

APPROVED

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## ORDER OF STUDIES AT KAUNO KOLEGIJA/UNIVERSITY OF APPLIED SCIENCES

### I. GENERAL PROVISIONS

1. The Order of Studies at Kauno kolegija/University of Applied Sciences (hereinafter referred to as the Kolegija) defines the system that includes the order of admission to studies; the terms and conditions of the organisation of the studies and graduation as well as the relations of the enrolled students and the unclassified students with the institution.

2. The key concepts:

2.1. **Higher collegial education** refers to the education acquired in higher education institutions having completed collegial study programmes that award a qualification of higher education or an equivalent background education recognised by a competent institution.

2.2. **Course studies** refer to individual's learning separate study courses (or their groups) that are assessed and confirmed by a certificate. In this case, the learner has the status of an unclassified student.

2.3. **Partial studies** refer to student's learning a part of a study programme that provides knowledge and abilities that are assessed and confirmed by a certificate.

2.4. **A member of the academic staff (lecturer)** refers to a person who educates and teaches the enrolled and unclassified students in a higher education institution.

2.5. **A Diploma Supplement** refers to an official document that supplements the diploma by providing the information about the content of the collegial education acquired.

2.6. **ECTS** refers to the European Credit Transfer System that is related to academic mobility and allows assessing and comparing learning outcomes as well as recognising them in other higher education institutions.

2.7. **An examination** refers to a constituent of the cumulative assessment of learning achievements that determines the level of the learning achievements of the courses/modules studied and is assessed by a score.

2.8. **An advanced student** refers to a learner who has no academic debts; has fulfilled all the requirements set for the study programme during the period being assessed; and has reached an excellent or standard level of achievements.

2.9. **The minor study field (branch)** refers to the study field (branch) that consists of the compulsory and (or) elective study courses/modules of an undergraduate programme, which make up at least 60 credits and form the basis for acquiring Dual Professional Bachelor Degree awarded in case the study programme meets both the requirements of the main study field and the minimal requirements of the minor study field.

2.10. **An individual study plan** is a plan composed on the request of a student on the basis of the study programmes that are implemented in the Kolegija.

2.11. **Bridging courses** are the courses that are compiled for the persons who have completed non-collegial higher education study programmes and provide an opportunity to acquire Professional Bachelor Degree or Professional Bachelor Degree and a qualification.

2.12. **Part-time studies** are a mode of studies organised in accordance with the structure of the study programmes that award Professional Bachelor Degree. Upon the completion of such studies, higher collegial education is acquired. The duration of part-time studies should not exceed the duration of full-time studies by one half. Part-time studies may be organised during the day time, in the evenings, on weekends, by sessions, etc.

2.13. A **joint study programme** is a study programme that is coordinated and jointly implemented by two or more higher education institutions, its major elements being the integrity of the content and the learning outcomes of the constituents of the study programme implemented by the partner institutions; the physical and virtual mobility of students and lecturers; and partnership-based administration of the programme.

2.14. **The system of cumulative assessment** refers to the system of assessing learning achievements in the Kolegija, which consists of interim assessments, the assessment of self-study tasks, an examination or a project.

2.15. **An unclassified student** is a person who studies a non-formal education programme or attends separate study courses (modules).

2.16. **Contact hours** refer to lecturers' direct communication with students according to the timetable during lectures, seminars, laboratory and practical workshops, internships, consultations, examinations, defence of Professional Bachelor Thesis and other formally scheduled activities.

2.17. **A free attendance schedule** refers to a possibility for a student to attend not all of the classes, which is provided by the permission of a dean/head of a study centre.

2.18. **Combined studies** refer to the studies that are characterised by combining learning and teaching in a lecture room with distance learning and teaching in a virtual environment.

2.19. **A non-formal education programme** is an educational or training programme that conforms to the interests of a person or the society. The person who completes a non-formal education programme is issued a certificate instead of a state recognised document that confirms the completion of education, its certain cycle, a separate specific module or the acquisition of a qualification.

2.20. **Informal learning, self-education and self-study** refer to individual's autonomous learning during social, professional and leisure activities in order to obtain additional qualifications; upgrade the qualification acquired and meet the needs of cognition.

2.21. **Full-time studies** are the main form of studies used to implement Professional Bachelor Degree awarding study programmes. The completion of these studies grants higher collegial education. All the classes in full-time studies are carried out according to the timetable on weekdays.

2.22. **Distance studies** refer to the studies organised in a special virtual learning environment.

2.23. **The major study field (branch)** is the study field (branch) that consists of at least 135/165 credits in the volume of the study courses/modules of an undergraduate programme. All of the graduates are awarded Professional Bachelor Degree in this study field, regardless of the study field that other compulsory and (or) elective study courses of the study programme belong to.

2.24. **Professional Bachelor** is a qualification degree that is awarded to a person who has completed a collegial study programme in a higher education institution.

2.25. **A Professional Bachelor Diploma** is a document issued to a person who has completed collegial studies and acquired Professional Bachelor Degree or Professional Bachelor Degree and a qualification.

2.26. **An internship** (introductory, training, professional, etc.) is a constituent of the study programme assigned to develop practical skills.

