

**DESCRIPTION OF THE AUTUMN EXAMINATION SESSION PROCEDURE AT
KLAIPĖDA UNIVERSITY IN ACADEMIC YEAR 2023/2024**

**ARTICLE 1
GENERAL PROVISIONS**

1.1. The Description of the Autumn Examination Session Procedure at Klaipėda University in Academic Year 2023 / 2024 (hereinafter referred to as the Description) shall regulate the duties and rights of students and attendees (hereinafter referred to as students) of Klaipėda University (hereinafter referred to as the University) of the 1st and the 2nd cycle, professional, and bridging studies in terms of participation in the examination session, its dates and deadlines, exam taking and retaking, extension of sessions, repetition of courses, student expulsion, occupation of state-funded study places, and other.

**ARTICLE 2
THE RIGHT TO PARTICIPATE IN THE SESSION**

2.1. The right to take part in the examination session (hereinafter referred to as the session) shall be granted to the students who have completed the tasks provided for in the study programme, received passing grades for the semester's interim reports in the Academic Information System (hereinafter referred to as the AIS), and have met their financial obligations to the University.
2.2. The procedure of completion of the assignments for students who failed to complete them on time shall be determined by the Department/ Centre/Institute (hereinafter referred to as the Department) in charge of the course.

**ARTICLE 3
THE CALENDAR OF THE SESSION**

- 3.1. The semester classes in full-time studies shall end on 22 December, 2023.
- 3.2. Credit tests in full-time studies shall be taken during the last class.
- 3.3. Credits in permanent studies are taken during the last session. All credits are differentiated.
- 3.4. The exam session in full-time studies shall take place from 27 December, 2023 to 19 January, 2024.
- 3.5. Full-time students who have good reasons, with the permission of the Faculty Dean or Director of the Institute, may take exams before the session, however, not prior to 4 December, 2023.
- 3.6. In part-time studies, the lectures and the exam session shall take place from 2 to 19 January, 2024.
- 3.7. Exams in the full-time and part-time studies shall be retaken on 22 to 29 January, 2024.
- 3.8. The dates of the session for the final year students shall be set by the Dean and approved by the Vice-Rector for Studies.
- 3.9. Qualification exams and the defense of the final theses shall take place from 2 to 12 January, 2024.

**ARTICLE 4
THE PROCEDURE OF THE EXAMS**

- 4.1. The points for the exam grade shall be accumulated by the principle of their increasing number in the AIS during the semester. The passing grade for the examination must account for at least 50 % of the final grade.
- 4.2. The exams shall take place at the scheduled time. The schedule of the examinations shall be coordinated by the monitors of academic groups and the responsible persons of the faculties / institutes and approved by the Dean.
- 4.3. The academic staff shall only examine the students who have the right to take part in the session and take the exam in the course. Each student must have an identity document during the examination.
- 4.4. Examination assignments shall be consistent with the content of the assignments given to students at the beginning of the semester.

- 4.5. Knowledge assessment shall cover the entire scale of passing and failing grades from 0 to 10 points. Written exam papers shall be stored in the Department for 10 days after the end of the session.
- 4.6. Students who fail to complete their course assignments during the semester without good excuse shall get the assessment of *Failed to Complete* in the AIS form, and *Failed to Complete* and *Fail* as their final grade. Such students may take the exam in the course after completing the semester assignments in compliance with the procedure defined in # 2.2 of the Description and after paying a set fee.
- 4.7. Students who fail to adhere to the norms of academic ethics (using unauthorized sources of information, writing off from their peers, prompting them, etc.) shall be removed from the exam; in the assessment form, the exam shall be assessed as *Failed to Complete*, and the final grade, as *Failed to Complete* and *Fail*. Such students shall have the right to retake the exam / credit test in the course during the exam retaking session after paying a set fee.
- 4.8. Examination grades (passing and failing) shall be recorded in the AIS on the day of the examination (when it is oral) or no later than two days after the exam (when it is written). The filled-in examination (credit test) grading forms shall be printed by the teachers from the AIS, signed, and submitted to the Dean no later than within two working days after the exam.
- 4.9. Provided the same exam (credit test) is taken by several academic groups and one grading form is created in the AIS, teacher shall record the grades for the exam in the e-form after examining a respective group in accordance with the procedure defined in #4.8 of the Description, while the fully filled-in, printed, and signed form shall be submitted to the Dean's Office / Institute Administrator within two working days after the exam.
- 4.10. Provided student fails to come to the exam (credit test), teacher shall record *Failed to appear* in the AIS grading form. If before the end of the session the student does not confirm (s)he did not appear for good reason, (s)he shall be graded as *Failed to Complete*. Such a student shall have the right to retake the exam during the exam retaking session after paying a set fee.
- 4.11. After the student confirms that (s)he failed to arrive for the examination (credit) for good reason, the Dean's Office / Institute Administrator shall record the postponement in the grading form.

