

## STUDY REGULATIONS OF KLAIPĖDA UNIVERSITY

### Chapter I GENERAL PROVISIONS

1. The Study Regulations of Klaipėda University have been prepared in compliance with the Republic of Lithuania Law on the Amendment of the Law of Science and Studies No. XI-242, adopted by Resolution No. XII-2534, 29 June 2016, of the Seimas of the Republic of Lithuania, the Statute of Klaipėda University (hereinafter referred to as the University), Description of the Lithuanian Qualifications Framework, adopted by Resolution No. 535, 4 May 2010, of the Government of the Republic of Lithuania, the List of Study Fields and Groups of Fields in Accordance with which Studies in Higher Schools Take Place and the General Requirements for Implementation of Studies, approved by Order No. V-1168, 30 December 2016, of the Republic of Lithuania Minister of Education and Science, and the Descriptor of Study Cycles, approved by Order No. V-1012, 16 November 2016, of the Republic of Lithuania Minister of Education and Science as well as upon evaluation of the Standards and Guidelines of the European Higher Education Area Study Quality Assurance, European Approach for Quality Assurance of Joint Programmes, and the ECTS Users' Guide approved by the EHEA Ministerial Conference in Yerevan (Armenia) in 2015 and other studies regulating documents.

2. The Study Regulations of Klaipėda University (hereinafter referred to as the Study Regulations) shall regulate the procedures of the 1st and 2nd cycle, integrated, professional, and bridging studies.

3. The main concepts to be used in the Study Regulations:

**Graduate:** a person who has successfully completed a degree at a university or college.

**Academic mobility:** a process related to the physical and/or virtual student or teacher mobility which allows students to acquire knowledge, abilities, and experience, while teachers are enabled to have an internship, to share their professional experience, and to improve their competences and practical teaching skills, in a different academic environment.

**An academic difference:** a course not taken during the studies at another higher school and/or another study programme and included in the curriculum of the University study programme in which student continues in a higher semester.

**A fail:** an examination (credit test) failed during the examination and the examination retaking session, failing to appear for the exam (credit test) during the examination and examination retaking session with no good excuse, failing to make an individual study plan on time, or a non-approved or non-registered term project (as a separate course), a term paper, or the final thesis.

**Second cycle studies:** university studies leading to a master's degree.

**Higher university education:** the education acquired at Lithuanian higher schools by completing university study programmes leading to an academic degree or recognized as equivalent to it by a competent institution.

**Final Thesis (Project):** an academic paper summarising the learning outcomes— knowledge and abilities – necessary for the acquisition of an academic degree. Specific requirements for the final thesis (project) are laid out in methodological guidelines. The final thesis (project) is defended in a public sitting of the Qualification Committee for the Defence of Final Theses.

**Bachelor:** an academic degree awarded to a person who completed the 1st cycle university study programme or a person awarded a bachelor's degree.

**Partial studies:** studies of student from another higher school of part of the University study programme curriculum providing him with the knowledge and abilities, assessed and recognised by the University-issued certificate.

**Diploma:** a document certifying a degree awarded to a person, issued upon completion of the 1st or 2nd cycle or integrated studies. Together with the degree, qualification can be awarded.

**Examination session:** a period of exams in courses (modules) taken over a semester.

**Examination retaking session:** a period following the examination session to retake the exams failed during the examination session.

**Student with good academic record:** student who has not failed exams, who has fulfilled all the requirements of the study programme during the evaluated period, and who has achieved a high or typical level of achievement as defined in the Law on Science and Studies.

**Joint study programme:** a University study programme developed and implemented together with other national or foreign higher schools.

**Individual study plan:** a list of mandatory courses, electives, and free-choice electives (modules) included in the approved study programme and, in individual cases, also of supplementary courses, drawn up by every student.

**Part-time studies:** their duration is one and a half times longer than the duration of full-time studies, with the standard of 60 credits per academic year in the latter.

**Contact hours:** teacher's work with students (lectures, classes, seminars, lab works, consultations, work in an interactive VLE, etc.).

**A term paper:** student's academic paper of one semester or one academic year.

**A term project:** a part of a course or a separate course.

**Attendee:** an individual studying at the University in the framework of non-formal adult education or taking individual courses (modules).

**Qualification:** professional training acquired by completing the 1st and 2nd cycle or professional studies.

**An academic degree:** a bachelor's or master's degree awarded upon completion of the 1st and 2nd cycle university study programmes, respectively.

**Master:** an academic degree awarded to an individual upon completion of the 2nd cycle university study programme as well as an individual awarded a master's academic degree. .

