

APPROVED

Order No. R-440 of the Pro-Rector for
Studies of Vilnius University of 1
December 2016

Graduation clearance procedure at Vilnius University

1. The Graduation clearance procedure at Vilnius University (hereinafter – the University) (hereinafter – the Procedure) defines the list of the divisions of Vilnius University with which the graduate is required to complete his clearance procedure, and the deadlines for completing the procedure. The present Procedure has been drawn up on the basis of laws and other legal acts of the Republic of Lithuania, internal regulations of Vilnius University, and shall be binding for all students and unclassified students of the University (hereinafter – the Graduate).
2. A graduate shall be issued the diploma only after the graduate has completed the clearance procedures with the relevant division with all the divisions of the University referred to in Item 3 of the present Procedure, and signs in the Journal for Registration of Issued Diplomas and Other Graduation Documents (hereinafter – Registration Journal).
3. The divisions of the University with which the Graduate must complete the clearance procedure are:
 - 3.1 the Library of the University;
 - 3.2 the Housing Department of the General Affairs Directorate of the University;
 - 3.3 University Students' Representation;
 - 3.4 Administration of a core academic unit (hereinafter – an academic unit).
4. The list of the Graduates shall be automatically uploaded on the Studies' Information System (hereinafter – the System), an application 'Graduates' Clearance': of the winter diploma granting session – by December 1 of the current academic year, and of the summer diploma granting session – by May 1 of the current academic year.
5. The divisions of the University shall in the 'Graduates' Clearance' application note the status of the graduates' clearance procedure by, respectively, December 14/May 14 of the current academic year.
6. The Graduates shall be notified of the possibility to complete their clearance procedure with divisions of the University by automatic message: the Graduates of the winter diploma granting session – by December 15 of the current academic year; the Graduates of the summer diploma granting session – by May 15 of the current academic year.
7. The students that have outstanding debts shall clear their obligations with divisions of the University no later than five working days before the scheduled diploma granting day. After the Graduate completes the clearance procedure with a relevant division, the division shall mark that accordingly in the 'Graduates' Clearance' application of the System.
8. Prospective graduates who have not yet cleared their obligations with at least one division of the University as referred to in Item 3 of the present Procedure shall be sent automatic notices with a reminder to clear their obligations: within 15 calendar days of the scheduled diploma granting day, and within 10 calendar days of the scheduled diploma granting day.
9. On the basis of the information submitted to the System by the relevant division of the University, the academic unit shall permit students who have completed their clearance procedure to sign in the

Registration Journal and be issued their diplomas.