

## MEMO FOR LECTURERS OF THE FACULTY OF COMMUNICATION OF VILNIUS UNIVERSITY

The aim of this Memo is to ensure smooth, high-quality implementation of the study programmes at the VU Faculty of Communication in accordance with the current regulatory documents. It covers the most important requirements for the implementation of the subjects of the study programmes.

- During the first lecture of the study subject, the lecturer shall acquaint the students (listeners) with the description of the study subject published in the VU IS, indicating the methods, procedures, evaluation criteria and requirements for the evaluation of the students' (listeners') achievements during the study subject and during the final examination.
- The methods, procedures, assessment criteria and reporting requirements for the assessment of achievements during the course of the study and at the final examination, as presented in the course outline during the first lecture, may not be changed during the semester.
- For students with a disability or temporary health impairment, some aspects of the study process (study environment, study materials, assessment of achievements, etc.) are adapted to the individual needs arising from the disability or temporary health impairment, upon submission of documentary evidence.
- The lecturer must conduct the classes (lectures, seminars, tutorials, tutorials, consultations) planned for the implementation of the study subject at the time scheduled in the timetable. A lecturer who is unable to conduct a lesson at the scheduled time for important reasons must immediately inform the Study Department of the Faculty of Communication.
- The course may include continuous, interim and final assessment of achievement. The final assessment is compulsory. The final assessment of the course may be a cumulative mark, the composition of which is calculated according to the proportions set out in the course description (e.g. seminar assessment + written work assessment + examination assessment).
- The information on the permanent and/or interim assessment of the study achievements must be published to the students at least 5 (five) working days before the final date of the assessment of the study achievements.
- The final form of assessment of the subject's academic performance at the University is an examination. Examinations may be written or written and oral. Computer-based assessment is

equivalent to written assessment. The final assessment of learning achievements is carried out at the end of the autumn and spring semesters (January and June) during the session. With the permission of the Dean, a time other than the scheduled time for the final evaluation of the learning outcomes may be set.

- Continuous, intermediate and final assessment of the study achievements of the course shall be carried out by the lecturer of the course in accordance with the system of assessment of the study achievements described in the course description. At the request of the lecturer or the chairperson of the relevant study programme committee, due to the illness of the lecturer or for other important reasons, the final assessment of the subject's learning achievements may also be carried out by a lecturer other than the lecturer who has taught the subject. In such a case, the Dean of the Faculty of Communication shall appoint another lecturer in that field or set up a committee of experts in that field.
- The subject lecturer shall verify the student's identity before the subject examination on the basis of a valid photo ID, inform students about the examination (credit) procedure (sources and tools to be used during the examination and those not allowed during the assessment, the student's behaviour during the examination (credit), after the completion of the examination (credit) task, etc.), and shall take measures to prevent students from dishonesty during the assessment of the results of their studies.
- Every student has the right to get acquainted with the results of his/her studies in the subject (grade), the shortcomings, errors and remarks of the assessed assignment (paper), and therefore the lecturer or the chairperson of the board who has evaluated the final achievements of the subject shall indicate the time and place of the official announcement of the final grade (examination (credit) results) and of the access to the assessed examination (credit) assignments (papers).
- The subject lecturer shall enter the study result (grade) into the University's study information system no later than within 5 (five) working days from the date of the examination (credit) by completing an electronic record sheet.
- Students are required to be anonymous when interim, final or other assessments are made public, so the student's name and/or surname is replaced by the student's registration number and the course results (grade).

- A lecturer in a subject shall be guided by the Code of Academic Ethics of Vilnius University and shall ensure the implementation of the provisions of the Code of Academic Ethics; therefore, a lecturer's relationship with students shall be based on good morals, mutual respect, honesty, fairness, impartiality, nondiscrimination, academic cooperation, openness, transparency, and the other principles listed in the Code of Academic Ethics.