**Full-time studies:** a basic form of studies with a standard volume of 60 credits per one academic year.

**Distance studies:** virtual studies of a course (module) or a part of it.

**Cycle studies:** studies for obtaining an academic degree or a doctorate in science and art. .

**Bridging studies:** studies intended for individuals after their respective studies to acquire the knowledge and abilities necessary to study in another 1st or 2nd cycle study programme.

**Student/ attendee with good academic record:** a student/attendee who has passed all the examinations (credit tests) during the examination or examination retaking session.

**First-cycle studies:** university studies for obtaining a bachelor's degree.

**Professional studies:** studies for the acquisition of qualification and preparation for independent practical activity.

**Student:** an individual who has signed and executes a Study Contract with the University, is recorded in a register of students, and studies in a study programme registered in the prescribed order.

**Studies:** learning of an individual with no lower than secondary education in a University study programme.

**Course:** an object of studies taken in one semester. Courses are mandatory, electives, and free-choice electives.

**Credit:** a unit of study volume used to calculate an average workload of a student in order to achieve learning outcomes.

**Study field:** an academic, professional, and research area united by a common conception, learning outcomes, and the ways of their achievement (teaching, studying, and assessment).

**Module:** a part of the study programme consisting of several content-related courses with a defined goal and oriented toward specific learning outcomes.

**Study cycle:** the 1st (bachelor's), the 2nd (master's), and the third (doctoral).

**Study programme:** the totality of implementation of the field(s) studies at the University and its description which includes the aims and the learning outcomes as well as the content necessary to achieve them, learning activities, methods, aids, and human and other resources.

**Study Programme Committee:** a component of the University Quality Management System consisting of members of the University academic staff, administrative staff, students, social partners, and employer representatives for the development, preparation, management, evaluation, and improvement of the 1st and 2nd cycle, integrated, professional, and bridging study programmes.

**Head of the Study Programme:** a member of the University academic staff teaching in a respective study programme and coordinating the implementation, monitoring, and analysis of the study programme.

**Credit transfer:** the procedure of credit granting to a student for studies completed at another Lithuanian or foreign higher school.

**Study place:** the totality of study tools and conditions necessary for the implementation of the study programme. The University offers state-funded and state-non-funded study places.

**Accelerated study programme:** a 1st cycle study programme for individuals whose learning outcomes in previous college or university studies have been transferred.

**Interdisciplinary studies:** studies designed to achieve learning outcomes in two or three related fields of study.

**Life-long studies:** studies intended for retraining, professional development, or improvement of professional abilities.

**University studies:** studies designed for an individual to acquire theoretical preparation, scientific research, and practical abilities-based higher university education, an academic degree, and in some cases, qualification.

**Integrated studies:** in the cases prescribed by legal acts, studies covering the 1st and 2nd cycle studies for obtaining a master's degree..

## **Chapter V RIGHTS AND DUTIES OF STUDENTS**

52. University students enjoy and exercise civil rights guaranteed by the Constitution of the Republic of Lithuania.
53. Students have the right to:
  - 53.1. academic freedom and free expression of ideas and views;
  - 53.2. studies in the chosen study programme;
  - 53.3. making use of the University premises, teaching aids, and other university equipment for study purposes;
  - 53.4. qualified academic teaching;
  - 53.5. during the first lecture, getting information about the course requirements, assignments, the deadlines of their submission, and the methods of assessment;
  - 53.6. drawing up individual study plans;
  - 53.7. undertaking partial studies in other higher educational institutions under exchange programmes;
  - 53.8. getting objective assessment for the learning achievements in the course;
  - 53.9. doing voluntary internship or a research visit which is not part of the study programme;
  - 53.10. assessing the quality of the study programme and its implementation;
  - 53.11. applying to the Faculty / Institute and, if necessary, to the University administration for the assessment of the achieved learning outcomes;
  - 53.12. receiving information on the tuition and other fees;

