

APPROVED
by Order No. R-___ of ___ May 2016
of the Rector of Vilnius University

DESCRIPTION OF THE PROCEDURE FOR FINANCIAL SETTLEMENT FOR THE CARRYING OUT OF MINOR STUDIES

I. GENERAL PROVISIONS

1. The Description of the Procedure for Financial Settlement for the Carrying Out of Minor Studies (hereinafter the 'Description') shall establish the general principles of funding the carrying out of minor studies (hereinafter the 'minor studies') and additional aspects of funding the carrying out of minor study programme *Subject Pedagogy*.

2. The Description was prepared in accordance with the Procedure for Organising Minor Studies approved by Resolution of the Senate Commission No. SK-2012-12-12 of 21 June 2012 and the provisions of other regulatory acts.

3. Funding for the implementation of minor studies shall be provided from the funds of academic core units (hereinafter the 'units') and the centrally managed foundation.

II. PRINCIPLES OF FUNDING

4. In the implementation of minor studies, the unit carrying out the minor study programme (hereinafter the 'Minor Studies Unit') and the unit carrying out the main studies (hereinafter the 'Main Studies Unit') shall be involved.

5. The amount allocated to (or payable by) the units involved in the implementation of the minor studies shall be calculated on the basis of the respective period of settlement, the scope (in credits) of the course units (modules) carried out under the minor studies programme, and the number of students who had studied the relevant course unit.

6. The amount receivable by the Minor Studies Unit shall be calculated having regard to the minor studies tuition fee – the standard tuition fee for the respective study programme on the basis of which the minor studies programme is developed or that of the relevant study programme group (where a Minor Studies programme is developed not according to the study programme carried out).

7. The amount receivable by the Minor Studies Unit shall consist of two parts, namely:

7.1. The portion of the minimum standard tuition fee. It shall be calculated by multiplying the scope of the course unit (module) of the GS programme (in credits) by the rate of one credit of the minimum standard tuition fee and the number of students not from the Minor Studies Unit studying that course unit (module). This portion shall be paid from the funds of the Main Studies Units.

7.2. The portion of the difference in minor studies tuition fee. It shall be calculated by multiplying the scope of the course unit (module) of the minor studies programme (in credits) by the difference between the minor studies tuition fee and the rate of one credit of the minimum standard tuition fee and the number of students not from the Minor Studies Unit studying that course unit (module). This portion shall be paid from the funds of the centrally managed foundation.

8. To calculate the portion referred to in Item 7.1, the amounts receivable by the Minor Studies Units and those payable by the Main Studies Units (for the students of the unit who have chosen minor studies in another unit) shall be measured (the difference shall be calculated).

9. The minimum standard fee and the minor studies tuition fee referred to in Item 7 shall be calculated by deducting the funds for student incentives and general deductions to centrally managed foundations. In the calculations, the standard tuition fee of the admission flow of the corresponding year shall be used.

10. The amount allocated to the Minor Studies Unit shall be obtained by adding the portions referred to in Items 7.1 and 7.2, having assessed all minor studies programmes carried out by the relevant Minor Studies Unit.

11. For the minor studies programme *Subject Pedagogy*, the amount of funds to be allocated to the Faculty of Philosophy shall be calculated in accordance with the procedure set out above; however, account shall be taken of the contribution of the Main Studies Units to the implementation of the specific minor studies programme. From the funds received, the Faculty of Philosophy shall pay a fixed fee to teachers of general education schools who supervise the students of minor studies of Vilnius University doing pedagogical internships.

12. The specific number of the minor studies students (and correspondingly the course units (modules) planned to be studied by them), which is used in calculations, shall be recorded on 1 October in the autumn semester and on 1 March in the spring semester.

III. FINAL PROVISIONS

13. The amounts allocated to (or payable by) the units involved in the implementation of minor studies shall be approved by a Rector's order.

14. Financial settlement for the carrying out of minor studies shall be performed for the previous academic year, at the end of the spring semester period of studies.