



**VILNIUS UNIVERSITY
LIFE SCIENCES CENTER**

August 24 2022

**Study organization and student achievement assessment memo
for the lecturer of VU Life Sciences Center**

Study process

1. The study year consists of two semesters: autumn and spring. The autumn semester studies begin on September 1 and last until January 26; the spring semester studies begin on February 4 and last until June 30.
2. The **autumn** semester consists of 16 contact weeks (from September 1 to December 23), during which lectures, seminars, lab works, practical training have to be held and all the interim accountings have to be carried out provided for in the course unit description. During the autumn session (from January 2 to January 26), only the final reports of the subject are taken, student assessments are entered into the VU IS.
3. The **spring** semester consists of 15 weeks (since one week is reserved for the students' Easter vacation) (from February 4 to May 31), during which lectures, seminars, lab works, practical training have to be held and all the interim accountings have to be carried out provided for in the course unit description. During the spring session (from June 1 to June 30), only the final reports of the subject are taken, student assessments are entered into the VU IS.
4. Before the beginning of the semester, the lecturer **plans the work during the semester** according to the contact hours and topics provided for in the course unit description, considers the preliminary dates for interim accountings. If the class coincides with a holiday (non-working) day of the Republic of Lithuania, the class will not take place, and the interim accounting will be postponed.
5. If a subject (module) is taught by several lecturers, the lecturer coordinating the subject **coordinates** with other lecturers the work plan and the distribution of days during the semester.
6. The study process at the VU Life Sciences Center (LSC) is coordinated by the Deputy Director for Studies together with the **VU LSC Studies Division** (<https://www.gmc.vu.lt/apie-gmc/struktura/administracija#studiju-skyrius>), whose

employees consult lecturers about various study issues (timetable, workload, student accounting, behaviour, etc.).

Requirements for the first class

1. Several or one week before the first class, the lecturer reviews the course unit description, updates it if the composition of the subject lecturers, accounting strategy or topics change. The lecturer sends the updated course unit description before the first class to the Head of the VU LSC Studies Division and the VU LSC Deputy Director for Studies, who uploads the updated course unit description to VUSIS.
2. **During the first lecture of the study subject, the lecturer has to** familiarize the students with the description of the study subject, indicating the methods, procedure, assessment criteria and accounting requirements for student achievement assessment. The assessment methods, procedure, assessment criteria and accounting requirements presented during the first lecture **cannot be changed during the semester**. Students have to be informed about the changes due to unforeseen circumstances (changed resolutions of the Government of the Republic of Lithuania or Vilnius University, personal affairs of the lecturer, fundamental changes in the organization of the study process) as early as possible.
3. During the first class, the lecturer answers the questions asked by the students related to the subject, discusses the methods of communication with the students, and preliminarily discusses accounting dates.
4. It is recommended to publish the subject assessment strategy (accounting requirements, assessment methods) in the subject's virtual course in the Virtual Learning Environment (VLE = *Lith. VMA*) (in the VLE system). It is also recommended to publish the work plan, timetable, and accounting times in the virtual environment.
5. During the first class, the lecturer discusses the division of students into groups with the students. Students are assigned to groups by the senior of the students of the year who has divided the students evenly into all planned groups. The lecturer himself can distribute students (according to surnames in alphabetical order) into groups of equal number of students.
6. During the first laboratory work, lecturers inform students about the order and safe behaviour in the laboratory, conduct a safety briefing and have students sign the work safety log.

Assessment of study achievements

1. According to point 26 of the VU Study Regulations, VU can carry out permanent, interim and final assessment of study achievements of a study subject (module). The studies are finished with **the final assessment of the study achievements**: an exam or an evaluation of the work (project) performed independently by the student. The final assessment of the

study achievements of the study subject can be a cumulative grade, the composition of which is calculated according to the proportions provided for in the description of the course unit.