- 53.13. taking exams or completing other study assignments after having missed classes due to public university-related activities or for other good reasons;
- 53.14. participation in the Student Union activities and joining other student organisations;
- 53.15. participation in the University self-governance;
- 53.16. representing the University in academic, cultural, sports, and other events;
- 53.17. appealing to the Dispute Settlement Committee in case of violation of their interests;
- 53.18. getting various grants (incentive, nominal, social, etc.) in the order prescribed by the Government and the University;
- 53.19. getting loans to cover the tuition fee and to partly cover subsistence expenses;
- 53.20. getting reimbursement of the tuition fee in the order prescribed by the Government;
- 53.21. temporary suspension of studies once during the study period for personal reasons, but no longer than for one year without losing the status of student, as well as the right, after the academic leave of absence, of continuing in the state-funded study place if they occupied it before the academic leave of absence;
- 53.22. terminating studies at the University.
54. Students' duties:
  - 54.1. to pursue the learning outcomes provided for by the study programme description;
  - 54.2. to fulfill the requirements of the study programme, to attend lectures, and to complete academic assignments on time;
  - 54.3. to adhere to the terms of the Study Contract with the University;
  - 54.4. to follow the procedures laid out in the legal acts of the Republic of Lithuania, the University Statute, the Internal Rules, and the Study Regulations;
  - 54.5. to implement resolutions of the University self-governance institutions and the Rector's orders;
  - 54.6. to participate in the University events;
  - 54.7. to adhere to academic ethics.
55. Students shall observe the provisions of the Republic of Lithuania Constitution, the University Statute, the Study Regulations, and the University Internal Rules and shall not violate them, shall perform the functions established by the University, shall not violate academic and other rights of other individuals, shall save the University assets and funds, shall not lower the University prestige, and shall follow the norms of academic integrity.
56. Students may be punished for non-compliance with the rules and obligations. The penalties that apply to students who violate the University rules and the Study Contract include:
  - 56.1. admonishment;
  - 56.2. reprimand;
  - 56.3. severe reprimand;
  - 56.4. suspension of grant payment for the period of 1 to 6 months;
  - 56.5. deduction from the grant for the damage reimbursement;
  - 56.6. expulsion from the dormitory;
  - 56.7. expulsion from the University with the right to return to studies;
  - 56.8. expulsion from the University without the right to continue studies at the University.
57. Penalties on students/ attendees shall be imposed by the Rector (#57.1–57.8) or the Faculty Dean / Institute Director (#57.1–57.4). Penalties shall be imposed after hearing the student/ attendee's account.
58. Student shall have the right to apply to the Committee of Dispute Settlement between Students and Administration in case he disagrees with the response of the heads of the University and /or Faculty / Institute or the authorised person to the application, complaint, or report on the violation of his rights in writing or when he fails to receive a response in writing within 15 calendar days.

## **Chapter XI**

### **STUDY ORGANISATION**

118. An academic year shall start on September 1 and end on June 30. For part of the study programmes, due to their duration, an academic year shall end on January 31.

Autumn semester: 15 weeks of lectures and 1(one) reading week.

Winter examination session: 4 (four) weeks.

Spring semester: 15 weeks of lectures and 1(one) reading week.

Spring examination session: 4 (four) weeks.

Specific dates shall be approved by the Rector. .

119. A summer semester up to 4 (four) weeks may be organised. The summer semester shall be intended for students who for good reasons were unable to complete the study plan of the academic year and /or for participants of the bridging studies. During the summer semester, consultations shall take place, lab works shall be carried out, and lectures, seminars, and exams may take place. The time of the summer semester shall be June 25 to July 25.

120. An academic day at the University shall last from 8.20 am. to 8.10 pm. Within that period of time, lectures, classes, and seminars shall take place.

121. During lectures, classes, and seminars, students and academic staff shall not use mobile phones or any other means of communication, unless that is related to the study process.

122. Studies at the University shall be organised and implemented in accordance with the study programmes, student individual study plans, and study timetables.

123. Study timetables shall be drawn up in accordance with the study programme no later than 2 (two) weeks prior to the beginning of the semester. The timetables shall indicate the forms of contact hours and self-study, their time, duration, and place. When drawing up timetables, the consistency of course (module) arrangement in accordance with the study programmes and the course interrelations shall be observed.

124. In case the study programme is implemented by several structural divisions, the programme shall be assigned to one of them as agreed by the Councils. The self-evaluation group of the study programme shall be formed of representatives of all the study programme-implementing divisions.

125. The timetable of the studies may be related to the full-time, evening, weekend studies or examination sessions. By the decision of the Faculty/ Institute Council, the courses can be given in parallel (classes of all courses taking place every week) or consistently (when only one course is taught at one time). In the latter case, an individual timetable of examinations and of examination retaking shall be drawn up.

126. The learning outcomes, the scope of studies in credits, and the number of contact hours shall be the same regardless of the mode of studies. Part-time studies shall be implemented in accordance with the plan approved for the entire period of studies or an individual study plan, drawn up based on the intended learning outcomes, student safety and health requirements, and the possibilities for students to combine their studies with jobs and/ or other occupations.

127. In the summer time, students shall have vacations.no shorter than one month.

128. Each semester shall contain one reading week.

129. Sessions of classes for part-time students shall take place in September to December in the autumn semester and in February to May in the spring semester. Part-time students may study (all the courses of the semester/ part of the courses/ part of one course) together with the full-time students. 130.

Examination session periods shall be the same for full-time and part-time students.

131. During the first lecture, teacher of the course shall provide students with the syllabus of the course, including the main topics and their content, self-study assignments, recommended literature, the deadlines for assignment completion and the assessment criteria, assignments for the final exam or credit test, and the assessment criteria. Moreover, a minimum passing grade shall be indicated granting student the right to perform another self-study assignment or to take the final examination or credit test.

