



Faculty of Economics and Business Administration

*You are welcome at the Faculty of Economics and Business Administration
We are here to help you throughout your studies to make your exchange experience
unforgettable.*

Contacts:

Faculty Coordinator (incoming students):

- Ms. Aistė Simanavičienė (FEBA, Room 409), erasmus@evaf.vu.lt

Vice-dean for Studies:

- Assoc. Prof. Dr. Roma Adomaitienė

We highly recommend:

- to attend the first class of the course as during it professors provide general information about the course, assessment rules, sometimes they change classrooms and lecture times, so all these details are confirmed during the first class;
- warn professors in advance if you will not be able to sit the exams or present assignments during the official exam session in January (Autumn semester) or June (Spring semester).

Frequently Asked Questions

- **Where will the class take place?**

First of all, please check the timetable on the internet: <https://www.vu.lt/en/studies/exchange-students/timetable>

If you fail to find the place of the course, please try to seek for help of other classmates/mentors/friends. If you still cannot find the room where the lecture is planned, please come to the faculty coordinators. In order to fasten the processes, please make it sure you have the title of the course and the name of the professor with you.

- **How to register for Bachelor courses?**

In order to successfully register at the course students need to get the lecturer's signature on the Registration Form during the first lecture (the form is provided by the International Relations Office).

- **How to register for Master courses?**

There is a limited number of students who can attend the courses, therefore registration is **mandatory**. Please visit the Faculty coordinator in Room 409.

Please keep it in mind that at FEBA all Master courses are intensive and they are organized in modules. Usually, one course lasts for one month and finishes with exam. If the professor is

from another country, the classes may take place every day a week (Monday-Friday). The classes are organized in the evenings, so please have it in mind when you prepare your study programme.

VERY VERY Important: Only Master students can attend Master level courses. However, if there is such a need and your home University approves of, Master students are allowed to choose Bachelor level courses (BUT not vice versa).

- **Do you want to change the course in your learning agreement?**

Please contact Rita Vienazindiene rita.vienazindiene@cr.vu.lt or Miglė Prišmontaitė migle.prismontaite@cr.vu.lt at the International Relations Office (VU Central Building, Universiteto str. 3, Room 242)

- **Where can I find the timetable?**

Timetables for Bachelor and Master Courses can be found here:

<https://www.vu.lt/en/studies/exchange-students/timetable>

- **Can I have all my exams before the official exam session?**

Exam session is strictly regulated at the Faculty of Economics and Business Administration and early exam session is allowed only when a student has a grounded reason that can be supported by documentation (illness, study process regulations at home University, etc.);

The lecturer cannot take the decision: a separate request form has to be submitted to the Studies Department (Room 409) with the supporting documentation **by November 15th (for Autumn semester) and by April 15th (for Spring semester)**.