2. The assessment of study achievements can take place in writing or both in writing and orally. Study achievements can be assessed using a computer or other electronic means (point 27 of VU Study Regulations).
3. When planning the assessment of the students' achievements during the semester, it is recommended for lecturers to envisage a flexible strategy and methods for the assessment of achievements that could be fully applied both in contact and remote mode. In order to reduce as much as possible the risks that may arise due to certain restrictions and to successfully implement a coherent and objective final assessment of the study achievements of the students of the subject remotely, it is recommended for teachers to apply a cumulative assessment strategy, when the achievements of the students during the entire study semester are assessed using as many different assessment methods and forms of tasks as possible as noted in the course unit description.
4. According to the VU Study Regulations, the lecturer **enters** the final assessment of the study achievements of the subject **into the VUSIS no later than within 10 (ten) working days** from the day of the final assessment of study achievements, but no later than 5 (five) work days after the end of the semester studies. If, for some reason, the lecturer cannot enter the grades in VUSIS, the grades are sent to the VU LSC Studies Division, whose administrators will enter the grades into the system.
5. Students' study achievements **are published anonymously** and are not distributed to the third parties. Students' grades can be published by the lecturer to the group by presenting them with the students' certificates or registration numbers, but without publishing the names of the students.
6. If a case of **academic dishonesty** is recorded during the assessment of study achievements, the subject lecturer has to inform the VU LSC Deputy Director for Studies about the case of dishonesty recorded during the assessment of achievements. Such a case will be dealt with by the VU LSC Committee on Academic Ethics.

Student participation in classes, illnesses, excuses

1. A student who is unable to come to the interim accounting at a time indicated in the timetable due to an illness or another important reason may account for it at another time agreed with the coordinating lecturer.
2. **The student's absence from compulsory accounting** has to be supported by a document (in case of an illness, a medical certificate (form 027/a or 046/a, extracts from e-health indicating the time of illness (calls to doctors for consultation are not suitable), in other cases - an official document proving a valid reason for absence). A serious reason for absence at the VU LSC is an illness, representing Lithuania or VU in sports or cultural

activities, loss of a close relative, participation at conferences, participation in military exercises.

3. **If the student does not come to the final assessment** (exam), the lecturer has to record the absence in the register, which will be cancelled, and the assessment postponed after the student submits a document justifying the absence to the VU LSC Studies Division. A student for whom the final assessment of a subject has been postponed has the right to take the exam individually no later than in two weeks, counting from the end of the postponed term, at the time determined by the lecturer of the study subject.
4. According to point 28 of the VU Study Regulations, students with a **disability or a temporary health disorder** are subject to flexible forms of assessment of study achievements, adapting them to the individual needs and capabilities of the student arising from the disability or temporary health disorder and ensuring that the study achievements will be properly assessed.
5. According to the VU Study Regulations, every student has the right to be acquainted with the study achievements of his subject and to receive **feedback** on the assessment of study achievement assessment tasks. A student who does not agree with the final assessment of the subject has a right to submit a well-founded written appeal to the VU LSC Committee on Dispute Resolution no later than in seven calendar days from the date of publication of the final assessment of the subject, and for interim accountings - no later than in three work days after the interim accountings.
6. In case of reaching a lower than threshold level of study achievements (less than 5 points) during the final assessment of the study achievements of the subject, the student can retake the final assessment of the study achievements of the subject once during the first two weeks of the new semester. If the subject is not passed during the retake session, the student must repeat the course.
7. When taking an exam that has been postponed (due to a good reason), the student must contact the lecturer of the subject himself and discuss with the lecturer the time and place of retaking the exam (at a time convenient for the lecturer).
8. A student who repeats a course must come to the first classes of the subject, introduce himself to the lecturer and discuss with the lecturer the mandatory accountings and assessments accepted.
9. Written tasks, student answers and/or written works of the interim and final assessment of study achievements and audio and/or video recordings of the final assessment of study achievements orally are stored at VU LSC for 6 (six) months after the date the final assessment of study achievements were recorded in VUSIS electronic register.

How to create Vilnius University email

Use Vilnius University email for communicating with students, receiving news about the University and LSC, for the VU virtual learning environment (VLE).