132. No changes can be made in the course syllabus in the course of the semester. The course syllabus shall be published on the University website.

133. Students shall attend classes and complete the assignments provided for by the course syllabus on time. Students/ attendees shall each time inform teacher about their absence and agree on the deadlines and forms of reporting for the materials of the missed class. By consent of the course teacher, students may get permission of the Faculty Dean / Institute Director for free attendance of classes.

134. The scope of studies at the University shall be measured in credits. A credit is a unit of the scope of studies to measure the learning outcomes and the student workload necessary to achieve them. The learning outcomes measured in credits shall be related to study cycles and study fields and shall be described in the study programmes.

135. The duration of studies shall be measured in years of studies. The scope of one academic year shall account for 1,600 study hours. One credit shall account for 26,67 study hours.

136. The recommended student contact and self-study hours for different scope courses in all study cycles and forms:

Scope of course in credits	Study hours of the course per semester				
	total	Self-study		Contact hours	
		Per semester	Per week	Per semester	Per week
3	80	50	3	30	2
4	107	62	4	45	3
5	133	88	6	45	3
6	160	100	7	60	4
7	187	112	8	75	5
8	213	138	9	75	5

137. The scope of contact hours shall be the same both for the full-time or part-time mode of studies. Contact hours include lectures, seminars, lab works, classes, consultations, etc. Contact hours may include distance learning either through the VLE or video conferences.

138. Regardless of the mode of studies, the amount of contact hours shall be:

138.1. no less than 20% (1 credit – 6 hours) of the scope of the first cycle and integrated study programmes, while in case of direct participation of teachers and students (non-distance contact work), no less than 10% (1 credit – 3 hours), and the scope of student self-study shall be no less than 30%, unless otherwise prescribed by the study field descriptor;

138.2. no less than 10% (1 credit – 3 hours) of the scope of the second cycle study programmes (and the remaining part of the integrated study programme), while in case of direct participation of teachers and students (non-distance contact work), no less than 5% (1 credit – 2 hours), and the scope of student self-study shall be no less than 50%, unless otherwise prescribed by the study field descriptor.

139. The specific scope and structure (direct/distance) contact hours shall be specified by the Faculty / Institute Council.

140. The final exam /credit test of the course taught in the distance mode shall take place with direct participation of students and teachers. The final exam or defence of the final thesis may also take place in the distance mode, whenever video conferences are possible.

141. The status of a distance education course (or part of it) shall be granted in the order prescribed by the University. The status of a distance education course shall be granted only to the study courses attested and accredited in the general procedure. Study courses shall be accredited by the standing Distance Education Study Course Accreditation Committee. A mandatory prerequisite for the distance study course accreditation is its publishing in the University Virtual Learning Environment (hereinafter referred to as the VLE) at least one semester prior to the application for its accreditation.

142. The use of the VLE shall be mandatory to all the academic staff of the University. The materials of the course or their fragments (texts, transparencies, references, assignments, deadlines of their completion, etc.) shall be published in the VLE.
143. Course teachers shall inform the head of the division to which the course is assigned about the students who miss classes and/or fail to perform the assignments provided for by the course syllabus.
144. During the examination session, the time allotted to prepare for the examination in the full-time and part-time studies shall depend on the scope of the course: in case the scope is 3 credits, no less than two days; in case of 4 to 5 credits, no less than 3 days; and in case of 6 to 8 credits, no less than 4 days, if at least one student of the academic group asks for that. Credit tests shall be taken during the last class. All the credit tests shall be graded (except for Physical Education). With the consent of all the students of the academic group, examinations can be taken in accordance to a different timetable.
145. Examinations shall take place at the time indicated in the examination session timetable and in an indicated classroom. Students shall agree the sequence of the examinations and the dates with the course teachers and the Faculty / Institute Administrator. The examination timetable shall be approved by the Faculty Dean / Institute Director.
146. The right of participation in the exam session shall be granted to those students who have completed all the semester study assignments provided for by the study programme and who received passing grades.
147. Students who failed to appear for the exam (credit test) without good reason shall get a fail, and teacher shall write *Failed to appear* in the grading form.
148. For students who failed to complete the assignments during the semester without good reason, the division to which the course is assigned shall establish the procedure of completing the said assignments. Students who failed to complete the course assignments on time during the semester without good reason shall not be allowed to take the examination during the examination session.
149. A failed examination or a credit test shall be retaken once without repeating the course. The dates of the examination retaking week shall be established by the Rector.
150. To retake the failed examination or a credit test, the Dean's Office/ Institute administration shall issue a permission form.
151. Students who have no more than three failed exams or credits tests, with the permission of the Faculty Dean / Institute Director may continue in a higher semester in a non-state-funded place by paying the full tuition fee. Students/ attendees may use the opportunity twice over the entire period of studies. The failed exams must be passed before the next examination session. The period shall not include internships, illnesses, or other reasonably justified periods of time that student could not devote to studies.
152. The results of the examination sessions shall be considered in the divisions to which study programmes are assigned and in the Faculties/ Institutes. The Faculty Dean / Institute Director may form a commission to evaluate the quality of the course teaching and the level of the interim and examination assignments as well as of student knowledge and abilities.
153. Faculties/Institutes shall conduct surveys to find out student opinion about the studies, the courses, and the quality of their teaching.
154. Students willing to retake previously taken exams, but no more than two, may do so in the last year of studies.
155. For students unable to continue their studies due to:
- 155.1. illness, pregnancy, or baby care, the Faculty Dean / Institute Director may postpone the exam session, but for no longer than three months, or allow them to suspend their studies (give an academic leave of absence) up to one year;
- 155.2. illness, pregnancy, or baby care, the Faculty Dean / Institute Director may postpone the exam session, but for no longer than three months, or allow them to suspend their studies (give an

