

Approved
by the Senate of Mykolas
Romeris University
18 November 2011
Resolution No. 1SN-9

REQUIREMENTS FOR ADMINISTERING MINOR FIELD STUDIES

I. GENERAL PROVISIONS

1. The Requirements for Administering Minor Field (Branch) Studies (hereinafter – the Requirements) have been drawn up following Order No. V-501 of the Minister of Science and Education of the Republic of Lithuania of 9 April 2010 "On the Approval of the Description of General Requirements for First Cycle and Integrated Study Programmes Conferring a Degree", Order No. V-528 of the Minister of Science and Education of the Republic of Lithuania of 29 March 2011 "On the Approval of the Description of the Procedure for Administering Minor Field Studies and Conferring Double Qualification Degrees in the Study Fields without Accredited Study Programmes" and the Procedure of Studies approved by Resolution No. 1SN-17 of the Senate of Mykolas Romeris University (hereinafter – the University) on 27 January 2011.

2. The Requirements lay down the principles and procedure of organising and administering minor field (branch) studies (hereinafter – minor field studies) when students, in addition to a major field study programme, choose studying the programme from another study field and may acquire a double qualification degree at the University.

3. The concepts used in these Requirements:

3.1. Study Programme means the overall curriculum, methods and material resources, the academic and professional staff used for the studies of a specific field and a description thereof.

3.2. Double-field study programme means the study programme of a major field and of a minor field offered by the University and selected by the student after the completion whereof a double qualification degree (in the major field and in the minor field) is conferred.

3.3. Major study field means a field of studies with the assigned study subjects amounting to no less than 165 credits in the first cycle study programme and the with the qualification degree conferred to all graduates of this programme irrespective of the study field to which other mandatory and/or optional study subjects chosen by students are attributed.

3.4. General university study subjects mean the university subjects designated for developing the viewpoint deriving from scientific knowledge and conscious value-based attitudes, for general and transferred skills and competencies of students and amounting to 15 credits of the scope of the major field studies.

3.5. Minor study field means a field of studies with the assigned mandatory and/or optional study subjects chosen by students amounting to no less than 60 credits in the first cycle study programme and forming the basis to acquire a double bachelor's degree which is conferred when the study programme also meets minimum requirements for the other study field along with the major study field requirements.

4. Dual study programme shall be developed by the committee of the corresponding core study programme being responsible for determining which part of the core study programme meets minimal study requirements comprising 60 credits that may be offered as dual studies to students pursuing a dual qualification degree. Where a dual bachelor degree is conferred, the training programme shall include final projects and final exams (if such exams are stipulated in normative acts) comprising 15 credits at least.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 27 April, 2012, No. ISN-44*

5. A minor study field programme shall be approved by the Senate of the University upon recommendation of the Faculty Council with consent of the Commission of Studies of the Senate.

II. ARRANGEMENT AND ADMINISTRATION OF MINOR FIELD STUDIES

6. A minor study field programme may be chosen by first cycle students with this opportunity provided for in their study programmes by choosing one of the minor study field programmes offered at the University.

7. Students shall choose major field studies and register them electronically via individual access to their electronic study booklet in the information system STUDIES. When choosing minor field studies students shall fill out an electronic application to the Dean of the Faculty where they take the major field study programme and shall choose the subjects of the minor field studies following the general procedure of registration to studies. Administration of the minor field study programme commences after the student signs a contract for minor field studies in the faculty that administers the minor field studies and the Vice-Dean of the Faculty of major field studies endorses the contract.

Amendments:

*Senate of Mykolas Romeris University,
Resolution 27 April, 2012, No. ISN-44, 8 September, 2014, No. ISN-5*

8. The students who have chosen a minor field study programme shall get registered to the studies of programme subjects together with the students of the relevant major field study programme who study the same subjects.

8.1. First year students shall get registered to the minor study programme within 15 calendar days from the beginning of first semester and shall choose the study subjects of minor field studies until 30 September.

8.2. Students of other years shall register to minor field studies during the 1st stage of their registration (main registration) to the studies and shall sign a contract for minor field studies until the beginning of the 2nd stage registration (final registration) to the studies. Students shall choose the subjects of minor field studies during the 2nd stage registration (final registration) to the studies.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 8 September, 2014, No. ISN-5*

9. Once a group of students of the predetermined size gets formed for minor field studies, the subjects of the minor field study programme may be included into the time-table in addition. If there are no groups of the major field study programme at the University, minor field studies shall be included into the time-table after a group of students of the minor field studies of the pre-established size gets formed. In case a group of students of the predetermined size does not get formed for minor field studies, the students who have chosen the relevant minor field study programme shall be suggested to study according to an individual plan of studies.

