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**STUDY PROCEDURE OF KAUNO KOLEGIJA HEI**

**CHAPTER I**

**GENERAL PROVISIONS**

1. *Study Procedure of Kauno kolegija HEI* (hereinafter referred to as the Study Procedure) establishes the system of studies at Kauno kolegija (hereinafter referred to as KK) that includes the procedure of admission to studies; the terms and conditions of organising studies and graduation, as well as the relations of enrolled students and unclassified students with the institution.
2. *The Study Procedure* has been prepared in compliance with the *KK Statute*, the *Law on Higher Education and Research* of the Republic of Lithuania and other legal acts related to the regulation of higher education.
3. The key concepts:
   1. **An alternative study course/module** is a course/module chosen by a student from the list of study courses/modules anticipated in the study programme; it complements the general collegial higher education and (or) the education of the chosen study field.

3.2. **Higher collegial education** refers to the education acquired in higher education institutions upon completing collegial study programmes that award a higher education qualification or an equivalent background education recognised by a competent authority.

3.3. **Course studies** refer to an individual’s learning separate study courses/modules or their groups; they are assessed and confirmed by a certificate. In this case, the learner has the status of an unclassified student.

* 1. **Partial studies** refer to learning a part of a study programme that provides the student knowledge and abilities assessed and confirmed by a certificate.
  2. **An academic** is a person who educates and teaches enrolled and unclassified students in a higher education institution.
  3. **A Diploma** is a document certifying the level of education issued to a person who has completed a study programme of a relevant study cycle and fulfilled all its requirements.

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

3.8. **A two-field study programme** refers to a study programme designed to achieve learning outcomes in two fields when new knowledge and skills are acquired through study activities and methods based on integrating study courses in an interdisciplinary environment. Upon completing this programme, a qualification degree in two groups of fields of studies (or one, if the fields belong to the same group of fields of studies) is awarded.

3.9. **Double-degree study programmes** are study programmes coordinated by two or more higher education institutions with an aligned, unified content of the programmes and an agreement on the recognition of study credits.

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

3.11. **An examination** refers to testing and evaluating by a score the knowledge, understanding and abilities that a student/unclassified student had to acquire while studying a certain study course/module.

3.12. **An advanced student** refers to a learner who has no academic debts, has fulfilled all the requirements of the study programme during the period assessed and has reached an excellent or standard level of achievement.

3.13. **An individual study plan** is a plan composed at the request of a student/unclassified student based on the study programmes implemented at KK.

3.14. **Part-time studies** are a mode of organising studies following the study programmes that award a Professional Bachelor Degree. Upon completing such studies, higher collegial education is acquired. The duration of part-time studies shall not exceed the duration of full-time studies by one-half. Part-time studies may be organised during the daytime, in the evenings, on Saturdays, by sessions, etc.

3.15. **A joint study programme** is a study programme that is coordinated and jointly implemented by two or more higher education institutions and includes major elements such as 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 the academic staff; and partnership-based administration of the programme.

3.16. **Cumulative assessment** refers to the system of assessing learning achievements (by scores) defined in the description of the study course/module and discussed with the enrolled students/unclassified students at the beginning of the semester. The cumulative assessment consists of the evaluations of the interim assessments received throughout the semester. Upon completing the study course/module, one of the interim assessments shall be an examination or a project/integrated project.

3.17. **An unclassified student** is a person who studies a non-formal education programme or attends separate study courses/modules or groups of courses.

3.18. **Contact hours** refer to academic activities (lectures, practical workshops, consultations, etc.) of the academic and students/unclassified students according to the formally scheduled timetable.

3.19. **Freely elective courses/modules** are study courses/modules of the same or another field of study and are chosen by a student according to his/her individual needs from the list of freely elective courses/modules offered by KK following the established procedure.

3.20. **A free attendance schedule** refers to the possibility for a student to attend not all of the classes, provided by the permission of the Head of an academic division.

3.21. **Combined studies** refer to the studies that combine learning and teaching in a lecture room with distance learning and teaching in a virtual environment.

3.22. **A non-formal education programme** is an educational or training programme that conforms to the interests of a person or 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 non-formal education, its cycle, a separate specific module or the acquisition of a qualification.

3.23. **Non-formal, informal and self-education** refer to an individual’s autonomous learning while participating in social, professional, and leisure activities and in-service training to acquire additional qualifications and meet cognition needs.

3.24. **Full-time studies** are the main mode of studies used to implement the study programmes that award a Professional Bachelor Degree. The completion of these studies grants higher collegial education. All the classes in full-time studies are organised following the timetable on weekdays.

3.25. **Distance studies** refer to studies organised using information and communication technology, i.e., the study content, meant for self-study and(or) partial or full contact-hour teaching/ learning, is available in a virtual learning environment.

3.26. **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 graduates are awarded a Professional Bachelor Degree in this study field, regardless of the study field that other compulsory and(or) elective study courses/modules of the study programme belong to.

3.27. **A complementary internship** is an internship not provided for in the study programme and is intended to acquire complementary knowledge and skills required for professional activities related to studies. A complementary internship is performed in Lithuanian or foreign companies/organisations by signing an Agreement for a Complementary Internship.

3.28. **Elective courses/modules** are those offered by KK or chosen by the student. They supplement the education in the chosen field of study, general higher collegial education or the education in another field of study. The student shall choose these study courses/modules from the study courses/modules offered in the study programme following the established procedure.

3.29. **An internship** (introductory, training, professional, final, etc.) is a constituent of the study programme assigned to develop and apply student’s knowledge, abilities, and skills in practical professional activities.

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

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

3.32. **A written study assignment** is a self-study assignment (final thesis, research paper, project, internship and other reports, essay, reflection, case study, practical study, etc.) composed during the studies.

3.33. **A voluntary internship** is an internship performed by mutual agreement (between a person and the host institution or company) in a selected company, institution or organisation. It is regulated by Order of the Minister of Social Security and Labour of the Republic of Lithuania No. A1-573 *On the approval of the procedure for performing voluntary internships* of 24 October 2016. The monitoring of compliance with the established requirements shall be performed by the territorial divisions of the Board of the State Social Insurance Fund. This internship is not a part of the study programme curriculum.

3.34. **Self-study** refers to student’s learning for interim assessments, including examinations, internships, and performing other tasks defined in the descriptions of study courses/modules.

3.35. **A student** is a person who studies a study programme at a higher education institution.

3.36. **Studies** refer to learning a study programme at a higher education institution by a person who has acquired at least secondary education.

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

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

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

3.40. **A study module** is a constituent of a study programme, consisting of several content-related study courses, having a defined aim and orientated towards certain abilities of the student.

