reached. Once this number has been reached, registration for that subject programme shall be suspended.
17. Students must select and register for the number of elective subjects and credits specified in the study programme. Registration for elective subjects through the elective subject database of the University's Study Information System more than the number of credits specified in the study programme shall not be permitted. If places are not available in the preferred elective subject programme, students shall register for another elective subject.
18. Students shall have the right to study individual subjects or modules delivered at the University as additional elective subjects, exceeding the scope of their study programme. Such studies shall not interfere with the implementation of the student's study programme. They shall be subject to payment and admission shall be based on a separate agreement. The results of such studies shall be recorded in the diploma supplement as additional information.
19. For first-year students, the list of elective subjects included in the first-year study programme shall be available in the elective subject database of the University's Study Information System from the beginning of the academic year until 15 September. The list of elective subjects available for the following academic year (for students progressing to a higher year of study) shall be available in the elective subject database of the University's Study Information System from 16 April until 10 May.
20. First-year students must familiarise themselves with the descriptions of elective subjects included in the first-year study programme, select the number of subjects and credits specified in the study programme, and register for them by 15 September.
21. Students must familiarise themselves with the descriptions of elective subjects available for the following academic year (for a higher year of study), select the number of subjects and credits specified in the study programme, and register for them by 10 May. After the specified deadlines, student registration for elective subjects through the elective subject database of the University's Study Information System shall be suspended.

22. For students returning from academic leave, suspension of studies, academic exchange programmes, or students who, due to other valid reasons, were unable to select and register for elective subjects within the established timeframe, elective subjects shall be selected and registered in the elective subject database of the University's Study Information System at the discretion of the Dean, taking into account the student's submitted request and the capacity of the respective elective subject programme.
23. For students who, without a valid reason, have failed to select and register for elective subjects, elective subjects shall be selected and registered in the elective subject database of the University's Study Information System at the discretion of the Dean, until the date of submission of student lists to the Study Centre and departments/clinics/institutes.
24. The Dean shall have the right, upon agreement with the student, to adjust the student's selection during the period from 10 May to 15 May, and for the first academic year from 15 September to 20 September, in cases where this is necessary for the smooth organisation of the study process (e.g. where an insufficient number of students have registered for a subject, where a student has selected an excessive number of credits/subjects, etc.).
25. The list of first-year students who have selected and registered for elective subjects included in the first-year study programme, prepared on the basis of data from the elective subject database of the University's information system and approved therein by the Dean of the respective Faculty, shall be submitted to the Study Centre and departments/clinics/institutes by 20 September.
26. The list of students who have selected and registered for elective subjects included in the study programme for the following academic year, prepared on the basis of data from the elective subject database of the University's information system and approved therein by the Dean of the respective Faculty, shall be submitted to the Study Centre and departments/clinics/institutes by 15 May.
27. After the established deadlines have expired, registered elective subjects may be changed by permission of the Dean only where there are valid and significant reasons, following prior coordination with both academic units delivering the respective elective subjects and provided that the maximum number of students in the subject programmes is not exceeded. Changing an elective subject after the commencement of its studies shall not be permitted. The relevant amendments in the elective subject database of the University's information system shall be made by the Dean. The approved teaching workload fund of the respective academic units shall not be amended in this case.
28. In accordance with paragraph 47 of the Study Regulations for First-Cycle, Second-Cycle and Integrated Studies at the Lithuanian University of Health Sciences, a student shall have the right to study an elective subject at another recognised higher education institution. In such a case, the student must submit to the Dean of the Faculty, no later than 10 working days before the end of the registration period for elective subjects at the University, a request for permission to study an elective subject at another higher education institution, the programme of the intended elective subject, and the consent of the other higher education institution to admit the student for the subject studies. The Dean's permission shall be granted after assessing the compliance of the elective subject with the study programme, the study conditions, the timing, and other relevant factors. Studies of the subject at another higher education institution shall not interfere with the student's studies at the University.

CHAPTER VI
PROCEDURE FOR THE RECOGNITION OF STUDY RESULTS ACHIEVED THROUGH
ELECTIVE SUBJECTS

29. Study results achieved through formal, non-formal or informal learning may be recognised in place of the elective subjects provided for in the respective study programme.
30. Study results achieved through formal learning shall be recognised in accordance with the Procedure for the Recognition of Study Results at the Lithuanian University of Health Sciences.
31. Study results achieved through non-formal or informal learning shall be recognised in accordance with the Procedure for the Assessment and Recognition of Competences Acquired within the System of Non-Formal Adult Education at the Lithuanian University of Health Sciences.