

Procedure of Assessment and Confirmation of Reasonable Circumstances

According to the Regulation of the Studies of the First and Second Cycle and Integrated Studies at the Lithuanian University of Health Sciences clause 19.

1. This procedure is used to determine the procedures of submission and assessment of the documents justifying the absence from lectures and/or examination, and procedure of confirmation of duration of the justifiable period.
2. The reasonable circumstances (good reasons) are the following:
 - 2.1. **Disease or other health disorders**, which may result in issuance of the medical certificate (*Form F094/a*) issued in Lithuania. The presented document has to indicate clearly the medical institution that has issued the certificate, doctor's name, his/her stamp and signature, and contact information.
 - 2.2. **Important personal reasons** – disease of close relatives, death of close relatives, difficult emotional/psychological circumstances. The certificate of the medical institution (in case of disease of close relatives) or certificate of the service of psychological help/psychologist has to be presented.
 - 2.3. **Other personal reasons** – being the victim of the crime, loss of property (due to fire, robbery, natural disaster). The official certificate attesting the event (from police or competent institution) has to be presented.
 - 2.4. **Activity significant to the University** – representation of the University in national, international or University's events related to academic, scientific or cultural activity, or guarantee of the studies' quality; participation in the meetings or sessions of the University's structures, which member the student is or to which s/he is delegated, or participation in other activity approved in the University's documents. In order to justify the absence, the certificate signed by the manager of certain University's structure or Student Association, where the event and its date (time, if necessary) is indicated, has to be submitted, except for the sessions of the University's institutions, where the fact of the participation in the session is indicated in the student's application.
 - 2.5. **The force majeure** – circumstances, which the student could not control or foresee reasonably and when the student could not prevent these circumstances or their consequences. The force majeure is understood according to the definition provided in the Civil Code or other legal acts of the Republic of Lithuania.
3. Justification of the absence from lectures and/or examination because of justifiable reasons:
 - 3.1. If the student wants to justify the absence, s/he has to submit to the Faculty's dean the application of certain form, following the LSMU Regulations of the Studies, clause 104. S/he should indicate in the application the period, which s/he wants to justify, justified reasons, and s/he should enclose the supporting documents.
 - 3.2. When the dean approves the documents submitted by the student, s/he signs the fixed form certificate, where the justified period (or justified periods) is indicated. The student's application and the submitted documents are put into the student's file.
 - 3.3. The student has to submit the certificate signed by the dean indicating the justified absence

period to the unit(s), which conduct the lectures and/or examination, and which allow(s) the student to do the missed works or to participate in the examination later, following the procedure set in the LSMU Regulations of the Studies.

4. Verification of the reasonable circumstances of absence:
 - 4.1. When the dean assesses the student's application according to the clauses 3.1 and 3.2 hereof or when additional facts are learnt, which cause doubts about the information provided in the student's application, the dean may check the truthfulness of the indicated circumstances.
 - 4.2. In case of suspicion that false facts are provided in the student's application or that the false documents are submitted, the truthfulness of the facts and documents may be verified by asking for additional information from the institution that has issued certain document and/or by using other modes to get information.
 - 4.3. When it is determined that false information has been indicated in the submitted application, the absence period, for which the justification was asked, remains unjustified; the dean's certificate (if it was issued for justification of certain period) is annulled. If the student submitted incorrect information deliberately, the dean shall decide about the application of disciplinary fines to the student, following the LSMU Regulations of the Studies, clause 136 and its sub-clauses.
 - 4.4. In case of reasonable suspicion that the false documents have been submitted, the authorities conducting pretrial investigations have to be notified.