3.41. **A plan for individualising the study process** is a plan for organising the study process for a student/unclassified student with a disability and(or) learning difficulties considering the individual needs of the student/unclassified student.

3.42. **A certificate** is a document indicating a student’s/unclassified student’s learning achievements in a higher education institution. It contains detailed information related to the studies of the student/unclassified student.

3.43. **A study schedule** is a schedule of implementing a study programme set by an academic division for an academic year. It indicates the periods of the study process (lectures, internships, examination sessions, holidays, etc.).

3.44. **The study calendar** is the calendar of the academic year that indicates the most important dates of the study process.

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

3.46. **Specialisation of the** **study programme** is a part of a study programme (an alternative option) intended for more in-depth studies in the field of study.

3.47. **The Committee of the Field of Study/Study Programme Committee/Study Programme Development Group** refer to groups of professionals formed to develop a study programme, ensure its quality, and assess and improve it. The group includes a person with a background education in the relevant field of study (the Chairperson), students, employers, and other stakeholders.

3.48. **Learning outcomes** are the statements indicating what the student knows, understands, and is able to do after completing the studies of a course/module and(or) study programme and are defined by the knowledge, understanding, abilities, and provisions.

3.49. **A Study Agreement** refers to the document describing the obligations of the parties, signed by the KK Director or a person authorised by him/her and the student/unclassified student.

3.50. **An interdisciplinary study programme** refers to a study programme designed to achieve joint learning outcomes in two or more fields. Upon completing such a study programme, the qualification degree of the group of fields of study to which the main (major) field is assigned is awarded.

3.51. **Interim assessment** is the assessment and evaluation of knowledge, understanding, and abilities that a student/unclassified student had to acquire while studying a certain part of the study course/module.

3.52. **A Short-Cycle Diploma** is a document issued to a person who has completed short-cycle studies and was awarded a qualification.

3.53. **Short-cycle studies** refer toa cycle of higher education intended to acquire Level 5 professional qualification according to the *Lithuanian Qualifications Framework*.

3.54. **A single-field study programme** refers to a study programme intended for achieving the learning outcomes of the major field and, if provided for in the description of the study programme, a minor field. Upon completing such a study programme, the qualification degree of the group of fields of study to which the major field is assigned is awarded.

**CHAPTER II**

**STUDY PROGRAMMES AND MODES OF STUDIES**

1. The studies at KK shall be implemented according to the study programmes included in the *Register of Study and Training Programmes and Qualifications* of the Ministry of Education, Science and Sport of the Republic of Lithuania.
2. KK shall provide short-cycle and first-cycle collegial studies. The first-cycle collegial study programmes may relate to one or interdisciplinary field(s) of study. They may be designed and implemented in the Lithuanian and(or) foreign languages.
3. The volume of collegial study programmes, the completion of which shall award the Professional Bachelor Degree in the group of fields of study and, following legal acts, the Professional Bachelor Degree in the group of fields of study and a qualification, shall be at least 180 credits but usually no more than 210 credits. In cases of a two-field study programme or when it is established in normative legal acts, the volume of a study programme may be 240 credits. The duration of full-time studies is 3-3.5 years, and part-time studies last for 4-4.5 years.
4. The volume of short-cycle studies, the completion of which shall award a professional qualification, may consist of 90 or 120 study credits. The duration of full-time studies shall be 1.5-2 years, and part-time studies shall last for 2-3 years.
5. The usual volume of full-time studies per year shall be 60 credits but not less than 45. The volume of part-time studies per year may be less than 45 study credits, but their total duration may not be more than one and a half times longer than the duration of full-time studies, applying the rate of 60 study credits to full-time studies.
6. The student’s workload shall be from 1,500 to 1,800 hours per academic year, with the workload of one credit between 25 and 30 hours.
7. To estimate contact hours, the unit of the working time used shall be 45 minutes, which is equivalent to a full clock hour. To estimate the time for self-study, a full clock hour of 60 minutes shall be used.
8. The internships and any other practical training anticipated in a collegial study programme shall be assigned at least a third of the volume of the study programme.
9. The study courses/modules in the programme shall be divided into compulsory, alternatively chosen, and freely elective courses/modules.
10. Non-formal education programmes registered in the institutional *Register of Non-formal Education Programmes* can also be implemented at KK. The learners shall have the status of unclassified students. Unclassified students are given access to the KK Library, learning resources, and other units providing study services. Upon completing a non-formal education programme, the unclassified student shall be issued a certificate signed by the Director or a person authorised by him/her.
11. The studies at KK shall be implemented in two modes: full-time and part-time. Upon completing the study programme, the education acquired shall be equivalent regardless of the mode of study.
12. KK may implement joint study programmes initiated, approved, and improved following the *Procedure for organising joint study programmes in KK.*
13. Double-degree study programmes may also be implemented at KK. The coordination of the content of double-degree study programmes and the agreement on the recognition of credits shall be formalised by a double-degree partnership agreement between the institutions implementing the study programmes. Students of double-degree study programmes study at two or more cooperating higher education institutions and, upon completing the study programme, shall be issued separate documents certifying higher education degrees from each institution implementing the programme.

**CHAPTER III**

**ADMISSION OF STUDENTS AND UNCLASSIFIED STUDENTS**

1. The admission of students/unclassified students to KK shall be administered following the *Rules for students’ admission to KK*, annually approved by the Academic Council.
2. Persons with at least secondary education shall be admitted to collegial study programmes by competition. Admission to short-cycle studies shall be open to persons who have at least secondary education or a professional qualification acquired under a vocational training programme corresponding to Level 4 of the *Lithuanian Qualifications Framework*, considering their learning achievements and other criteria established by the higher education institution having assessed the requirements of the professional standards and the descriptions of the field of study.
3. KK shall admit persons to state-funded study placements, non-state-funded study placements with study grants, and non-state-funded study placements. Only the persons whose learning achievements are not lower than the minimum indicators set by the Ministry of Education, Science and Sport shall be eligible for state-funded study placements.
4. The enrolled students/unclassified students shall enter into a Study Agreement signed by the student or his/her authorised person and the Director or his/her authorised person.
5. A student/unclassified student shall be admitted to KK by order of the Director.