10. Assessments of the subjects of the minor field study programme shall be included into weighted average of study results.

III. FUNDING OF MINOR FIELD STUDIES

11. The students studying in state-funded places may take a minor field study programme free of charge, if the amount of credits of the major field and the minor field study programmes does not exceed 240. The students studying in state-funded student places shall pay for the credits in excess of this number according to the fees of the minor field study programme.

12. If the student was studying in the state-funded student place at the time of signing the contract for minor field studies and lost it during the studies, he/she shall pay part of the fee to the extent of the remaining credits of the major field and the minor field study programme according to the fees of the study programme of such fields.

13. The student who studies in the student place not funded by the state at the time of signing of the contract for minor field studies shall pay for the number of credits of the minor field studies chosen for that semester according to the fees of the minor field study programme.

14. If the student who has chosen minor field studies was studying in the student place not funded by the state at the time of signing the contract for minor field studies and became a state-funded student during the studies, he/she shall not have to pay for the remaining credits of the minor field studies, if the amount of credits of the major field and the minor field study programmes does not exceed 240. He/she shall pay for the credits exceeding this amount part of the fee for the studies to the extent of the remaining credits of the major field and the minor field study programme according to the fees of the study programmes of such fields.

14.1. Students studying in Police Activities Programme (public security field) who entered studies in law as dual studies are exempted from the tuition fee for credits exceeding the stipulated limit of 240 credits.

Amendment:

*Senate of Mykolas Romeris University,
Resolution 27 April, 2012, No. ISN-44*

IV. FINAL PROVISIONS

15. The students who entered the University in 2010 or later and have chosen a minor field study programme during first cycle studies under the procedure provided for in these Requirements and have completed it alongside the major field study programme shall be conferred a double qualification degree provided for by legal acts.

16. The students who entered the University earlier than in 2010 and have chosen minor field studies alongside the major field study programme shall be conferred the qualification degree provided for in the major field study programme and shall be issued a transcript of records in the form established by the University.

17. The students who complete a minor field study programme but do not fulfil the requirements of the major field study programme shall be issued a transcript of records in the form established by the University.

18. The student who terminates a contract for minor field studies and is willing to acquire a first cycle qualification degree shall fully fulfil the requirements of the major field study programme.

**CONTRACT FOR MINOR FIELD STUDIES
BETWEEN MYKOLAS ROMERIS UNIVERSITY AND THE STUDENT
STUDYING IN STATE-FUNDED STUDENT PLACE**

— _____ 2011 No.
Vilnius

Mykolas Romeris University (hereinafter – the University), represented by the Dean authorised by the Rector, and faculty student

(name, surname, personal ID/date of birth (if contract is made not by citizen of Lithuania))

who is admitted to a state-funded place of studies (hereinafter – state-funded student), following the Law on Higher Education and Research and other legal acts of the Republic of Lithuania, hereby enter into the following contract for minor field studies (hereinafter – the Contract):

I. GENERAL PROVISIONS

1. This Contract lays down the terms, conditions and procedure for studies at the University for the student who has chosen minor field studies, the amount of tuition fee, the terms and conditions of paying the tuition fee.
2. The student shall study according to the minor field study plans drawn up and approved by the University following the prescribed procedure.
3. Minor field studies are administered at the University following the Law on Higher Education and Research of the Republic of Lithuania, the Statute of Mykolas Romeris University, the Procedure of Studies, the Requirements for Administering Minor Field Studies and other legal acts.

II. SUBJECT-MATTER OF THE CONTRACT

Item No.	Study subject or group of study subjects	Study cycle	Number of credits of the study subjects	Study period
1.				