academic leave of absence) for a longer period, as provided for by the Republic of Lithuania legal acts (for baby care, up to three years);

155.3. any other (personal) reasons, Faculty Dean / Institute Director may postpone an exam session, however, for no longer than three months, or give permission to suspend studies (grant an academic leave of absence) up to one year, however, no more than once during the entire period of studies.

155.4. student may suspend studies more than once during the entire period of studies only for reasons indicated in # 155.1. and 155.2..

156. Student who fails an exam (exams) or a credit test (tests) during the examination session and the examination retaking session may suspend studies of his own will only for the reason of illness and after submitting a medical certificate from a doctors' commission.

157. During an academic leave of absence, student shall retain his student status and the right after the leave to continue in the state-funded study place, provided he occupied it before taking an academic leave (during an academic leave of absence, the state-funded study place shall not be occupied).

158. Students who suspended their studies and returned on time shall be granted the right to resume their studies by the Faculty Dean / Institute Director

159. Students who on the Rector's order leave for other national or foreign higher schools for partial studies under the inter-university study agreements shall have the courses taken in them transferred. In case the number of the earned credits is smaller than provided for by the University study programme, by a written resolution of the head of the Department in charge of the study programme, a list of respective courses and examinations shall be drawn up for the student to be taken at the University.

160. For students leaving for partial studies of the university or related study programme on their own initiative, on the resolution of the Faculty Dean / Institute Director, a session (sessions) shall be postponed until they return to the studies at the University. The transfer of the earned credits to the University study programme taken by the student shall be decided upon in writing by the division in charge of the study programme. Those leaving for studies in unrelated university or non-university study programmes shall be permitted to suspend their studies at the University in the established order.

161. Students in higher years of studies shall draw up their individual study plans for the next academic year before June of the current academic year. The individual study plan shall include all the mandatory courses as well as electives and free-choice electives of the prescribed scope. The choice of study field, general university education, and free-choice electives shall take place within the time period in the academic calendar of the current year approved by the Rector. The chosen courses shall not be changed, unless the chosen course is not taught. Students seeking to complete their studies in a shorter period of time shall include courses of the following academic year in their plans.

162. Students admitted to a higher year of studies shall include the academic differences in their individual study plan. Students parallelly taking another study programme or seeking a second diploma of higher education shall draw up an individual study plan of accelerated studies.

163. Students shall submit their choices in writing to the Faculty Dean's Office/ Institute Administrator at an indicated time. An individual study plan shall be approved by the Faculty Dean / Institute Director or by an authorised Vice-Dean.

164. Study field and the mode of studies shall be changed by competition, without exceeding the established number of students, based on a student's written application, the proposal of the Faculty Dean / Institute Director (and, in case of transfer to another structural division, the proposal of the head of the host division), and on the Rector's Order.

## **Chapter XII**

### **ASSESSMENT OF LEARNING OUTCOMES**



165. The forms of assessment (final assessment) of student achievements (learning outcomes) shall be:

165.1. an examination;

165.2. a graded credit test. .

166. Examinations shall be oral and/or written. In case of a written examination, no less than 30 min shall be allotted to prepare for answering one question. In an oral examination, student/attendee shall be allotted no less than 30 min to prepare for answering the questions. Other cases of examination procedures shall be considered in the sitting of the division in charge of the course and approved during the course attestation.

167. The learning outcomes achieved by students shall be assessed, based on the following principles:

167.1. validity (the assessment is related to the aims of the study programme (course) and shall measure the learning outcomes intended for their implementation);

167.2. reliability (the received assessment information and assessment results shall be objective and shall not change with the change of an assessor);

167.3. clarity (the assessment system shall be informative and comprehensible to the assessor and the assessed);

167.4. usefulness (the assessment shall be positively accepted by the assessed and contribute to the achievement of the aims of the study programme);

167.5. impartiality (the assessment methods used in the assessment process shall be equally applicable to all the assessed).