**SECTION ONE**

**GENERAL ADMISSION**

1. Admission to the first year of studies shall be administered following the procedures for admitting students to higher education institutions approved for the specific year by the Association of Lithuanian Higher Education Institutions for General Admission (LAMA BPO, *General provisions of the rules of enrolment in Lithuanian higher education institutions*) and the *Rules for students’ admission to KK.*
2. Annual tuition fees and the total number of study placements according to fields of study and(or) groups of fields of study shall be approved by the Academic Council on the proposition of the KK Director, having coordinated with academic divisions and considered the possibilities of ensuring the quality of studies.
3. Admission shall be organised and carried out by the Admission Board, approved by order of the Director.
4. Additional admission may be organised to non-state-funded vacancies.

**SECTION TWO**

**ADMISSION TO A HIGHER ACADEMIC YEAR AND HIGHER SEMESTER**

1. Persons from other higher education institutions, other faculties, and academic divisions of KK who have completed course studies and those who request to continue suspended studies may be admitted to a higher academic year.
2. The previous study achievements shall be credited following the *Procedure for crediting learning achievements in KK.*
3. If the difference between the study programmes exceeds the volume of 18 credits, the person shall be admitted to a lower academic year or study according to an individual study plan.
4. Persons studying at other collegial HEIs may be admitted to state-funded and non-state-funded study placements with a study grant following the procedures established by the Government.
5. A student admitted to a higher academic year or semester shall be obliged to eliminate the differences in studies within at least one year.

**SECTION THREE**

**STUDENTS’ TRANSITION FROM ONE STUDY PROGRAMME/MODE TO ANOTHER STUDY PROGRAMME/MODE**

1. Students shall be allowed to change to another study programme by order of the Director. A student who wants to change the study programme shall apply in writing to the Dean of the academic division at least 10 days before the beginning of the new semester.
2. State-funded full-time and part-time students may change study programmes within the same fields of study without losing state funding. The study programme can be changed after completing at least the first semester of the first study year without academic debts.
3. A state-funded full-time or part-time student who switches to the study programme of another group of fields of study shall lose the state funding and pay tuition fees depending on the volume of study credits.
4. A student shall be allowed to change the study programme and the mode of studies having completed the semester, provided there are available study placements in the intended study programme, and the difference between the programmes is no more than 18 credits. If the difference exceeds 18 credits, the student may be admitted to a lower academic year of another study programme or study according to an individual study plan.
5. The student who requests to switch to another mode of study in the same study programme shall submit a written application to the KK Director in at least 10 days of a new semester. Provided there are available study placements, the student shall be transferred from one mode of studies to another by competition and order of the Director on the proposition of the Dean of the academic division.
6. Having changed the study programme or the mode of studies, the student shall eliminate the differences within one academic year.

**SECTION FOUR**

**ADMISSION TO PARTIAL STUDIES**

1. The order regarding the admission of a student who has come from another Lithuanian higher education institution to partial studies shall be signed by the Director or a person authorised by him/her on the proposition of the Dean of the academic division.
2. The order regarding the admission of a student who has come to partial studies from a foreign higher education institution shall be signed by the Director or a person authorised by him/her on the proposition of the Head of the International Relations Unit endorsed by the Dean of the academic division.
3. Having completed an aligned partial study programme at KK, the student shall be issued a certificate, which shall be registered in the Study Administration Unit. The certificate is signed by the Director or a person authorised by him/her.

**SECTION FIVE**

**ADMISSION OF UNCLASSIFIED STUDENTS**

1. The persons who request to study part of a collegial study programme or a non-formal education programme shall be admitted following the rules of admission to Kauno kolegija for the current year.
2. Course studies shall be paid for by the unclassified student or the sending organisation.
3. Upon completing course studies, the unclassified student shall be issued a certificate registered in the Study Administration Unit. The certificate shall be signed by the Director or a person authorised by him/her.
4. Upon completing a non-formal education programme, the unclassified student shall be issued a certificate registered in the Human Resources Unit. The certificate shall be signed by the Director or a person authorised by him/her.
5. An unclassified student who has studied the courses/modules of the chosen study programme and fulfilled all its requirements and the financial obligations of the Study Agreement before the defence of the final thesis, upon crediting his/her learning achievements, may be admitted to full-time/part-time studies of that programme by order of the KK Director and allowed to prepare and defend the final thesis and(or) to take the final examination.

**CHAPTER IV**

**PAYMENT FOR STUDIES**

45. The applicants for full-time and part-time studies shall be enrolled in state-funded and non-state-funded study placements.

1. Payment of the enrolled and unclassified students’ tuition fees shall be regulated by the *Description of the* *procedure for paying tuition fees and services related to studies, reimbursing them and collecting debts.*

**CHAPTER V**

**ORGANISATION OF STUDIES**

1. The Study Calendar for the next academic year shall be composed before 1 April. It shall be approved by the Director and announced on the KK website.
2. Students shall return to their semester studies after their study break or studies/internship abroad under exchange programmes/bilateral cooperation agreements no later than 10 working days from the beginning of the semester.
3. A student shall be registered for a higher semester provided his/her academic debt does not exceed the volume of 18 credits in full-time studies and 15 credits in part-time studies. Students shall be allowed to eliminate their academic debts until the end of the second month of a new semester. Students who are in the last semester of their studies shall be allowed to eliminate academic debts not later than two weeks before the beginning of the week of the final examinations or defence of the final theses specified in the study schedule.
4. If a student/unclassified student does not pay the tuition fee following the procedure established by KK (in case of postponing the term – part of the tuition fee), he/she shall not be allowed to take examinations/defend projects/integrated projects and defend the final thesis. A student who has not paid the tuition fee shall not be transferred to a higher semester/year and may be expelled from KK.
5. The academic year shall begin on 1 September and finish on 31 August. The academic year shall consist of two study semesters – autumn and spring. The autumn semester shall start on 1 September (and include 1-2-week holidays); the spring semester shall start on 1 February (and include a one-week holiday and at least one month of uninterrupted summer holidays). 2-4 weeks in each semester shall be assigned for evaluating learning achievements (examinations, presentation of projects/integrated projects and other assignments).
6. Each academic division shall have a schedule for the academic year with the duration and time of semesters, sessions, and holidays indicated. The schedule for the next academic year shall be composed by the Vice-Dean/Head for Studies before 1 May, approved by the Dean of the academic division, and by 7 May submitted to the Study Administration Unit. Study schedules are announced on the KK website.
7. Study timetables shall be announced at least a week before the beginning of a semester. They shall be drawn up by the staff assigned to this function and uploaded to the KK website.
8. The timetables of the examinations and other final assessments shall be drawn up by the staff assigned to this function. They shall be uploaded to the KK virtual learning environment a week before the beginning of the examination session. A student may take an examination/defend a project/ integrated project during a period other than an examination session with the permission of the Dean of the academic division. While drawing up the timetable, it is recommended to assign at least two days to prepare for an examination/defence of the project/integrated project.
9. Students shall be entitled to an uninterrupted summer holiday of at least one month.
10. The language of instruction shall be Lithuanian. Some courses/modules or the whole study programme may be taught in another language in the following cases:

56.1. the content of the study programme is related to a foreign language;

56.2. studies are implemented under international study programmes;

56.3. studies are implemented under international mobility programmes;

56.4. study courses/modules are taught by academics from foreign higher education institutions.