III. FINANCIAL TERMS AND CONDITIONS OF THE STUDIES

4. The student studying in the state-funded place may take a minor field study programme free of charge, if the amount of credits of the major field and the minor field study programmes does not exceed 240. The student studying in the state-funded place shall pay for the credits in excess of this number according to the fees of the minor field study programme.
5. If the student was studying in the state-funded place at the time of signing the contract for minor field studies and lost it during the studies, he/she shall pay part of the fee to the extent of the remaining credits of the major field and the minor field study programme according to the fees of the study programme of such fields. The tuition fee shall be paid to the account of the University (payment code 101941), stating in the bank payment order the name, surname, personal ID (or identification code), faculty, year, number of the credits of study subjects.
6. The student who completes the studies, withdraws from or is expelled from the University shall not get repayment of the money paid.

IV. COMMITMENTS OF THE UNIVERSITY

7. The University undertakes:
 - 7.1. to create adequate conditions for the student to study following the approved study plans of the minor field according to the curriculum, nature and practical application possibilities of the field taken;
 - 7.2. to ensure the quality of instruction according to the approved programme;
 - 7.3. to confer to the student who completes and accounts fully for the programmes of major field and minor field studies a double degree of the bachelor of the major and the minor study fields (branches) and issue a diploma and a diploma supplement to certify this;
 - 7.4. to process the student's personal data according to the requirements of laws of the Republic of Lithuania;
 - 7.5. to perform all other obligations specified in the Statute of the University and other acts regulating the internal procedure of the University.

V. COMMITMENTS OF THE STUDENT

8. The Student undertakes:
 - 8.1. to study following the approved study plans of the minor field;

**CONTRACT FOR MINOR FIELD STUDIES
BETWEEN MYKOLAS ROMERIS UNIVERSITY AND THE STUDENT
STUDYING IN THE PLACE NOT FUNDED BY THE STATE**

— _____ 2011 No.
Vilnius

Mykolas Romeris University (hereinafter – the University), represented by the Dean authorised by the Rector, and faculty student

(name, surname, personal ID/date of birth (if contract is made not by citizen of Lithuania))

who is admitted to a study place not funded by the state (hereinafter – the paying student), following the Law on Higher Education and Research and other legal acts of the Republic of Lithuania, hereby enter into the following contract for minor field studies (hereinafter – the Contract):

I. GENERAL PROVISIONS

1. This Contract lays down the terms, conditions and procedure for studies at the University of the student who has chosen minor field studies, the amount of tuition fee, the terms and conditions of paying the tuition fee.
2. The student shall study according to the minor field study plans drawn up and approved by the University following the prescribed procedure.
3. Minor field studies are administered at the University following the Law on Higher Education and Research of the Republic of Lithuania, the Statute of Mykolas Romeris University, the Procedure of Studies, the Requirements for Administering Minor Field Studies and other legal acts.

II. SUBJECT-MATTER OF THE CONTRACT

Item No.	Study subject or group of study subjects	Study cycle	Number of credits of the study subjects	Study period
1.				

III. FINANCIAL TERMS AND CONDITIONS OF THE STUDIES

4. The student who studies in the student place not funded by the state at the time of signing of the contract for minor field studies shall pay for the number of credits of the minor field studies chosen for that semester according to the fees of the minor field study programme.
5. The student shall pay the tuition fee specified during the acceptance by the University under the procedure laid down in this Contract. The price of the studies shall be equal to _____ litas for one credit; the total price of the studies shall be _____ litas equal to the number of credits specified in Section II of this Contract.
6. The amount of the study price specified in paragraph 5 hereof may be indexed under the procedure laid down by legal acts.
7. Part of the tuition fee equal to the number of credits of each semester chosen shall be paid as follows:
 - the fee for the first semester shall be paid within fifteen calendar days after the day of signing of the contract (except in the cases when students who need a loan have the payment period postponed until the receipt of the loan with the Dean's consent);
 - the fee for subsequent semesters shall be paid within the first fifteen calendar days of each semester (except in the cases when students who need a loan have the payment period postponed until the receipt of the loan with the Dean's consent).The tuition fee shall be paid to the account of the University (payment code 101941), stating in the bank payment order the name, surname, personal ID (or identification code), faculty, year, number of the credits of study subjects.
8. The student who completes the studies, withdraws from or is expelled from the University shall not get repayment of the money paid.
9. If the student who has chosen minor field studies was studying in the student place not funded by the state at the time of signing the contract for minor field studies and became a state-funded student during the studies, he/she shall not have to pay for the remaining credits of the minor field studies, if the amount of credits of the major field and the minor field study programmes does not exceed 240. He/she shall pay for the credits exceeding this amount part of the fee for the studies to the extent of the remaining credits of the major field and the minor field study programme according to the fees of the study programmes of such fields.