2.27. **Alternative courses/modules** are those that complement the education provided by the chosen study field, the general collegial higher education or the education acquired while studying another chosen study field. The student should choose these courses/modules from the list offered in the study programme following the established order. **Elective courses/modules** are the courses/modules of the same or another field of science or arts that the student can choose from the list of the freely elective courses/modules offered by the Kolegija or another higher education institution following the established order.

2.28. **Self-study** refers to student's learning for interim assessments, internships, examinations; and performing the tasks defined in the study programme.

2.29. **A student** is a person who studies at a higher education institution according to a study programme.

2.30. **Studies** refer to the learning process of a person who has acquired at least secondary education in a higher education institution according to a study programme.

2.31. **A study course** is a relatively autonomous constituent of studies, which is assigned to reach a specific aim of the study programme and achieve certain learning outcomes and has its own subject for investigation, knowledge-based content and methods.

2.32. **A study credit** is a unit of the volume of a study course/module, which is used to estimate student's average workload needed to achieve learning outcomes.

2.33. **The study field** refers to the academic, professional and research field united by a common conception, the learning outcomes and the means of achieving them (teaching, learning, and assessment).

2.34. **A study module** is a constituent of a study programme, which consists of several content-related study courses, has a defined aim and is orientated towards certain abilities of the student.

2.35. **A certificate** is a document indicating student's/unspecified student's learning achievements in a higher education institution. It contains the titles of all of the completed courses/modules, the volume of credits and the evaluation of the learning outcomes.

2.36. **A study programme** refers to entire implementation of the studies of the field (fields) in a higher education institution and its description that includes the anticipated learning outcomes as well as the study content, activities, methods, means, human and other resources necessary to achieve them.

2.37. **A study programme with the minor study field** refers to a study programme of the major field alongside with the minor field that is determined by the Kolegija and chosen by the student. Upon its completion, the Dual Professional Bachelor Degree - in the major field (branch) and in the minor field (branch) - is awarded.

2.38. **The Study Programme Committee/Development Group** refers to a group of professionals composed in order to develop a study programme, ensure its quality as well as assess and improve it. The group includes a person who has a background education in the relevant study field (the head of the group), students, employees and other stakeholders.

2.39. **Learning outcomes** are the statements indicating what the students knows, understands, is able to do at the end of the learning or study process and are defined by the knowledge, abilities and competences.

2.40. **A Study Agreement** refers to the document signed by the Director of the Kolegija or a person authorized by him and the student/unclassified student. It confirms the agreement and describes obligations of the parties.

## II. STUDY PROGRAMMES. MODES OF STUDIES

3. The studies in the Kolegija are implemented according to the study programmes registered by the Ministry of Education and Science of the Republic of Lithuania.

4. The study programmes that are implemented in the Kolegija relate to one (major) or two (major and minor) study fields. They may be designed and implemented in the Lithuanian and foreign languages.

5. The volume of a collegial study programme, the completion of which awards the student the Professional Bachelor Degree in the field (branch) and, following legal acts, the Professional Bachelor Degree in the field (branch) and a qualification, is at least 180 credits, but usually no more than 210 credits. In the cases when it is stated in normative legal acts, the volume of a study programme may be 240 credits. The duration of full-time studies is 3-4 years, part-time studies last for 4-4.5 years.

6. The volume of full-time studies per year is at least 45 credits, but not more than 60 credits; for part-time studies the volume per year is at least 30 credits, but no more than 45 credits.

7. The internships and any other practical training anticipated in a study programme are assigned at least a third of the volume of the study programme.

8. The Kolegija may implement the programmes of bridging courses for those who completed non-collegial higher education study programmes of the same study field. Such programmes should have all the differences between the non-collegial and collegial higher education study programmes indicated. The programme of bridging courses should be developed by the Head of the Department and approved by the Director or a person authorised by him. Having completed a bridging course, the student is awarded Professional Bachelor Degree or Professional Bachelor Degree and a qualification.

9. The Kolegija may implement programmes of non-formal education. They are registered in the Unit for Studies on the proposition of the Head of the Department, assigned a code and approved by the Deputy Director for Studies and Research. The learners have the status of unclassified students. Non-formal studies are paid by the students themselves. Unclassified students are granted access to the Kolegija libraries and other units providing study services. Upon completion of the non-formal education programme, the unclassified student is issued a certificate signed by the Director or a person authorized by him.

10. The studies in the Kolegija are implemented in two modes: full-time and part-time. Upon completion of the study programme, the higher education acquired is equivalent regardless of the mode of studies.

11. The Kolegija may implement joint study programmes and the programmes with the minor field of studies. Joint study programmes are initiated, approved and improved following the procedures defined in the Kolegija. The studies of the minor study field are implemented following the *Order of Organising Minor Studies* approved in the Kolegija.

### **III. ADMISSION OF STUDENTS AND UNCLASSIFIED STUDENTS**

12. The enrolled students/unclassified students enter into a study agreement which is signed by the learner and the Director or a person authorised by him.

13. Students/unclassified students are admitted to Kolegija by order of the Director on the proposition of the Dean of the Faculty/Head of the Study Centre.

#### **Admission to the first year of studies**

14. Students' admission to the first year of studies is administered following the procedures approved for the specific year by the Association of Lithuanian Higher Schools for General Admission (LAMA BPO, *General Provisions of the Rules of Enrolment in Undergraduate and Consecutive Studies in Lithuanian Higher Education Institutions*).