1. The following study organisation methods shall be applied at KK: contact hours (lectures, seminars, laboratory activities, consultations, practical activities, etc.), internships, self-study, etc. Studies at KK may also be carried out in a remote and combined way. Students shall also be entitled to individual consultations.
2. 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 shall be 45 minutes. During professional internships, the contact are estimated following the *Procedure for organising KK students’ internships*.
3. The attendance of practical activities (workshops, seminars, laboratory work, etc.) and internships shall be compulsory except for the cases listed in Paragraph 76.
4. Internships (introductory, training, professional, final, etc.) and practical activities may be performed in KK or external organisations. The procedure for organising, financing, monitoring, documenting, and assessing professional internships and the requirements for students and mentors shall be regulated by the *Procedure for organising KK students’ internships*.
5. Professional and final internships shall be performed in Lithuanian and foreign enterprises/ organisations that have signed Student’s Practical Training Agreements (between the enterprise/ organisation, KK, and the student). The agreements shall be signed by the Dean of the academic division or an authorised person.
6. Professional and final internships shall be performed based on the period indicated in the study schedule. In case an internship is related to specific terms and conditions, it can be performed at a time different than foreseen in the study schedule. If the internship tasks do not meet the aims of practical training, on the student’s request, the placement shall be changed.
7. The student whose professional internship is evaluated insufficiently shall reperform it during his/her holiday or at the time free from theoretical and practical activities.
8. Registration for specialisations and alternative elective courses/modules for the next academic year shall be open to students until 31 May.

65. Specialisation of a study programme shall be provided if the recommended minimum number of students opt for it:

65.1. in the study programmes of the group of fields of study in arts - 4;

65.2. in the study programmes of the group of fields of study in health sciences, computing, engineering sciences, technological sciences and agricultural sciences - 10;

65.3. in the study programmes of the group of fields of study in humanities, social sciences, education sciences, law, business and public administration - 15.

66. If the specialisations of a study programme do not reach the minimum number of students who have chosen them, the specialisation chosen by a larger number of students shall be implemented.

67. Students who have not chosen a specialisation shall be registered in the specialisations of the study programme by the decision of the Head of the Department/Academy /Centre /Division.

68. The choice of specialisations shall be formalised by order of the Dean of an academic division on the proposition of the Head of the Department/Academy/Centre.

69. A student shall be allowed to change his/her chosen specialisation if there are vacancies in the specialisation he/she intends to study and if the minimum number of students in his/her chosen specialisation remains. A student wishing to change his/her specialisation shall apply in writing to the Dean of the academic division at least 10 days before the commencement of the study of the specialisation courses/modules.

1. Students shall choose freely elective courses/modules from the list of the elective courses/ modules offered by KK. The list shall include the elective courses/modules offered by each study programme implemented at KK and uploaded to the *Study Management Information System*. Registration for the courses and organisation of their studies shall be regulated by the *Description of the procedure for planning and organising studies of freely elective courses/modules chosen by the KK students* approved at KK.

71. An academic division may offer additional study courses/modules that exceed the volume of the credits of the study programme. A person who chooses additional study courses/modules shall have the status of an unclassified student. The studies of these courses/modules shall be paid. Upon completing the additional study courses/modules, a certificate signed by the Director or a person authorised by him/her shall be issued.

72. KK shall provide an opportunity to study according to an individual study plan. The duration and volume of studies in a semester indicated in an individual study plan may differ from that approved at KK. However, the volume of one-year full-time studies must be at least 45 credits and at least 30 credits for part-time studies. An individual study plan may be drawn up due to the student’s individual needs, illness and other reasons by the resolution of the Dean of an academic division. An individual study plan may be made for a student to bridge study differences (having switched from another mode of studies, study programme, or higher education institution, provided the difference between the study programmes does not exceed 18 credits) by the resolution of the Dean of an academic division. An individual study plan is drawn up by the Head of the Department/Academy/ Centre/Division at the request of the student/unclassified student and discussed with him/her. The student who studies in a non-state-funded placement/an unclassified student pays the tuition fee depending on the number of credits.

73. A student/unclassified student with a disability and(or) learning difficulties may be offered relevant conditions for studies (study environment, study materials, organisation of assessments) considering individual needs. The plan for personalising the study process shall be drawn up following the *Description of the procedure for personalising the study process of the students/unclassified students with disabilities and(or) learning difficulties.* The plan for personalising the study process shall be drawn up for one semester of studies.

74. KK may send a student for partial studies to another Lithuanian/foreign higher education institution to study an aligned part of the study programme, or a student may come from another Lithuanian/foreign higher education institution to KK to study part of a study programme (to acquire a diploma). The evaluations obtained by the student in the Lithuanian/foreign higher education institution shall be credited following the *Procedure for crediting study achievements in KK*. A certificate shall be issued to a student of a Lithuanian/foreign higher education institution who has studied a part of the study programme at KK and registered by the Study Administration Unit. The certificate shall be signed by the Director or a person authorised by him/her.

75. A person may study a part of a collegial study programme. In such a case, a study plan shall be composed considering his/her needs. The person shall be granted the status of an unclassified student and pay tuition fees. The unclassified student shall be granted access to the KK Library and other units providing study services. Upon completing the study programme, the unclassified student shall be issued a certificate registered in the Study Administration Unit and signed by the Director or a person authorised by him/her.

76. A free schedule of attendance may be granted at the request of the student by the resolution of the Dean of an academic division to:

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

76.2. a student due to pregnancy and childbirth;

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 8.0;

76.5. in exceptional cases by the resolution of the Dean of an academic division.

**SECTION ONE**

**ASSESSMENT OF LEARNING ACHIEVEMENTS**

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

78. The methods, criteria and system of assessing the achievements of learning courses/modules shall be provided in the descriptions of study courses/modules of study programmes.

79. During their first class, each academic informs students about the aims and the content 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/module study programme that shall be assessed. It is recommended for the course/module assessment assignments to include at least 50 per cent of practical tasks.

80. Digital versions of academic papers composed by KK students/unclassified students shall be uploaded and stored in the KK virtual learning environment. The academic papers that contain textual information and have been composed using information resources (final thesis, research paper, project report, written assignment, etc.) shall be checked for plagiarism with the text matching tool.