168. The assessment of the learning outcomes shall consist of the knowledge and abilities assessment.

169. Student knowledge shall be assessed on a ten-point scale. Passing grades shall be 5 to 10, and failing grades, 1 to 4.

169.1. 10 (excellent): excellent, exceptional knowledge and abilities.

Knowledge description: excellent, exceptional, and comprehensive knowledge and its application to the solution of complex practical problems. Student has independently studied additional materials in the Lithuanian and foreign languages, perfectly understands and uses concepts, and is able to analyse them in a broader context of the subject. Students has an original and independent way of thinking. Preparation for further studies is excellent.

Abilities description: student is able to perfectly apply the theoretical knowledge. He perfectly performs complex non-standard assignments, and the quality of performance is impeccable and exceptional. The skills of expression and presentation are excellent. Student has the abilities of learning necessary for further studies and independent learning.

All the study aims have been achieved.

169.2. 9 (very good) – solid, good knowledge and abilities.

Knowledge description: solid, good, and comprehensive knowledge and its application to the solution of complex practical problems. Student has independently studied additional materials in the Lithuanian and foreign languages, perfectly understands the studied materials, and properly uses concepts. The way of thinking is original and independent, and analytical, evaluative, and synthesising skills are very good. The preparation for further studies is very good.

Abilities description: student's application of the theoretical knowledge is very good. Complex typical assignments are performed very well, the quality of performance is very good. The skills of expression and presentation are very good. He understands what kind of methods and techniques he applies and why..

No less than 90% of the study aims have been achieved.

169.3. 8 (good): better than average knowledge and abilities.

Knowledge description: better than average knowledge and its application to the solution of practical problems. Student has studied the mandatory materials and is able to independently work with additional materials in the Lithuanian and foreign languages. He understands concepts and principles, properly applies them, and gives reasoned arguments based on facts. The preparation for further studies is good. Abilities description: student applies the knowledge well and correctly performs medium complexity and more complex assignments. The quality of performance is good. The skills of expression and presentation are good. He knows which methods and techniques are to be applied.

No less than 80% of the study aims have been achieved.

169.4. 7 (fair): average knowledge and abilities, inessential errors occur.

Knowledge description: average knowledge, inessential errors occur. Student applies his knowledge to the solution of practical problems. He has got acquainted with the basic materials, understands and uses concepts and principles. He is able to integrate several essential components into a whole. The arguments are sufficiently reasoned. The preparation for further studies is satisfactory.

Abilities description: the knowledge is applied, based on given examples. The performance quality is good. Medium complexity assignments are performed correctly. The skills of expression and presentation are satisfactory.

No less than 70% of the study aims have been achieved.

169.5. 6 (satisfactory): the knowledge and abilities are below average, errors occur.

Knowledge description: The knowledge is lower than average, errors occur. Student applies the knowledge to the solution of simple practical problems. He has got acquainted with the basic materials. Satisfactory understanding of concepts and the ability to characterise the received information in one's own words. The analysis is focused on several aspects, however, student is unable to relate them. The preparation for further studies is satisfactory.

Abilities description: the knowledge is applied, based on given examples. The quality of performance is satisfactory. Student is able to act by analogy. He correctly performs easy assignments, but does not understand more complex ones. The skills of expression and presentation are satisfactory.

No less than 60% of the study aims have been achieved.

169.6. 5 (poor): the knowledge and abilities meet minimum requirements.

Knowledge description: the knowledge meets minimum requirements. The knowledge is applied to the solution of simple practical problems. Student is able to simply list the mastered concepts and to reproduce the text. The answer focuses on one aspect. The preparation for further studies is minimal.

Abilities description: minimal satisfactory abilities for problem solution, based on given examples. The ability to act by analogy. The skills of expression and presentation are satisfactory.

No less than 50% of the study aims have been achieved.

169.7. Failing grades include 4 (unsatisfactory), 3 (bad), 2 (very bad), and 1 (totally bad). The knowledge and abilities do not meet minimum requirements. Less than 50% of the study aims have been achieved.

170. All the grades are recorded in the grading form or other grading document in the University-prescribed order.

171. The University applies the system of cumulative grading when points for the final grade shall be accumulated during the semester by the principle of an increasing sum. The final grade for the course shall be equal to the sum of the products of the interim grades and the coefficient of their scopes. The components of cumulative grading shall be used to evaluate specific learning outcomes provided for by the course syllabus. Different components of cumulative grading shall assess different learning outcomes. The smallest grade in interim and final assessments shall be 5 (poor). In case student fails to get the smallest passing grade – the smallest grade for the established number of interim assignments – he shall not be allowed to take the exam (defend the final project, etc.).