15. The requirements for the admission to a specific study programme (subjects for the competitive score, their weighting factors and other requirements determined by the Kolegija) are defined in *the Order of Students' Admission* approved by the Academic Council of the Kolegija.

16. Admission is organised and carried out by the Admission Board approved by the order of the Director.

17. Additional admission may be carried to the positions that are not funded by the state.

#### **Admission to a higher academic year**

18. Persons from other higher education institutions, other faculties and academic divisions of the Kolegija as well as those who request to continue the studies terminated may be admitted to a higher academic year.

19. The study courses/modules that were completed and assessed in other higher education institutions and other faculties and academic divisions of the Kolegija are recognised following the *Order of Recognition of Academic Achievements* in the Kolegija.

20. In case the difference between the study programmes exceeds the volume of 18 credits, the person should be admitted to a lower academic year.

### **Admission to bridging courses**

21. The programmes of bridging courses are compiled for the persons who have completed non-collegial higher education study programmes and request to acquire Professional Bachelor Degree in the same study field.
22. Admission to bridging courses is administered by the faculty/study centre.
23. Bridging courses are paid.
24. The programme of the bridging course should have all the differences between the non-collegial and collegial studies indicated.

### **Admission to the studies of the minor field**

25. The student may choose studies of the minor field.
26. To be admitted to the studies of the minor field, the student should apply to the Dean of the Faculty/Head of the Study Centre. The list of the students admitted to the studies of the minor field is approved by the order of the Director of the Kolegija.
27. The issues of organising the studies of the minor field are discussed in the *Order of Organising the Studies of the Minor Field*.

### **Students' transition from a study programme/mode to another study programme/mode**

28. Students are allowed to switch to another study programme by the order of the Director.
29. State-funded full-time and part-time students can change study programmes within the study field (enters into force on 01/01/2017, the *Law on Science and Studies of the Republic of Lithuania* Article 77, Part 7) without losing the state funding. The transition is possible having completed at least the first semester of the first study year without academic debts. To switch to another programme, the student should apply in written to the Dean/the Head of the Study Centre within at least 10 days before the beginning of the new semester.
30. The state-funded full-time and part-time students who switch to study programmes of another study field lose the state funding (enters into force on 01/01/2017, the *Law on Science and Studies of the Republic of Lithuania* Article 77, Part 7). They have to pay tuition fee themselves depending on the volume of study credits.
31. The student is allowed to change the study programme and the mode of studies having completed a semester only provided the difference between the programmes is no more than 18 credits in the volume. In case the difference exceeds 18 credits, the student should be admitted to a lower academic year of the new study programme or study according to an individual study plan.
32. The student who requests to switch to a study programme implemented in another faculty/study centre should submit a written application to the Dean of the new faculty/Head of the study centre within at least 10 days of the new semester. The application should have the approval of both Deans/the Dean and the Head of the Study Centre confirmed by signatures.
33. The student who requests to switch to another mode of studies in the same study programme should submit a written application to the Dean of the Faculty/Head of the Study Centre within at least 10 days of the new semester. Provided there are vacancies, the student is transferred from one mode of studies to another by competition and the order of the Dean of the Faculty/Head of the Study Centre.
34. Having changed the study programme or the mode of studies, the student should eliminate the differences within at least one academic year since transition.

### **Students' transition from other higher education institutions**

35. Persons who studied in other higher education institutions may be enrolled in state-funded full-time and part-time positions following the Government-approved order.
36. Following the Government-approved order, persons who studied in other higher education institutions may be enrolled in the full-time and part-time positions that are not state-funded, but granted a study scholarship.

37. Persons who studied or are studying in other higher education institutions may be enrolled in not state-funded positions at any time throughout the whole academic year.

38. The evaluations of the learning outcomes of the study courses/modules in other higher education institutions are recognised following the *Order of Recognition of Academic Achievements* in the Kolegija.

39. In case the difference between the study programmes exceeds the volume of 18 credits, the person may be admitted to a lower academic year or study according to an individual study plan.

40. Having changed the higher education institution, the student should eliminate the differences in study volume within at least one academic year.

41. The Kolegija recognises students' achievements of partial studies in a foreign higher education institution provided this institution is recognised following the legislation of this state; the achievements of partial studies of the students of Lithuanian higher education institutions obtained in another Lithuanian higher education institution of the same or different type; and the achievements of partial collegial studies of another study programme following the *Order of Recognition of Academic Achievements* in the Kolegija.

42. The student from another higher education institution should submit a certificate about the courses/modules studied, their descriptions, volume by credits and evaluation scores.

#### **Admission to partial studies**

43. The order regarding the admission of a student who has come from another Lithuanian higher education institution to partial studies is signed by the Director or a person authorised by him on the proposition of the Dean of the Faculty/Head of the Study Centre.

44. The order regarding the admission of a student who has come from a foreign higher education institution to partial studies is signed by the Director or a person authorised by him on the proposition of the Head of the Unit for International Studies under the approval of the Dean of the Faculty/Head of the Study Centre.

45. Having completed the partial study programme, the student is issued a certificate, which is registered in the Unit for Studies. The certificate is signed by the Director or a person authorised by him.

