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## **DESCRIPTION OF THE PROCEDURE FOR EXTERNAL EXAMINATION OF THE SUBJECT (MODULE) AND REPEATING SUBJECT (MODULE)**

1. Description of the procedure of the Faculty of Economics and Business Administration Vilnius University (hereinafter – VU FEBA) for taking the subject (module) examinations externally and repeating the subject (module) (hereinafter – the Description) regulates the repetition of subjects (modules) involved in VU FEBA Bachelor and Master degree programmes and the procedure for taking and retaking exams of the subjects (modules) externally.
2. After the expiry date of the term for passing the examination of the subject (module) and having no more than 15 study credit debts or academic debts, the student may repeat the studies of the subject (module) or retake the subject (module) as an external student.
3. The student may repeat all subjects (modules), but only elective subjects (modules) and general university subjects may be replaced by other subjects (modules).
4. If the study subject (module) to be repeated is no longer taught, the study programme committee of the student (s) shall propose a subject (module) with which the discontinued subject (module) may be replaced.
5. The cost of repeating a subject (module) is equal to the cost of one study credit multiplied by the number of credits of the subject (module). The fee for repeating a subject (module) is paid until the end of the first month of the semester in which the subject (module) is taught.
6. An external student is a student who, in the absence of academic activities, studies a study subject (module) independently without consultations of a lecturer and for whom is granted the right to take the examination of the study subject (module) externally.
7. The possibility to take or retake the subject (module) examination as an external student shall be provided by the lecturer of the subject (module) by providing the requirements for the external examination in the description of the subject (module).
8. Study subjects (modules) for which examinations cannot be taken and retaken as external: a general university subject (module); course work / research work; professional internship; Bachelor thesis; final graduation exam; final thesis project (see clarification in clause 9); Master thesis.
9. When there is one Final Thesis Project included in the Master study programme, it is possible to keep and retake this subject as an external student in the last semester, in coordination with the head of the study programme committee. When the Master study programme includes two Final Thesis Projects, only the subject – Final Thesis Project II can be taken and retaken externally by a student in the last study semester in coordination with the head of the study programme committee. Final Thesis Project II cannot be defended prior to Final Thesis project I has been defended.

10. Examinations of study subjects (modules) are taken externally in the autumn or spring semester in which the subject (module) is conducted on a regular basis. If the study learning outcomes level is lower than the threshold level during the external examination, the student may retake the examination once during the first two weeks of the new semester.
11. A student who wishes to study the subject (module) independently and take the examination externally, must submit the application for the permission to consider the examination as external to the Vilnius University Study Information System (hereinafter – VUSIS) no later than by the end of the first month of the semester in which the examination will be held.
12. When changing the lecturer of a subject (module) due to reasons beyond the student's control, the subject (module) may be taken externally, in other cases the student must repeat the subject (module).
13. If the student does not pass the exam as an external student, the student receives an academic debt and must repeat the subject (module). During the last semester, a student who has not passed and failed the examination of a subject (module) in the status of an external student shall suspend his/her studies and take the examination on the basis of a free listener.
14. If an external student is unable to attend the examination at the appointed time due to a justifiable reason, no later than 3 working days after the established date of taking the exam externally, he/she must submit a reasoned request for a change of the term for taking the exam externally.
15. If the external student does not present at the exam within the specified time without a justifiable reason, the lecturer shall fill in the exam form on the VUSIS, indicating that he/she did not attend the exam. The paid external contribution is non-refundable and does not count towards any other external examination of the same or another subject.
16. After the expiry of the deadline for passing the examinations of the final study period and/or the final examination term of the last study semester, the Dean of the Faculty may allow students of the final year with debts and/or academic debts in the amount of no more than 15 credits, to retake appropriate subjects (modules) externally once more before the beginning of the Final Thesis defence period (before taking the final examinations).
17. The price of the exam for external status is equal to 25 percent of the subject (module) price. The student must pay the fee for taking the subject (module) as an external student no later than 3 working days before the exam. If the tuition fee is not paid within the prescribed term, the student is not allowed to take the exam of the subject (module) externally.
18. Information on the date, time and place of taking and retaking the external exam is published in the schedule of a specific lecturer at VU FEBA.