## CHAPTER XIII

## **PROCEDURE OF APPEALS**

172. Student who disagrees with the grade for the exam (credit test) shall have the right to appeal against it within two working days, i.e. to submit an appeal in writing to the head of the division in charge of the course and to ask him, together with the teacher of the course, to reassess the written assignments of the examination. In case the course teacher is also the head of the division, a request to reassess the written exam assignments shall be submitted to the Faculty Dean/ Institute Director.

173. The head of the Division/ Faculty Dean/ Institute Director may form a commission to reconsider the student's paper. When considering the final assessment (grade), the grades for the interim assignments over the semester provided for by the course syllabus shall be taken into account. The head of the Division/ Faculty Dean/ Institute Director shall inform the student about their decision within three days after the receipt of the appeal.

174. An appeal against the assessment of the final thesis content shall not be accepted. In that case, the decision of the Qualification Committee shall be final.

175. Student's appeal shall be accepted against:

175.1. the assessment of the term paper (project);

175.2. an unjust refusal of permission to defend the final thesis (project) and / or to take the final exam;

175.3. violations in the procedure of the defence of the final thesis/ project (the defence took place at a different time than indicated in the Rector's Order, student did not have an opportunity to present his work or to answer to questions, etc.) which had a negative impact on the assessment of the final thesis/project;

175.4. violation of academic ethics during the defence.

176. Student who disagrees with the assessment of the term paper (project) shall have the right to appeal to the head of the division (in case the research adviser of the term paper is the head of the division, to the Faculty Dean / Institute Director) within two working days after the assessment and to get an answer within three working days.

177. Student who has grounds to believe he was unjustly not permitted to defend the final thesis (project) or a likely violation of the defence procedure had a negative impact on the assessment of the final thesis, shall have the right, within two days after the receipt of the decision, to appeal to the head of the Division/ Faculty Dean/ Institute Director or the Vice-Dean (in case the Faculty Dean/ Institute Director is the chair of the Qualification Committee) and to provide arguments in writing. For the appeal consideration, in the first case, the Faculty Dean/ Institute Director shall invite the head of the division, the research adviser, and one additional expert, and in the second case, the chair and secretary of the Qualification Committee. In both cases, the arguments of the appealing student shall be heard. In both cases, the appeal-considering commission shall hear the arguments of the appeal, take a decision, and provide a reasoned answer no later than 3 (three) days after the appeal receipt.

178. Student dissatisfied with the conclusion of the appeal consideration shall have the right to appeal to the University Committee of Dispute Settling between Students and Administration in the order prescribed by the Senate. .

## **Chapter XVI STUDY FUNDING AND FEES**

Student studies in state-funded study places shall be funded in the order prescribed by the Republic of Lithuania Law on Education.

Students in state-non-funded study places shall pay the tuition fee set by the University.

Students admitted to the University shall pay one-time registration fee set by the University. The one-time registration fee shall be paid when signing the Study Contract.

Study-related fees set by the University shall be paid by:

- students continuing studies with academic fails;
- foreign nationals, except for citizens of the ES member states and EEA states, unless otherwise provided by the international treaties of the Republic of Lithuania or other legal acts;
- students taking the same or a lower cycle study programme, provided they earned over 50% of the credits of that study programme on the state budget funds;
- students parallelly taking two or more study programmes of the same cycle or of professional studies, provided their studies in at least one of those study programmes are paid from the state budget funds (students shall pay for a second and the following study programmes);
- students who choose courses not provided for by their study programmes (the amount in accordance with the number of the course credits);
- attendees of the bridging studies;
- students of accelerated study programmes, and attendees.

The basis of the study-related fees shall be the Study Contract between student/ attendee and the University.

The payment of the tuition fee shall be postponed for students seeking a loan for studies until the loan receiving date, however, no longer than 15 calendar days prior to the beginning of the examination session.

Students shall pay fees for the copies of academic documents, dormitory services, and in other cases established by the University. Copying of study materials and similar services shall be paid.

Except for the tuition fee indicated in the Study Contract and services directly related to the implementation of the study programme, no other fees shall be paid by student to the University.

The amounts of fees directly unrelated to the study programme implementation shall be set by the Senate.

The amount of the tuition and other fees and the procedure of payment shall be established by the Senate.

On the proposal of the Faculty Dean/ Institute Director, the Rector may reduce the tuition or other fees or exempt from them. The reasons for exemption may be student's difficult financial situation, excellent or very good academic record, and achievements in artistic or sports activities. The expenses of students exempt from the fees shall be covered by the University.