#### **Admission to the study programmes taught in English**

46. The citizens of the European Union and European Economic Area are admitted to the study programmes taught in English in accordance with the general provisions listed in Paragraphs 14-17.

47. The citizens of the countries not belonging to the European Union and European Economic Area are admitted to the study programmes taught in English in accordance with the *Order of Admission of Foreign (Non-EU) Citizens to the Studies in Kauno kolegija/University of Applied Sciences*.

#### **Admission of unclassified students**

48. The persons who request to study some courses of a collegial study programme or a non-formal education programme as well as those who are sent by the Municipality should submit an application to the Director of the Kolegija.

49. Such studies are paid by the unclassified student or his/her organisation.

50. Upon the completion of certain courses of the study programme, the unclassified student is issued a certificate, which is registered in the Unit for Studies. The certificate is signed by the Director or a person authorised by him.

51. Upon the completion of a non-formal education programme, the unclassified student is issued a certificate, which is registered in the Unit for Studies. The certificate is signed by the Director or a person authorised by him.

#### IV. PAYMENT FOR STUDIES

52. The applicants for full-time and part-time studies are enrolled in state-funded and non-statefunded study positions.

53. Payment of the tuition fee of the enrolled students as well as unclassified students is regulated by the *Order of Payment for Studies and Services Related to Studies, its Reimbursement and Debt Collection*.

#### V. ORGANISATION OF STUDIES

54. The Study Calendar for the next academic year is composed before the 20th of June. It is approved by the Director and announced on the website of the Kolegija.

55. All students (including those who return after study break or academic leave) should register in the administration office of the faculty/study centre for semester studies according to the order defined by the faculty/study centre not later than within 10 days from the beginning of the semester. The student who returns from a foreign country after studies/internship under a mobility programme or a bilateral agreement of cooperation should register in the administration office of the faculty/study centre not later than within 10 days from his/her arrival.

56. The student is entitled to register for the next semester provided his/her academic debt does not exceed the volume of 18 credits. Full-time students are allowed to eliminate their academic debts till the end of the second month of the new semester; part-time students should eliminate them till the end of the third month of the new semester.

57. In accordance with the order established in the Kolegija, the right to register for the next semester is not given to the students who have financial debts for their studies or repeated courses/modules.

58. The duration of a full-time study semester is 20 weeks. The autumn semester starts on 1 September (and includes a 1-2 week vacation); the spring semester starts on 1 February (and includes a week vacation). 2-4 weeks in each semester are assigned for the evaluation of the learning outcomes (examinations, presentation of projects and other tasks).

59. Each faculty/study centre has a schedule for the academic year with the duration and time of semesters, sessions and vacations indicated. The schedule for the next academic year should be composed by the vice dean/head for studies before 25 June, approved by the Dean/Head of the Study Centre and by 30 June submitted to the Unit for Studies. Study schedules are announced on the website of the Kolegija and information stands.

60. Study timetables are announced at least a week before the beginning of a semester. They are composed by the staff who are assigned these functions and approved by the Dean/Head. They are announced on the website of the Kolegija and information stands.

61. Examination timetables are composed by the staff who are assigned these functions, and discussed with the academic staff and group monitors. They are approved by the Dean/Head and announced a week before the beginning of the examination session on the website of the Kolegija and information stands. On the permission of the Dean/Head, the student may take examinations not during an examination session. While composing the timetable, it is recommended to assign at least two days for preparation for an examination.

62. Students should be entitled to an uninterrupted summer vacation of at least one month long.

63. The language of instruction is Lithuanian. Foreign languages may be used in case the content of the study programme is related to a foreign language; studies are implemented in accordance with international study programmes; studies are implemented under international mobility programmes; study courses/modules are taught by lecturers from foreign higher education institutions.

64. The teaching/learning methods used in the Kolegija include contact hours (lectures, seminars, laboratory work and practical activities, consultations, etc.), internships, self-study, etc.

Distance learning and mixed studies may be applied. Students are also entitled to individual consultations.

65. Contact hours should not exceed 8 academic hours a day in full-time studies and 12 hours a day in part-time studies. The duration of an academic hour is 45 minutes.

66. The attendance of practical activities (workshops, seminars, laboratory work, etc.) and internships is compulsory with the exception of the cases listed in Paragraph 76.

67. Professional internships and practical activities may take place in the Kolegija or in external organisations. The procedures of organising, financing, monitoring and assessing professional internships are regulated by the general requirements for practical training set in the Kolegija.

68. Professional internships are performed in Lithuanian and foreign enterprises/organisations that have signed trilateral agreements (between the enterprise, the Kolegija and the student). The agreements are signed by the Dean/Head or a person authorised by him.

69. Professional internships are performed in accordance with the period indicated in the study schedule. In case an internship is related to specific terms and conditions, it can be performed at the time different than foreseen in the study schedule. When the tasks of the internship do not meet the aims of practical training, on student's request, the placement should be changed.

70. The student whose professional internship is evaluated insufficiently should re-perform it during his/her vacations or at the time free from theoretical and practical activities.