81. At KK, students’ learning achievements shall be assessed by applying a cumulative system. The description of the course/module specifies whether the outcome of each constituent of the cumulative assessment system shall be evaluated by a ‘pass’ and a score. Every semester’s studies of a course/module shall end with an examination or evaluation of the student’s completed assignment (project/ integrated project). It is recommended to assign an examination or a project/integrated project at least 40 per cent of the total cumulative assessment. The cumulative score shall be recorded in the *Study Management Information System*. Transcripts of records of the semester session shall be confirmed by the academic in the *Study Management Information System* at least in 2 days after the free-of-charge reassessment week of final assessments. The confirmation shall be equivalent to a written signature. The printed transcript of records of the semester session, which is submitted to the Archive, is signed by the Vice-Dean/Head for Studies.

82. In certain cases, the learning achievements of the course/module may be assessed remotely following the procedures established by KK.

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

|  |  |  |
| --- | --- | --- |
| **Threshold of achievement** | **Score\* and a short description of knowledge and abilities** | **The level of the achievement of course/module learning outcomes** |
| **Pass** | **10 (excellent)**  Excellent exceptional knowledge and abilities | All course/module learning outcomes achieved |
| **9 (very good)**  Solid good knowledge and abilities | At least 90 per cent of course/module learning outcomes achieved |
| **8 (good)**  Better than average knowledge and abilities | At least 80 per cent of course/module learning outcomes achieved |
| **7 (average)**  Average knowledge and abilities with minor errors | At least 70 per cent of course/module learning outcomes achieved |
| **6 (satisfactory)**  Lower than average knowledge and abilities (skills) with errors | At least 60 per cent of course/module learning outcomes achieved |
| **5 (sufficient)**  Knowledge and abilities (skills) meet minimal requirements | At least 50 per cent of course/module learning outcomes achieved |
| **Fail** | **4 (insufficient)**  Minimal requirements are not met | Not more than 40 per cent of course/module learning outcomes achieved |
| **3 (insufficient)**  Minimal requirements are not met | Not more than 30 per cent of course/module learning outcomes achieved |
| **2 (insufficient)**  Minimal requirements are not met | Not more than 20 per cent of course/module learning outcomes achieved |
| **1 (insufficient)**  Minimal requirements are not met | Not more than 10 per cent of course/module learning outcomes achieved |

84. It is recommended for the assessment tasks to be submitted in writing, except when learning outcomes of the study course/module relate to specific knowledge and skills, and it is difficult to assess them by written assignments. A student/unclassified student shall be informed about the evaluation of the completed tasks, their strengths and weaknesses.

85. To ensure study quality, having assessed the achievements of a study course/module, its lecturer/the Head of the Department/Academy/Centre/Division, administration, and Students’ Representative Council are entitled to get feedback from students.

86. The main documents of study records shall be students’ semester learning achievement evaluation sheets; the session transcripts of records; the survey of the results of the progressiveness of the study programme; students’ academic debt slips, and records of academic differences. The responsibility for recording the learning achievements shall lie on the Vice-Dean/Head for Studies of an academic division.

87. Students’ final scores of the learning achievements of the study course/module shall be recorded in the session transcript of records, academic debt slips, and the record of academic differences. Students’ transcripts of records of semester learning achievements, as well as academic debt slips, shall be printed from the *Study Management Information System,* signed by the Vice-Dean/Head for Studies of an academic division, and stored in students’ personal files.

88. The student shall be considered to have an academic debt when his/her cumulative score for a study course/module is lower than 5 or his/her absence is recorded in the session transcript of records as ‘neatvyko’ (absent) or ‘neįvertinta’ (not evaluated).

89. The student who failed to take/pass the examination of a study course/module or defend a project/integrated project with a valid reason may retake it once free of charge within 5 working days after the end of the session or during the reassessment week (freely elective study courses/modules – within 5 working days after the final assessment).

90. The student with an academic debt who has been allowed to take the final assessment can retake an examination or repeatedly defend a project/integrated project during a new semester at his/her own expense not more than twice (see Paragraph 49). It is recommended to assign at least two days between retakes to prepare for an examination/defence of the project/integrated project.

91. A student/unclassified student whose evaluation is insufficient or who failed to complete laboratory and practical tasks, attend tests and colloquiums without a valid reason must pass the assessment on the date specified by the lecturer and approved by the Vice-Dean /Head for Studies not more than twice until the beginning of the examination session. The student shall pay KK for the lecturer’s additional work by the hours anticipated in the description of the study course/module.

92. A student/unclassified student shall be allowed to take an examination/defend a project only if he/she passed the assessments of all the interim assignments indicated in the description of the study course (has received an evaluation score) during the semester and his/her weighting average of interim assessments is at least 5. If the student/unclassified student fails to meet these conditions, he/she shall not be allowed to take the examination/defend the project.

93. In modular study programmes, a student/unclassified student shall be allowed to take an integrated examination/defend an integrated project provided he/she has passed the assessment of all interim assignments (has received an evaluation score) during the semester indicated in the description of the study module with a weighting average of at least 5 for interim assessments of each study module component. If a student fails to meet these conditions, he/she shall not be allowed to take the integrated examination/defend the integrated project.

94. KK students shall be provided with an opportunity to choose a course designed for active physical activities. Physical activities shall be organised by the Wellness and Sports Centre.

95. If a student fails to attend an examination/defence of a project/integrated project, his/her absence shall be marked in the session transcript of records as ‘neatvyko’ (NE) (absent).

96. If a student is not allowed to take an examination or an integrated examination/defend an integrated project, the semester session record shall be marked ‘neįvertinta’ (N) (not evaluated). The student/unclassified student shall not be entitled to retake this assessment, but he/she may repeat the course/module at his/her own expense.

97. In case a student/unclassified used impermissible means and sources or otherwise acted dishonestly during the assessment of any of the constituents of the cumulative assessment, the semester session record shall be marked ‘neįvertinta’ (N) (not evaluated). The student/unclassified student shall not be allowed to take the final assessment or retake it. He/she may repeat the course/module at his/her own expense.

98. If a student has a postponed assessment deadline due to certain reasons (illness, participation in a student exchange programme, etc.), the semester session record of the study course/module shall be marked ‘atidėta’ (AT) (postponed).

99. In case the student has not been allowed to take the final assessment or failed to eliminate academic debts within the period defined, on the proposition of the Vice-Dean/Head for Studies and order of the Dean of an academic division, he/she may be allowed to repeat the failed study courses/modules at his/her own expense. The tuition fee shall be estimated by the number the credits of the repeatedly studied courses/modules. If the student cannot be registered in a higher academic semester (see Paragraph 49) and does not wish to repeat the failed study course/module, he/she shall be expelled from KK due to academic failure.