## **Chapter XVII**

### **STUDENT REGISTRATION FOR STUDIES**

In the first week of each semester, students of full-time and part-time studies shall confirm their participation in the studies through registering in Faculties/ Institutes.

Students who have completed a semester's individual study plan as well as students who are granted the right to continue studies with three or fewer failed examinations shall register for studies in higher semesters.

For students who retook an examination (credit test) during the examination retaking week, in order to calculate a weighted average grade for the courses, the grade for the first-time taken exam shall be used, while the grade for the retaken exam shall be recorded in academic documents. The weighted average grade ( $V_s$ ) shall be calculated in accordance with the formula:

$$V_s = \frac{\sum_{i=1}^n (K_i \cdot B_i)}{\sum_{i=1}^n K_i},$$

in which  $n$  is the number of courses taken in the semester;

$K_i$  is the scope of the  $i$ -th course in credits;

$B_i$  is the grade for the  $i$ -th course in points.

Free state-funded study places shall by competition be taken by state-non-funded students with best academic record in the same year of studies and in the same study programme who have the right to study in state-funded study places.

State-funded study places shall not be occupied by:

students with failed exams (credit tests);

foreign nationals, except for citizens of the ES member states and EEA states, unless otherwise provided by the Republic of Lithuania international treaties or other legal acts;

students taking the same or a lower cycle study programme provided they earned over 50% of the credits in that study programme on the state budget funds;

students of accelerated study programmes and attendees of bridging studies.

After each academic year, a competition for state-funded study places shall take place in the order prescribed by the University.

### **Chapter XVIII**

#### **STUDENT TERMINATION OF STUDIES, REMOVAL FROM THE REGISTER, AND EXPULSION**

Student can withdraw from studies of his own will.

During an examination session, student can withdraw from studies of his own will only due to illness, upon submitting a medical certificate.

On the proposal of the Faculty Dean/ Institute Director, the Rector may remove a student/ attendee from the register of students:

in case he did not confirm his participation in the studies in accordance with the procedure prescribed by the Study Regulations;

in case of bad academic record (provided: he was not granted the right to participate in the examination session; failed more than three exams and / or credit tests; failed to pass an examination or credit test during the examination retaking session; failed to pass an examination or a credit test after repeating the course; failed the final qualification examination; failed to defend the final thesis (project); or failed to complete other assignments provided for by the study programme on time).

On the proposal of the Faculty Dean/ Institute Director, the Rector may expel a University student:

for violation of academic ethics (cheating during an examination, plagiarism in a term paper or any other academic paper, the final thesis (project), etc.);

for violation of other students' academic rights (violence, harassment, failure to return books to the library on time, etc.);

for damage to the University property or funds;

for violation of the University internal rules;

for failure to execute the Study Contract with the University;

for non-compliance with the laws of the Republic of Lithuania.

### **Chapter XIX**

#### **GRADUATION**

An individual who has completed all the requirements of the chosen study programme and the Study Contract shall be considered to have graduated from the University studies.

Upon graduation of a certain cycle study programme, a respective University diploma shall be issued which shall testify to the acquisition of higher university education and an academic degree. Graduates from the first cycle studies shall be issued a bachelor's diploma, and from the integrated or second cycle studies, a master's diploma.

The diploma shall include the student's name, surname, personal number, year of graduation, study field, study programme and its state code, the awarded academic degree and /or

qualification (when applicable in compliance with the completed study programme), diploma registration number, and issue date. The diploma shall be signed by the Rector and confirmed by the University seal.

An integral part of the diploma shall be its supplement providing information about the content of the acquired university education. The supplement shall include the diploma series and number, year of graduation, structural unit of the University studies (faculty, institute), an individual's name, surname, date of birth, and personal number, the title of diploma, academic degree and/or qualification, study field, language of instruction, the type, scope, duration, mode and other study programme-related information, registration number of the supplement, issue date, titles of the taken courses, their scope in credits, and grades (in numbers and words), the names of the passed final examinations and / or the topic of the final thesis (project) as well as the grades for them.

Students who complete studies only with excellent and very good grades shall be awarded a degree with honours.

Upon completion of a professional study programme, a certificate of completed studies shall be issued.

Upon completion of bridging studies, an academic certificate shall be issued including the taken courses necessary for the admission to the master's studies.

The University may award qualification provided it has a statutory mandate.

Provided the University implements a joint study programme together with another national or foreign higher school, an academic degree other than that approved by the Minister of Education and Science may be awarded. The right of awarding such an academic degree shall be granted to the University by the Minister of Education and Science.

Students who fail to complete the entire study programme shall be issued an academic certificate including the taken courses, their scope, and grades (in numbers and words).

Before receiving a University diploma, student shall affirm having settled with the University (having paid all the due fees), the library, the dormitory, the sports club, the Student Union, and/or other divisions.