71. Students choose freely elective courses/modules from the list of the elective courses/modules offered by the Kolegija. The list is comprised from the elective courses/modules offered by each of the study programme implemented in the Kolegija and is announced on the website. Registration for the courses and organisation of their studies is regulated by the *Order of Organising Studies of Freely Elective Courses/Modules* approved in the Kolegija.

72. Faculties/Study Centre may offer additional study courses/modules that exceed the volume of the credits of the study programme. The person who chooses additional study courses/modules has the status of an unclassified student and pays tuition fee. Upon the completion of the additional study courses/modules, a certificate, which is signed by the Director or a person authorised by him, is issued.

73. The Kolegija provides an opportunity to study according to an individual study plan. In an individual study plan, the duration and volume of studies in a semester may differ from that approved in the Kolegija. Such a plan may be developed due to student's special needs, illness and other reasons on the basis of the resolution of the Dean of the Faculty/Head of the Study Centre. An individual study plan may be developed for an unspecified student to bridge study differences (having switched from another mode of studies, study programme, higher education institution, provided the difference between the study programmes does not exceed 18 credits) on the basis of the resolution of the Dean of the Faculty/Head of the Study Centre. An individual study plan is developed by the Head of the Department and coordinated with the student/unclassified student. The student who studies in the non-state funded position and an unclassified student pay the tuition fee depending on the number of credits.

74. By the proposition of the Kolegija, a student may be sent for partial studies to another Lithuanian/foreign higher education institution or a student may come to study part of a study programme (for a degree) from another Lithuanian/foreign higher education institution. The evaluation scores obtained in a Lithuanian/foreign higher education institution are recognised following the *Order of Recognition of Academic Achievements* in the Kolegija. The student from another Lithuanian/foreign higher education institution who completed a part of a study programme is issued a certificate, which is registered in the Unit for Studies and signed by the Director or a person authorised by him.

75. A person may study a part of a collegial study programme. In such a case, a study plan according to his/her needs is composed, the person is granted the status of an unclassified student and pays tuition fee. The unclassified student is granted access to the Kolegija libraries and other units providing study services. Upon completion of the study programme, the unclassified student is



issued a certificate, which is registered in the Unit for Studies and signed by the Director or a person authorized by him.

76. Free schedule of attendance may be granted to:

76.1. a student who has a child under 3 years of age;

76.2. a student in the period of pregnancy and maternity leave;

76.3. a disabled or chronically ill student;

76.4. in other cases, provided the average score of the evaluation of the learning outcomes in the last semester was at least 8;

76.5. in exceptional cases by the resolution of the Dean/Head of the Study Centre.

### **Assessment of learning achievements**

77. While assessing learning outcomes, the academic staff follow the principles of clarity, objectivity, impartiality, openness of assessment procedures, mutual respect, and goodwill. The results of the assessment are notified confidentially.

78. The methods, criteria and system of the assessment of the achievements in the studies of courses/modules are provided in the descriptions of study courses/modules of study programmes.

79. During their first lecture, each member of the academic staff informs students about the aims of the study course/module, the anticipated learning outcomes, the cumulative system of the assessment, its criteria, etc. It is only the knowledge, abilities and skills that are included in the anticipated learning outcomes provided in the course study programme that should be assessed. It is recommended for the course/module assessment assignments to include at least 50 per cent of practical tasks.

80. Students' learning outcomes in the Kolegija are assessed using cumulative system, which consists of interim assessments, self-study tasks and an examination or a project. The description of the course/module specifies whether the outcome of each constituent of the cumulative assessment system should be evaluated by a "pass" and a score. The studies of a course/module in every semester end with an examination or the evaluation of student's task (project). It is recommended to allot an examination or a project at least 50 per cent of the cumulative assessment. The cumulative score is recorded in the Study Management Information System. The academic staff submit assessment sheets to the vice dean/head for studies not later than within 5 days after the assessment.

81. In certain cases, the assessment of course learning outcomes may be performed virtually in accordance with the procedures established in the Kolegija.

82. The scale and scores of the assessment of learning achievements:

<b>Threshold of achievement</b>	<b>Score* and short description of knowledge and abilities</b>	<b>The level of the achievement of course/module learning outcomes</b>
Pass	10 (excellent) Excellent exceptional knowledge and abilities	All course learning outcomes achieved
	9 (very good) Solid good knowledge and abilities	At least 90 per cent of course learning outcomes achieved
	8 (good) Better than average knowledge and abilities	At least 80 per cent of course learning outcomes achieved
	7 (average) Average knowledge and abilities with minor errors	At least 70 per cent of course learning outcomes achieved
	6 (satisfactory) Lower than average knowledge and abilities (skills) with errors	At least 60 per cent of course learning outcomes achieved
	5 (sufficient) Knowledge and abilities (skills) meet minimal requirements	At least 50 per cent of course learning outcomes achieved
Fail	4 (insufficient)	Not more than 40 per cent of course

	Minimal requirements are not met	learning outcomes achieved
3 (insufficient)	Minimal requirements are not met	Not more than 30 per cent of course learning outcomes achieved
2 (insufficient)	Minimal requirements are not met	Not more than 20 per cent of course learning outcomes achieved
1 (insufficient)	Minimal requirements are not met	Not more than 10 per cent of course learning outcomes achieved

\* Examinations/projects, internships and final thesis are usually evaluated by scores.