100. The student who has taken a study break may repeat the failed study courses/modules or eliminate academic debts during this period. The payment shall be estimated by the number of the credits of the repeated study courses/modules.

101. In case of a valid reason, the period of passing the assessment of the courses/modules studied during a semester may be extended by the resolution of the Dean of an academic division. The request and documents justifying the valid reason shall be submitted to the Dean’s Office at least within 5 days after the need to extend the period for assessing the learning outcomes of the courses/modules studied occurred.

102. Upon completing a study course/module, student’s learning outcomes shall be assessed by assigning them to the level of achievements.

103. At the end of each academic year, the student’s level of learning achievements is annually determined and compared with the level of learning achievements of the same study field, the same mode of studies, and the same year following the *Description of the procedure of KK students’ rotation and acceptance of vacant state-funded study placements.*

**SECTION TWO**

**ASSESSMENT OF THE ACHIEVEMENTS OF NON-FORMAL AND SELF-EDUCATION**

104. The learning achievements acquired through non-formal and self-education may be recognised as part of a formal study programme or qualification following the procedure established by the Government or its authorised body and the procedure approved at KK. The person may be issued a certificate.

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

106. The learning achievements acquired through non-formal education and self-education shall be assessed based on the *Procedure for assessing and recognising the knowledge and abilities acquired through non-formal, informal and self-education* approved in KK.

107. The learning achievements of non-formal and self-education shall be assessed by a group of assessors-experts based on the assessment criteria established in an academic division.

**SECTION THREE**

**SUSPENSION OF STUDIES**

108. A student may take an academic leave due to illness, on the recommendation of a physician or council of physicians, or due to pregnancy, childbirth, or childcare. A student may also take an academic leave for personal reasons (hereinafter referred to as a study break) once during the period of studies but for a maximum period of one academic year. In both cases, the student shall not lose his/her status as a student and the right to continue his/her studies at a state-funded placement after the academic leave, provided that he/she was studying at this placement before taking the academic leave.

109. The student who is temporarily unable to continue studies due to illness, pregnancy, childbirth or childcare shall be granted an academic leave on his/her request. In such a case, a statement from the physician, council of physicians, or child’s birth certificate shall be provided. The students enrolled in conscription shall be granted an academic leave based on the document confirming their military service.

110. A study break may be granted on the student’s request by order of the Dean of an academic division, provided there are important personal reasons. The order shall state the date of returning to studies. The student shall return from the study break no later than within 10 days from the beginning of a semester. The student who is in the final semester of his/her studies shall return before the date of the beginning of the preparation of the final thesis specified in the study schedule.

111. A study break shall be granted for a period not longer than a calendar year. It shall not be granted in the first semester of the first academic year. A study break may be granted once within the whole period of studies.

112. After a study break, the student resuming his/her studies shall pay the tuition fee for the differences caused by the changes in the study programme and(or) repeated study courses/modules following the *Description of the procedure for paying tuition fees and services related to studies, reimbursing them and collecting debts.*

113. In the cases specified in Paragraph 110, the academic achievements of such students shall be reestimated after 2 semesters of studies by comparing them with the study average of the students of the same study cycle, the same field of study, the same mode of studies, and the same academic year following the *Description of the procedure of KK students’ rotation and acceptance of vacant state-funded study placements.*

114. The student who is granted an academic leave or a study break shall not receive an incentive and(or) targeted scholarship.

115. To continue studies after an academic leave or a study break, the student shall submit a request to the Dean of the academic division, who shall issue an order regarding resuming the studies.

116. On the student’s request, the Dean of an academic division may resume the studies before the end of the study suspension period.

117. The student who fails to return to studies after the academic leave or a study break on time (before 25 September in the autumn semester and before 25 February in the spring semester) shall have his/her name removed from the students’ lists, except for the students coming back in the last semester of their studies. They shall be removed from the students’ lists if they do not return from the academic leave or study break until the beginning of the preparation of the final thesis provided for in the study schedule.

**SECTION FOUR**

**TERMINATION, RECOMMENCEMENT OF STUDIES AND EXPULSION FROM KK**

118. The conditions for terminating studies are defined in the Study Agreement between KK and the student.

119. Studies at KK shall be terminated:

119.1. on personal request;

119.2. when a student is expelled from KK;

119.3. upon transition to another education institution;

119.4. upon completing the studies;

119.5. upon the student’s death;

119.6. when the study agreement is terminated in other cases provided for by law.

120. The student shall be expelled from KK due to:

120.1. violation of the provisions of the *Statute*, the *Code of Academic Ethics* and the requirements stated in other legal acts regulating the studies at KK;

120.2. failure to achieve the learning outcomes set out in the programme description (due to academic failure);

120.3. failure to return from an academic leave on time without a valid reason;

120.4. failure to prepare/defend the final thesis/applied project; take/pass the final examination;

120.5. failure to meet financial obligations to KK;

120.6. imposed custodial sentence when studies are not possible (the court judgment enters into force);

120.7. provision of false and misleading data, information or documents which prevented the conclusion, performance or fulfilment of the Study Agreement.

121. On personal request, the person who terminates studies and submits a requital slip may be issued a certificate about the courses/modules studied, their volume by credits, and the evaluation scores received. The certificate shall be registered in the Study Administration Unit and signed by the Director or a person authorised by him/her. If needed, the Head of the Department/Academy/ Centre/Division shall provide the approved descriptions of the study courses/modules taken.

122. The persons who studied in state-funded placements and those who received a study grant and were expelled from KK or terminated their studies shall be obliged to repay the state budget the funds allocated to pay the tuition fee or part of it for the state-funded placement following the procedure established by the Government.

123. The student shall be expelled from KK and(or) have his/her name removed from the students’ list by order of the Director on the proposition of the Dean of an academic division.

124. The student who was expelled from KK or terminated studies after the first semester may return to a non-state funded placement and the semester within which he/she terminated studies provided the study differences do not exceed the volume of 18 credits. The previously completed courses/modules shall be credited following the *Procedure for crediting learning achievements in KK*. The differences due to the change in the study programme must be eliminated within one year from the recommencement of studies.

125. To recommence the studies, the student shall submit a written request to the KK Director. On the proposition of the Dean of an academic division and by order of the Director, the student shall be allowed to recommence the studies from the beginning of the next semester. A student recommencing studies after terminating them shall be admitted to a non-state-funded placement.