IV. COMMITMENTS OF THE UNIVERSITY

10. The University undertakes:
 - 10.1. to create adequate conditions for the student to study following the approved study plans of the minor field according to the curriculum, nature and practical application possibilities of the field taken;

- 10.2. to ensure the quality of instruction according to the approved programme;
- 10.3. to confer to the student who completes and accounts fully for the programmes of major field and minor field studies a double degree of the bachelor of the major and the minor study fields (branches) and issue a diploma and a diploma supplement to certify this;
- 10.4. to process the student's personal data according to the requirements of laws of the Republic of Lithuania;
- 10.5. to perform all other obligations specified in the Statute of the University and other acts regulating the internal procedure of the University.

V. COMMITMENTS OF THE STUDENT

- 11. The Student undertakes:
 - 11.1. to study following the approved study plans of the minor field;
 - 11.2. to comply with the requirements of the Law on Higher Education and Studies, the Statute of the University, the Procedure of Studies, the Academic Ethics Code, the rules internal discipline and other legal acts;
 - 11.3. to pay the tuition fees set by the University in relation to the studies in due time;
 - 11.4. to abide by the decisions of the management institutions of and other persons authorised by the University, commissions and committees of the University.

VI. VALIDITY AND EXPIRY OF THE CONTRACT

- 12. The present Contract shall come into effect as of the date of the day it is signed by both Parties.
- 13. The Contract shall expire:
 - 13.1. after successful completion of the requirements of the major field and the minor field study programme(s) and issuance of a higher education diploma and a supplement to the diploma to certify it;
 - 13.2. if the type of funding of the studies changes;
 - 13.3. if it is terminated under the grounds provided for in paragraphs 14 and 15 hereof.
- 14. The student shall have the right to terminate this Contract at any time by withdrawing from the University.
- 15. The Contract may also be terminated in the same way if the student is expelled for gross violations of laws of the Republic of Lithuania, the Statute of the University and the legal acts regulating the internal procedure of the University as well as for a failure to comply with the requirements laid down in the study programme.
- 16. In case this Contract is terminated, the student who is willing to acquire a first cycle qualification degree shall fully fulfil the requirements of the major field study programme.

VII. FINAL PROVISIONS

- 17. The issues of the student's studies not covered in the Contract shall be dealt with in accordance with the Procedure of Studies and other legal acts.
- 18. The student shall inform about any changes in his/her contact details in writing not later than within five working days. In case of failure to comply with this obligation, the student shall have no right to make any claims that the notices have not been received, etc. if the University takes actions according to the last known address and contact details of the student.
- 19. Information about the course of studies may be provided to the contact person indicated in this Contract or to the state authorities holding the powers conferred by laws.
- 20. Disputes regarding the performance of the Contract shall be solved by agreement of the parties. In case of failure by the parties to agree, the disputes shall be resolved under the procedure prescribed by laws of the Republic of Lithuania.
- 21. The Contract is made in two counterparts of the same legal power. One counterpart shall be left for the student and the other shall be stored in the student's personal file at the University.
- 22. The student shall confirm that he/she has familiarised himself/herself with and understood the terms and conditions of the Contract before signing it and agrees that the University may process the personal data of the student.

VIII. PARTIES TO THE CONTRACT AND REQUISITE DETAILS OF THE CONTRACT

Mykolas Romeris University, Ateities g. 20, LT-08303 Vilnius, Tel. (8 5) 271 4625, fax. (8 5) 267 6000. Data compiled and stored in the Register of Legal Entities, identifier 111951726, Acc. LT857300010002492590, AB Swedbank, bank code 73000.

Student.....
(name and surname)

.....
(place of residence, contact phone numbers, e-mail)

**Contact person for the student.....
(name and surname)

.....
(place of residence, contact phone numbers, e-mail authorised to communicate information about the studies)

*The student is allowed not to indicate any details of a contact person. By providing information about his/her contact person, the student guarantees that the information given is correct and that he/she has informed the contact person that his/her data are provided to the University.

IX. SIGNATURE OF THE PARTIES TO THE CONTRACT

Mykolas Romeris University

Student

(signature)

(name, surname) (signature)

(name, surname)