83. It is recommended for the assessment tasks to be submitted in written, unless the content of the course/module requires specific competencies. Students should be informed about the evaluation of the tasks, their advantages and drawbacks.

84. The academic staff should store the evaluated written papers (tests, self-study tasks, projects, etc.) and examination tasks for one semester after the completion of the study course/module.

85. In order to ensure study quality, upon the completion of the assessment of the achievements of a study course/module, its lecturer or the Head of the Department, administration, Students' Representative Council are entitled to get feedback from students.

86. The main documents of study records are students' semester learning achievement evaluation slip; the session record sheet; the survey of the results of the progressiveness of the study programme; students' academic debt slip. The responsibility for recording the learning outcomes lies on the Vice-dean of the Faculty/Head of the Study Centre.

87. Students' scores are recorded in session record sheets and academic debt slips. Students' semester study achievement assessment slips as well as academic debt slips are printed from the Study Management Information System and stored in students' personal files.

88. The student is considered to have an academic debt when his/her cumulative score for a study course/module is insufficient (1-4/10).

89. The student who failed to pass an examination in a study course/module or defend a project may retake it once without charge within 5 working days after the end of the session. The student who has an academic debt can retake an examination or repeatedly defend a project at his/her own expenses not more than three times.

90. The student who failed to fulfil laboratory and practical tasks, attend tests and colloquiums without a valid reason should account for them on the date agreed upon with the lecturer and approved by the Dean/Head of the Study Centre. The student should pay the Kolegija for the lecturer's additional work by the hours anticipated in the study programme.

91. The student may take an examination or defend a project provided he/she has met all the requirements indicated in the description of the study course/module.

92. For the students of the Kolegija, the "pass" for Physical Activities is compulsory.

93. In case the student failed to show up at an examination/defence of a project, his/her absence is recorded in the session record sheet as "neatvyko" (absent).

94. In case the student used unfair means and sources, or otherwise acted dishonestly during the assessment of any of the constituents of the cumulative assessment, his/her cheating is recorded in the session record sheet as "nejvertinta" (not evaluated).

95. In case the student failed to eliminate academic debts within the period defined, on the proposition of the Vice-dean/Head of the Study Centre and the basis of the order of the Dean/Head of the study Centre, he/she may be allowed to repeat the failed study course/module at his/her own expense. The tuition fee is estimated by the number the credits of the repeatedly studied courses/modules. In case the student does not wish to repeat the failed study course/module, he/she is expelled from the Kolegija due to academic failure.

96. The student who has taken a study break or is on an academic leave may repeat the failed study/courses or eliminate academic debts. The payment is estimated by the number of the credits of the repeatedly studied courses.

97. In case the lecturer is on a long-term business trip or terminated the employment agreement, student's cumulative score may be recorded in his/her semester learning achievements slip by the Vice-Dean adding a copy of the session record sheet.

98. In case of a justifiable reason, the period of accounting for the courses/modules studied during a semester may be extended by the resolution of the Dean of the Faculty/Head of the Study Centre. The documents that justify the reason should be submitted to the Dean's office no later than within 5 days after the need to extend the accounting for the courses/modules studied occurred.

99. Upon the completion of a study course/module, student's learning outcomes are assessed by assigning them to the level of achievements (enters into force on 01/01/2017 and is applicable for the persons enrolled in the Kolegija after 12/05/2009).

#### **Assessment of the achievements of non-formal education and self-education**

100. The learning achievements acquired by means of non-formal education and self-education may be recognised as part of a formal study programme or qualification in accordance with the procedures established by the Government or an institution authorised by it and the order approved in the Kolegija. The person may be issued a certificate.

101. The learning achievements of non-formal education and self-education may be recognised provided they are equivalent to the learning achievements acquired during formal studies.

102. The learning achievements acquired by means of non-formal education and self-education are assessed in accordance with the *Order of the assessment and recognition of the academic achievements acquired in a non-formal and self-study way* approved in the Kolegija.

103. The learning achievements of non-formal education and self-education are assessed by a group of assessors-experts in accordance with the assessment criteria established in the faculty/study centre.

#### **Interruption of studies**

104. There are two possible cases of interruption of studies, a study break and an academic leave. In both cases, the student's name remains on the list of students.

105. Before taking a study break and an academic leave, the student should settle all the liabilities to Kolegija and submit a requital slip.

106. A study break may be granted on student's request by the order of the Dean of the Faculty/Head of the Study Centre provided there are important personal reasons. The order should state the reasons of the study break as well as the dates of the beginning of the study break and return to studies. The student should return from the study break not later than within 10 days from the beginning of a semester.

107. A study break is granted for a period not longer than a calendar year. It is not granted in the first semester of the first academic year; neither is it granted for those who have financial debts. A study break may be granted once within the whole period of studies (enters into force on 01/01/2017).

108. Given he/she is granted an academic leave or a study break, the student returns to studies on the same study funding terms and conditions.

109. In the cases specified in Paragraph 107, the academic achievements of such students are re-estimated after 4 semesters of studies by comparing them with the study average of the students of the same study programme, the same mode of studies and the same academic year in accordance with the *Order of students' annual rotation and acceptance of state-funded study positions after a semester*.