126. The person expelled from KK for violation of the provisions of the *Statute,* the *Code of Academic Ethics*, or the requirements of the legal acts regulating the KK internal procedure may recommence his/her studies no earlier than one year after expulsion from KK.

127. A person cannot recommence studies in a study programme that has been removed from the *Register of Study and Training Programmes and Qualifications*. He/she may be admitted to the chosen study programme following the procedure laid down by the Academic Council, having credited the learning achievements of his/her previous studies.

**CHAPTER VI**

**COMPLETION OF STUDIES**

128. Collegial studies shall be completed by evaluating the level of reaching the study aims and achieving learning outcomes, the forms being the final thesis (hereinafter referred to as FT) or the FT and the final examination (hereinafter referred to as FE). The graduates of collegial studies shall be awarded the Professional Bachelor Degree corresponding to Level 6 of the *Lithuanian Qualifications Framework* and the *European Framework for Lifelong Learning*, which shall be confirmed by the Professional Bachelor Diploma and Diploma Supplement issued by KK.

129. Short-cycle studies shall be completed by assessing the level of achieving the study aims and learning outcomes in the following forms: an applied project (hereinafter referred to as AP) or a final examination. Students who have completed short-cycle studies shall be awarded a qualification corresponding to Level 6 of the *Lithuanian Qualifications Framework* and the *European Framework for Lifelong Learning*, which shall be confirmed by a study certificate issued by KK providing the right to undertake a professional activity and(or) continue studies at a higher education institution.

130. A person shall be considered to have completed collegial or short-cycle studies after all the requirements of the study programme chosen have been met, the FT/AP has been defended, and(or), if it is included in the study programme, the FE has been passed. The date of the completion of studies shall be considered to be the date indicated in the order of the Director regarding awarding the Diploma/Study Certificate and removing the graduate’s name from the students’ list.

131. The Final Thesis/Applied Project Assessment Committee and(or) the Final Examination Assessment Committee shall be appointed for one year to evaluate the final outcomes of each study programme. The minimal number of the members of the Committees shall be 5 (3 of them from external organisations). The Final Thesis/Applied Project Assessment Committee and(or) the Final Examination Assessment Committee shall be chaired by a stakeholders’ representative; the members shall include the academics of the field of study, professional practitioners, stakeholders’ representatives, and scientists from other higher education institutions. The Final Thesis/Applied Project Assessment Committee and(or) the Final Examination Assessment Committee must meet the requirements (if any) for the Final Thesis/Applied Project Assessment Committee and(or) the Final Examination Assessment Committee set out in the description of the group of the fields of study/field of study.

132. The members of the Final Thesis/Applied Project Assessment Committee and(or) the Final Examination Assessment Committee and their Chairpersons shall be appointed by order of the KK Director on the proposition of the Dean of an academic division.

133. A student shall be allowed to prepare and defend the FT/AP and take the FE provided all the requirements defined in the study programme and Study Agreement have been met.

134. The structure, volume, and procedure of developing and defending the FT, as well as the content and the procedures of taking the FE, shall be regulated by the *Description of the procedure for preparation, defence, storage of KK final theses and organisation of final examinations.*

135. The student who fails to prepare the FT/AP until the time specified, attend its defence or take the FE for a valid reason may be allowed to defend his/her FT/AP or take the FE in the next sitting of the Assessment Committee of the same study programme.

136. The student who fails to pass the FE or defend the FT/AP shall have his/her name removed from the students’ list. On personal request, the person may recommence his/her studies at KK by order of the Director, but not later than 3 months before the completion of the study programme. If the FT/AP evaluation score is insufficient, the student may improve and defend it repeatedly after at least half a year, but not later than 2 years. The Head of the Department/Academy/Centre/Division shall estimate the differences in the study programme and decide regarding the necessity of their elimination. The student who retakes the FE or redefends the FT/AP within one year of the previously taken FE or the defence of the FT/AP or a student who has met all the requirements of the study programme and returned after one year of suspension of studies to prepare and defend the FT/AP and(or) or take the FE, may be subject to the requirements of the study programme he/she studied if this does not contradict the normative legal acts regulating the study programme. In case of crediting the study course/module, the Head of the Department/Academy/Centre/ Division shall fill in the form of crediting the learning achievements. Provided there are differences between the study programmes, the Head of the Department/Academy/Centre/Division shall fill in a table of those differences. The FT/AP and FE evaluation scores shall not be credited. The date for the sitting of the Assessment Committees regarding the retaking of the FE or redefending of the FT/AP shall be defined by the KK Director.

137. In case of violation of the procedures of organising the FE or FT/AP defence, students may submit written appeals to the KK Director. The appeal shall be submitted within 3 working days after the results were announced.

138. No appeals regarding the evaluation of the FT/AP and the FE are considered.

139. The student of collegial studies whose semester evaluation scores throughout entire studies were 8 (good) or higher, the weighted average of final assessments was at least 9 (very good), and the defence of the FT and(or) the FE were evaluated as 9 (very good) or 10 (excellent) shall be awarded the Professional Bachelor Diploma with honour.

140. The student shall settle all the liabilities to KK within at least 2 days before the award of the diploma.

141. The person who lost the diploma or its supplement shall apply to the KK Study Administration Unit regarding the issuance of a duplicate.

**CHAPTER VII**

**RIGHTS AND OBLIGATIONS OF STUDENTS AND UNCLASSIFIED STUDENTS**

142. A student shall have the right:

142.1. to study the chosen study programme;

142.2. to study according to an individual plan following the procedure established by the Academic Council (see Paragraph 72);

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

142.4. to assess the quality of teaching and provision of the course/module studied;

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

142.6. to propose a topic for the FT/AP or choose one from several offered;

142.7. to take assessments for study assignments in alternative ways in case of disability and(or) learning difficulties that prevent from being assessed in an established way; the alternative way of assessing shall ensure the achievement of the learning outcomes (see Paragraph 73);

142.8. to apply to the Dean of a KK academic division or a person authorised by him/her to have the learning outcomes acquired at KK or another higher education institution credited;

142.9. to address the KK administration, Dispute Handling Committee regarding violation of his/her legitimate interests;

142.10. to terminate and recommence studies following the procedures established in the *KK* *Statute*;

142.11. to take an academic leave due to illness, on the recommendation of the physician or council of physicians, or due to pregnancy, childbirth or childcare. A student may also take a study break for personal reasons once during the period of studies for a maximum period of one academic year without losing his/her status as a student and the right to continue his/her studies in a state-funded placement, provided that he/she studied in this placement before taking the academic leave;

142.12. to freely express personal ideas and views;

142.13. to participate in the governance of KK;

142.14. to elect Students’ Representative Council and be elected to it; freely join students’ associations;

142.15. to participate in a voluntary internship, additional internship or traineeship that are not a part of the curriculum of the study programme;

142.16 to study at foreign higher education institutions under international student exchange programmes;

142.17. during studies to use lecture rooms, the Library, laboratories, other study facilities and equipment following the procedure established in KK;

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

142.19. to apply for a vacancy in state-funded placements or reimbursement of the tuition fee following the procedure established in KK;

142.20. to receive subsidised loans following the procedure established by the Government;

142.21. to receive scholarships following the procedure established by the *Law on Higher Education and Research* and the Academic Council;

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

142.23. to retake a failed examination of a study course/module or repeatedly defend a project/ integrated project as described in Paragraph 89;

142.24. to exercise other rights set out in legal acts and regulations.

