

APPROVED
by Resolution of the Vilnius University Kaunas Faculty Board
(Session protocol No. 620000-TP-8 of 24 April 2019)

**VILNIUS UNIVERSITY KAUNAS FACULTY REGULATIONS
FOR AN EXAMINATION PRE-SESSION**

1. The regulations for organising an examination pre-session (hereinafter referred to as the Regulations) in Vilnius University Kaunas Faculty (hereinafter referred to as VU KnF) are valid for VU KnF Bachelor and Master students, and students of bridging courses who, due to important reasons (e.g. travelling abroad for work, an internship or volunteering, etc.), wish to take the examinations earlier than they are scheduled in the examination session.
2. The Regulations do not outline the procedures for a traineeship, the defence of a final thesis, the procedure for taking a final examination, or the regulations for a pre-session for final year students.
3. A student or an unclassified student who wishes to take the examination(s) during the pre-session and has not completed the entire course (or module) before the date of the examination(s) set in the pre-session schedule, undertakes to study the remaining material of the course (or module) individually before the examination and to complete the entire course (or module) during the pre-session.
4. The pre-session is organised during the last two weeks of lectures of the semester. Examination re-takes are not organised during the pre-session. If the student fails to pass the exam during the pre-session, he / she has the right to re-take the examination within the first two weeks of the following semester, i.e. during the examination re-take session.
5. Pre-session examinations may be held every day, on all days of the week, except for Sundays.
6. A student or an unclassified student wishing to take examinations during a pre-session must submit a request for taking an examination of a subject (module) in advance together with the documents supporting the request (work or internship contract, invitation to volunteer, etc.) to the Study Department no later than 1 December (autumn semester) and 1 May (spring semester). The request must also include the dates of the pre-session examinations, scheduled together with the subject (module) lecturers and according to the conditions set out in points 2, 3 and 4 of the Regulations.
7. If the student or an unclassified student fails to submit the request for a pre-session together with the supporting documents by the deadlines set out in point 6 of the Regulations, the request for a pre-session shall not be considered.
8. The administration's decision regarding the permission to take the examinations during the pre-session shall be made no later than 5 working days after the day the request and the supporting documents are submitted. Once a positive decision has been made to authorise the pre-session, records shall be drawn up in accordance with the pre-session examination dates specified in the request.
9. By way of exception, the administration may consider a student's / unclassified student's request for a pre-session that does not satisfy the condition set out in point 4 of the Regulations.
10. The schedule for an examination pre-session is not published online.