110. The student who is temporary not able to continue studies due to illness, pregnancy, childbirth or child care is granted an academic leave. In such a case, a statement of the Medical Consultative Council or child's birth certificate should be provided. The students who are enrolled into conscription are granted an academic leave on the basis of the document that confirms their military service.

111. The student who is granted an academic leave or a study break does not receive a scholarship.

112. To return to studies after an academic leave or a study break, the student should submit a request to the Dean of the Faculty/Head of the Study Centre, who issue an order regarding the return.

113. On student's request, the Dean of the Faculty/Head of the Study Centre may resume the studies before the end of the study interruption term.

114. The student who fails to return to studies on time has his/her name removed from the students' lists.

### **Termination, recommencement of studies and expulsion from the Kolegija**

115. The terms and conditions of the termination of studies are defined in the study agreement entered between the Kolegija and the student.

116. The agreement between the Kolegija and the student expires:

116.1. upon the issuance of the diploma and its supplement;

116.2. upon removal of the student's name from the students' list.

117. The student's name is removed from the students' list:

117.1. upon completion of studies;

117.2. upon personal request;

117.3. upon transition to study in another institution;

117.4. upon failure to return after an academic leave or study break;

117.5. upon failure to defend the final thesis or pass the final examination;

117.6. upon student's death.

118. The student is expelled from the Kolegija:

118.1. due to academic failure;

118.2. due to severe infringement of the Statute, internal procedures and discipline defined by the *Internal Regulations* of the Kolegija.

118.3. due to failure to meet financial obligations to the Kolegija;

118.4. due to the custodial sentence imposed.

119. The person who terminates studies on personal request and submits a requital slip may be issued a certificate about the courses/modules studied, their volume by credits, and the evaluations received. The certificate is registered in the Unit for Studies and signed by the Director or a person authorised by him. In case of a need, the Head of the Department provides the approved descriptions of the study courses/modules.

120. The student who recommences studies after termination is enrolled in non-state funded studies.

121. The person who studied in a state-funded position and was expelled from the Kolegija or terminated studies on personal request should return the funds or part of them in accordance with the order established by the Government.

122. The person who terminates studies should settle all the liabilities to the Kolegija and submit a requital slip signed by the responsible staff members.

123. The student is expelled from the Kolegija and his/her name is removed from the students' list by the order of the Director on the proposition of the Dean of the Faculty/Head of the Study Centre.

124. The student who was expelled from the Kolegija or terminated studies after the first semester may return to a non-state funded position and the semester within which he/she terminated studies provided the study differences do not exceed 18 credits. The previously completed courses/modules are recognised in accordance with the *Order of Recognition of Academic Achievements* in the Kolegija. The differences that resulted due to the change in the study programme should be eliminated within one year since the recommencement of studies.

125. To recommence the studies, the student submits a written request to the Director of the Kolegija. On the proposition of the Dean/Head of the Study Centre by the order of the Director, the student is allowed to recommence the studies from the next semester.

## **VI. COMPLETION OF STUDIES**

126. The collegial studies are completed by the evaluation of the level of reaching the study aims and achieving learning outcomes, the forms of which are the final thesis (hereinafter referred to as FTh) or the FTh and the qualifying examination (hereinafter referred to as QE).

127. A person is considered to have completed collegial studies after all the requirements of the study programme chosen have been met, the final thesis has been defended, and, if it is included in the study programme, the qualifying examination has been passed. The date of the completion of studies is considered to be the date indicated in the order of the Director regarding award of the diploma and removal of the name from the students' list.

128. The Qualifying Board to evaluate the outcomes of each study programme is assigned for one year. Its structure is determined by the description of the study field. The minimal number of the members of the Qualifying Board is 5 (3 of them from external organisations). The Qualifying Board should be chaired by a representative of the employers; the members may include the lecturers of speciality courses, professional practitioners, representatives of stakeholders, scientists from other higher education institutions.

129. The members of the Qualifying Board and the Chairperson are appointed by the order of the Director of the Kolegija on the proposition of the Dean of the Faculty/Head of the Study Centre.

130. The student is allowed to develop and defend the FTh and take the QE provided all the requirements defined in the study programme have been met.

131. The structure, the volume and the order of the development and defence of the FTh as well as the content and the procedures of taking the QE are governed by the documents approved in the Kolegija.

132. The student who fails to compose the FTh for the time indicated or participate in its defence for a valid reason may be allowed to defend his/her FTh or take the QE in the next sitting of the Qualifying Board of the same study programme.

133. The student who fails to pass the QE or defend the FTh has his/her name removed from the students' list. On personal request, the person may recommence his/her studies in the Kolegija by order of the Director, but not later than 6 months before the date of the completion of the study programme. In case the evaluation of the FTh is insufficient, the student may improve and defend it repeatedly after at least half a year, but not later than after 2 years. The Head of the Department should estimate the differences of the study programme and make a decision regarding the necessity of their elimination. In case of the recognition of a study course/module, the Head of the Department fills in the form of the recognition of the study achievements. Provided there are some differences between the study programmes, the Head of the Department indicates them in a table. The FTh and the QE are not taken into account. The date for the sitting of the Qualifying Board regarding the repeated QE or defence of FTh is stated by the Director of the Kolegija.

134. Provided there has been a suspected violation of the QE or FTh defence procedures, students may submit written appeals to the Director of the Kolegija. The appeal should be submitted not later than within 24 hours after the results were announced.