143. Students shall be obliged:

143.1. to strive for the learning outcomes defined in the study programme to be achieved;

143.2. to comply with the provisions of the *Law on Higher Education and Research*, the *Statute*, the *Study Procedure,* and other legal acts regulating studies at KK;

143.3. to comply with the requirements of the *KK Code of Academic Ethics* approved by the Academic Council;

143.4. to carry out the decisions of the KK governing bodies, the orders of the Director, the Dean of the academic division, and the legitimate requirements of the academic staff;

143.5. to preserve the KK property;

143.6. upon completing or terminating studies, to settle the liabilities to KK following the procedure established in KK.

144. The relations between the unclassified student and the higher education institution shall be formalised in an agreement following the procedure established in KK. The unclassified student shall not be a holder of the Lithuanian Student Identity Card.

145. The unclassified student shall have the right:

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

145.2. during studies to use lecture rooms, the Library, laboratories, other study facilities and equipment following the procedure established in KK;

145.3. to assess the quality of teaching and provision of the course/module studied;

145.4. to address the administration of KK regarding violation of personal interests;

145.5. to freely express personal ideas and views.

146. The obligations of the unclassified student:

146.1. to meet the requirements of the individual study plan;

146.2. to meet the requirements of the Agreement between KK and the unclassified student;

146.3. to follow the provisions of the *Code of Academic Ethics*, the *Law on Higher Education and Research* *of the Republic of Lithuania*, the *KK Statute*, the *Study Procedure*, and other legal acts regulating studies at KK;

146. to preserve the KK property.

**CHAPTER VIII**

**INCENTIVES AND PENALTIES FOR STUDENTS**

147. The student may be incentivised for high learning achievements, outstanding results in the spheres of research, sports, culture and arts; active academic and social performance; making the name of KK famous, etc.

148. Forms of incentives:

148.1. a letter of thanks;

148.2. a letter of acknowledgement;

148.3. an incentive scholarship;

148.4. opportunities for disseminating outstanding results outside KK.

149. Penalties may be imposed for failure to comply with student’s obligations.

150. Forms of penalties:

150.1. a remark;

150.2. a reprimand;

150.3. expulsion from KK.

151. The documents about incentives and penalties shall be stored in students’ personal files.

152. Incentives and penalties may be imposed by the Director, the Dean of an academic division, following the *Procedure for awarding incentives and penalties to students*.

**CHAPTER IX**

**FINAL PROVISIONS**

153. The *Study Procedure* shall be approved, amended and recognised as having lost its validity by the resolution of the Academic Council.

154. On the proposition of the Director, in unforeseen and special cases, the Academic Council shall have the power to decide on exceptions to this *Procedure*.

155. The *Study Procedure* shall enter into force on the day following its publication in the KK internal information system.

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**The list of related documents:**

*1. Description of the procedure for planning and organising studies of freely elective courses/modules chosen by the KK students,* approved by Resolution of the Academic Council No. (2.2.)-3-6, 22/02/2018; the edition approved by Resolution No. (2.2.)-3-18, 08/04/2021, in force from 01/09/2021.

*2. Procedure for organising joint study programmes in KK,* approved by Resolution of the Academic Council No. (2.2.)-3-130, 22/09/2015; the edition approved by Resolution No. (2.2.)-3-41, 15/11/2021.

*3. Procedure for crediting learning achievements in KK,* approved by Resolution of the Academic Council No. (2.2.)-3-21, 31/10/2017.

*4.* *Description of the procedure for assessing learning achievements in KK,* approved by Resolution of the Academic Council No. (2.2.)-3-38, 09/06/2020; amended by Resolution No. (2.2)-3-30, 14/06/2022.

*5. Description of the* *procedure for paying tuition fees and services related to studies, reimbursing them and collecting debts,* approved by Order of the Director No. 1-203, 17 /05/2019; amended by Order No. 1-282, 03/07/2019, Order No. 1-284, 31/08/2020, Order No. 1-291, 04/09/2020, Order No. 1-230, 14/06/2021, Order No. 1-105, 28/02/2022.

*6. Procedure for organising KK students’ internships,* approved by Resolution of the Academic Council No. (2.2.)-3-25, 08/10/2018; amended by Resolution No. (2.2.)-3-44, 15/11/2021.

*7.* *Procedure for assessing and recognising the knowledge and abilities acquired through non-formal, informal and self-education as learning outcomes in KK,* approved by Resolution of the Academic Council No. (2.2.)-3-42, 15/11/2021.

*8.* *Description of the procedure of KK students’ rotation and acceptance of vacant state-funded study placements,* approved by Order of the Director No. 1-58, 07/02/2017; the edition approved by Order No. 1-49, 11/02/2019, amended by Order No. 1-289, 04/09/2020.

*9. Description of the procedure for preparation, defence, storage of KK final theses and organisation of final examinations*, approved by Resolution of the Academic Council No. (2.2)-3-17, 22/11/2016; the edition approved by Resolution No. (2.2.)-3-14, 23/02/2023, amended by Resolution No. (2.2.)-3-44, 22/06/2023.

*10. Rules of students’ admission to KK in 2023,* approved by Resolution of the Academic Council No. (2.2)-3-31, 27/04/2023.

*11. Regulation on awarding scholarships to KK students*, approved by Resolution of the Academic Council No. (2.2.)-3-12, 5/09/2017; the edition approved by Resolution No. (2.2.)-3-34, 07/09/2021.

*12. Description of the plagiarism detection system,* approved by Resolution of the Academic Council No. (2.2.)-3-29, 20/11/2018.

*13.* *Description of the procedure for personalising the study process of the students/unclassified students with disabilities and(or) learning difficulties,* approved by Order of the Director No. 1-521, 28/12/2021.