Viešoji įstaiga
Universiteto g. 3
LT-01513 Vilnius
<http://www.vu.lt>

Tel. (8 5) 268 7000
Faks. (8 5) 268 7009
El. p. infor@cr.vu.lt

PVM mokėtojo kodas LT119508113
Duomenys kaupiami ir saugomi
Juridinių asmenų registre
Kodas 211950810

Address: <https://webmail.vu.lt/>

Instructions on how to forward mail to your Gmail address: <https://www.ittc.vu.lt/bendravimas/el-pastas/programu-instrukcijos/gmail>

More information concerning VU email can be found at: <https://www.ittc.vu.lt/bendravimas/el-pastas>

If you have any questions: phone (8 5) 236 6200, email info@ittc.vu.lt

Virtual Learning Environment (VLE = *Lith.* VMA)

The virtual learning environment is intended for lecturers to conveniently present the material of their taught subjects to students attending the course, as well as to see student lists, order computer-based examinations, and consult students.

Address: <https://emokymai.vu.lt/>

More about the VLE: <https://vma.esec.vu.lt/>

If you have any questions: phone (8 5) 236 6283, (8 5) 219 3287, email emokymai@vu.lt

Vilnius University Information System (VUSIS)

In the information system of Vilnius University, the lecturer can see what subjects he/she teaches, the session timetable, which students have chosen him/her to write course papers, semester and final theses.

Address: <https://is.vu.lt>

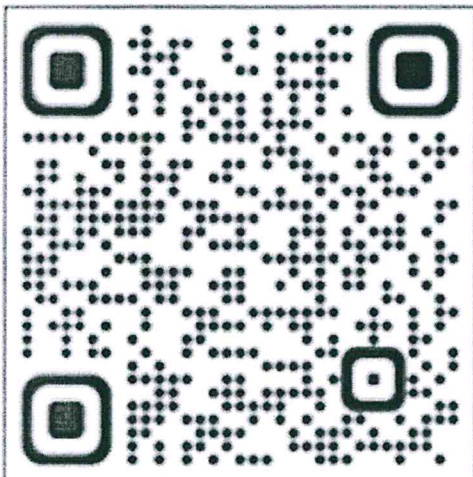
If there are any questions: phone (8 5) 236 6200, email info@ittc.vu.lt

Guide of “eDėstytojas” user is intended for University lecturers who use VUSIS environment “eDėstytojas”. Guide of environment “eDėstytojas” **is available at:**

the long link: <https://santaka.vu.lt/pages/viewpage.action?pageId=95357958>

the short link: <https://bit.ly/edestytojas>

by scanning QR code with a mobile device:



Order in the VU LSC auditoriums:

The lecturer takes the auditorium card, electronic control panel before the start of the class at the VU LSC person on duty, and signs in the notebook. At the end of the class, the card has to be returned to the security point.

Before handing in your auditorium card, please make sure that:

- you left the computer switched on in "sleep" mode;
- you turned off the projector and lights;
- you cleaned the board properly;
- you closed the windows;
- you locked the door.

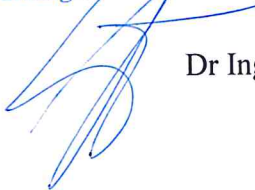
Sponges, markers, spray cleaners, lasers, cameras on computers, and other tools are at the LSC security post. After using them, please after a class, dissertation defence, etc. return them to security;

- if you use your own computer and a different projector connection for classes, please reset and connect the auditorium computer after the class;
- if you want to use other computer programs for your lectures, inform IT specialist Robertas Kindurys (robertas.kindurys@gmc.vu.lt).

If the tables were moved for your class, please put everything back in place.

Vilnius University
LSC Deputy Director for Studies

Vilniaus universitetas
Gyvybės mokslų centras
Direktorius pavaduotoja studijoms
dr. Ingrida Prigodina Lukošienė



Dr Ingrida Prigodina Lukošienė