135. The appeals regarding the evaluation of the FTh and the QE are not considered.

136. The person whose semester evaluations throughout entire studies were 8 scores or more, the weighted average at least 9.5 and the defence of the FTh and/or the QE were evaluated as 9 (very good) or 10 (excellent) is awarded the Professional Bachelor Diploma with honour.

137. The Professional Bachelor Diploma and its supplement is issued to the graduate who fulfilled all the terms and conditions defined in the study agreement.

138. The student has to settle all the liabilities to the Kolegija within at least 2 days before the award of the diploma.

139. The person who lost the diploma or its supplement should apply to the Unit for Studies of the Kolegija regarding for issuance of a duplicate.

## **VII. RIGHTS AND OBLIGATIONS OF STUDENTS AND UNCLASSIFIED STUDENTS**

140. The student has the right:

140.1. to study the chosen study programme;

140.2. to study according to an individual plan in accordance with the order established in the Kolegija;

140.3. to study more than one study programme as well as other study courses/modules in the same or another higher education institution;

140.4. to assess the quality of teaching the course/module studied and maintenance of studies;

140.5. to choose the lecturer in case the same course/module is taught by several lecturers;

140.6. to propose a topic for the FTh or choose one from several offered;

140.7. to account for study tasks in alternative ways in case of a disability that prevents from accounting in the order established, provided the alternative way of accounting ensures the achievement of learning outcomes;

140.8. to appeal to the administration of the Kolegija to have his/her learning outcomes acquired in the same or another higher education institution recognised;

140.9. to appeal to the administration of the Kolegija regarding violation of personal interests;

140.10. to terminate and recommence studies in accordance with the procedures established in the Statute of the Kolegija;

140.11. to take an academic leave due to health problems, or a study break due to other reasons, retaining the student's status and the right to continue studies in the state-funded position provided he/she studied in this position before the academic leave/study break;

140.12. to freely express personal ideas and views;

140.13. to be a member of the management bodies of the Kolegija;

140.14. to elect Students' Representative Council and be elected to it; freely unite into other associations;

140.15. to participate in voluntary activities or internships that are not a part of the curriculum of the study programme;

140.16. to be entitled to other rights defined in the Statute of the Kolegija and other legal acts;

140.17. during studies, to use lecture rooms, libraries, laboratories, other study equipment and devices in accordance with the order established in the Kolegija;

140.18. to receive information from the higher education institution and its divisions on the issues related to studies;

140.19. to apply for a free state-funded study position or compensation for the tuition fee in accordance with the order established in the Kolegija;

140.20. to receive a scholarship in accordance with the order established by the Government;

140.21. to receive a loan to pay the tuition fee and partially cover the cost of living in accordance with the order established in the Government;

140.22. to participate while drafting proposals to the Seimas, the Government, the Kolegija Council and Academic Council on the issues relevant to students;

140.23. to re-take a failed examination of a study course/module or repeatedly defend a project as described in Paragraph 89.

141. Student's obligations:

- 141.1. to strive for the learning outcomes defined in the study programme to be achieved;
- 141.2. to follow the provisions of the *Code of Academic Ethics*;
- 141.3. to follow the provisions of the *Law on Science and Studies*, the *Statute* and *Internal Regulations* of the Kolegija;
- 141.4. to conserve the property of the Kolegija;
- 141.5. to keep to the norms of academic honesty;
- 141.6. upon the completion or termination of studies, to settle the liabilities to the Kolegija and submit a document of an appropriate form with the signatures of the staff that confirm this.
- 142. The relations between the unclassified student and the higher education institution are formalized in an agreement in accordance with the order established in the Kolegija. The unclassified student is not a holder of the Lithuanian Student Identity Card.
- 143. The unclassified student has the right:
  - 143.1. during studies, to use lecture rooms, libraries, laboratories, other study equipment and devices in accordance with the order established in the Kolegija;
  - 143.2. to assess the quality of teaching the course/module studied and maintenance of studies;
  - 143.3. to freely express personal ideas and views.
- 144. The unclassified student's obligations:
  - 144.1. to fulfil the requirements of the individual study plan;
  - 144.2. to meet the requirements of the agreement between the Kolegija and the unclassified student;
  - 144.3. to conserve the property of the Kolegija.

### **VIII. INCENTIVES AND PENALTIES FOR STUDENTS**

- 145. The student may be encouraged for high learning achievements; exceptional outcomes in the spheres of research, sports, culture and arts; active academic and social performance; making famous the name of the Kolegija, etc.
  - 146. Forms of incentives:
    - 146.1. a letter of thanks;
    - 146.2. a letter of acknowledgement;
    - 146.3. an incentive scholarship;
    - 146.4. opportunities for the dissemination of exceptional outcomes outside the Kolegija.
  - 147. Penalties may be imposed for failure to comply with student's obligations.
  - 148. Forms of penalties:
    - 148.1. a remark;
    - 148.2. a reprimand;
    - 148.3. expulsion from the Kolegija.
  - 149. The documents about incentives and penalties are kept in students' personal files.
  - 150. Incentives and penalties may be imposed by the Director, the Dean of the Faculty/Head of the Study Centre.
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