ARTICLE 5

EXAMINATION RETAKING SESSION

- 5.1. Student shall be able to retake no more than three failed exams (credit tests). Both examinations and credit tests shall be retaken once.
- 5.2. Examinations shall be retaken by students whose names are on the supplementary AIS grading form.
- 5.3. Upon student's request, the head of the Department teaching the course must, together with the teacher of the course, re-assess the written assignment or form a commission for the retaking of the oral examination. Provided the teacher of the course is the Head of the Department, the application for the re-assessment of the written examination or forming a commission shall be submitted to the Dean. The request to re-assess or to retake the exam (credit test) before a commission shall be submitted by the student in a written form within two days after the taking of the exam (credit test).
- 5.4. During the examination retaking session, examinations shall be retaken free of charge (except for the cases defined in # 4.6, 4.7, and 4.10 of the Description).

ARTICLE 6

EXAMINATION CONTROL

- 6.1. After the examination session, Dean's Offices / Directors of the Institutes together with the heads of the Departments and programme leaders shall perform an analysis of the organisation and implementation of the exams as well as the analysis of the learning outcomes and their assessment in meetings of the study-implementing divisions.
- 6.2. The Dean / Director of the Institute may form a commission to assess the level of the course teaching and the level of examination (credit test) or interim assignments and of the student knowledge.

ARTICLE 7

EXTENSION OF THE SESSION OR PERMISSION TO REPEAT THE COURSE

7.1. Examination (credit test) taking may be postponed in the case of student:

7.1.1. falling ill and submitting a medical certificate. Provided an ailing student takes an examination (credit test) and fails, the session for them shall not be extended.

7.1.2. temporarily leaving to study at other national or foreign higher schools or for students-sportsmen (under the Rector's order).

7.2. Students with no more than three academic failures (failing to pass the exam (credit test) during the examination session and examination retaking session, failing to appear for the examination (credit test) during the examination session and examination retaking session, failing to make an individual study plan on time, or in the case of a not approved or not registered course project (when that is a separate course) or a course paper), with the consent of the Dean of the Faculty / Director of the Institute, may continue studies in a paid study place by paying a full price of the studies. The latter option may be used by student twice during the entire study period. Students who fail to submit or defend their final theses shall be expelled for academic failure.

7.3. Failed exams (credit tests) shall be passed before the beginning of the next examination session. The period shall not include the time of illness or other reasonably justified period of time the student was not able to devote to studies.

7.4. The course shall be repeated in the following semester:

7.4.1. when student failed the examination (credit test) and the assignments of the course cannot be completed independently, the examination (credit test) shall be retaken at the end of the nearest semester in which the course is taught;

7.4.2. when student fails to retake the failed examination (credit test) over the prescribed period.

7.5. the Order of the Dean / Director of the Institute on the extension of the examination session or the course repetition shall specify the course and the deadline of fulfilling the course requirements.

7.6 During the session the student can take a break on own behalf only due to sickness. In such case providing medical certificate issued by medical committee is a must.

ARTICLE 8

STUDENT EXPULSION FOR ACADEMIC FAILURE

8.1. Student shall be expelled for academic failure provided:

8.1.1. they failed more than three examinations (credit tests) during the examination session;

8.1.2. they failed an examination (credit test) and have not applied to the Dean for permission to continue their studies.
