

STUDY PROCEDURE OF KAUNAS UNIVERSITY OF APPLIED SCIENCES

CHAPTER I GENERAL PROVISIONS

1. *Study Procedure of Kaunas University of Applied Sciences* (hereinafter referred to as the Study Procedure) establish the procedure for studies at Kaunas University of Applied Sciences (hereinafter referred to as KUAS) that includes the procedure of admission to studies; the terms and conditions of the organisation of 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 *Statute* of KUAS, the *Law on Science and Studies* of the Republic of Lithuania and other legal acts related to the regulation of higher education.

3. The key concepts:

3.1. **Alternative study courses / modules** are those that are chosen from the list of study courses / modules provided in the study programme and which complement 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 the completion of collegial study programmes that award a qualification of higher education or an equivalent background education recognised by a competent authority.

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

3.4. **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.

3.5. **A lecturer** is a person who educates and teaches enrolled and unclassified students in the institution of higher education.

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

3.7. **Double-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 integration of subjects in an interdisciplinary environment. Upon completion of this programme, a qualification degree in two-field groups (or one, if the fields belong to one-field group) is awarded.

3.8. **Dual-degree study programmes** are study programmes coordinated by two or more higher education institutions that have a coordinated unified content of the programmes and an agreement on the recognition of credits.

3.9. **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.

3.10. **An examination** refers to testing and assessment of knowledge, understanding and abilities that a student/unclassified student had to acquire while studying a certain study course / module.

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

standard level of achievements.

3.12. **An individual study plan** is a plan composed on the request of a student/unclassified student on the basis of the study programmes that are implemented at KUAS.

3.13. **Part-time studies** are a mode of studies organised in accordance with the study programmes that award Professional Bachelor Degree. Upon completion of 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 day time, in the evenings, on Saturdays, by sessions, etc.

3.14. **A joint study programme** is a study programme that is coordinated and jointly implemented by two or more institutions of higher education with 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 lecturers; and partnership-based administration of the programme.

3.15. **Cumulative assessment** refers to the system of assessing learning achievements (score) defined in the description of the study course/module and discussed with 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. One of the interim assessments upon the completion of the study course / module shall be an examination or a project/integrated project.

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

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

3.18. **Freely elective courses / modules** are study courses / modules of the same or another field of study, which the student chooses according to his / her individual needs from the list of freely elective courses / modules offered by KUAS in accordance with the established procedure.

3.19. **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 the Head of the Academic Division.

3.20. **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.

3.21. **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 non-formal education, its certain cycle, a separate specific module or the acquisition of a qualification.

3.22. **Informal learning, self-education and self-study** refer to individual's autonomous learning during social, professional and leisure activities in order to acquire and develop additional qualifications, and meet the needs of cognition.

3.23. **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.

3.24. **Distance studies** refer to studies organized by the means of information and communication technology, when the study content meant for independent and/or part-time or full-time contact hour teaching / learning is available in a virtual learning environment.

3.25. **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 / modules of the study programme belong to.

3.26. **Complementary internship** is an internship not provided for in the study programme, intended for the acquisition of complementary knowledge and skills required for professional activities related to the studies. Complementary internship is performed in Lithuanian or foreign companies / organizations by signing the Learning Agreement for Complementary Internship.

3.27. **Elective courses / modules** are study courses / modules offered by KUAS or chosen by the student, which supplement the education of the chosen field of study, general higher collegial or another field of study. The student shall choose these study courses / modules from the study courses / modules offered in the study programme in accordance with the established procedure.

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

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

3.30. **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.

3.31. **Written study assignment** is an independent study assignment of the student(s) (final thesis, research paper, project work, internship and other reports, essays, reflections, case studies, practical studies, etc.), which is composed during the studies.

3.32. **Voluntary internship** is an internship performed by mutual agreement (between a person and the host institution, company) in a selected company, institution or organization, which is regulated by the Order No. A1-573 of 24 October 2016 by the Minister of Social Security and Labour of the Republic of Lithuania "On the Approval of the Procedure for Performing Voluntary Internship" and the control of compliance with the established requirements is 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.

3.33. **Self-study** refers to student's learning for interim assessments, including examinations internships, and other tasks performed in the study courses / modules.

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

3.35. **Studies** refer to the learning process of a person who has acquired not lower than secondary education in a higher education institution according to a study programme.

3.36. **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 research, knowledge-based content and methods.

3.37. **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.

3.38. **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).

3.39. **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.

3.40. **A certificate** is a document indicating 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.

3.41. **Study schedule** is the schedule of the academic year of the study programme implemented by the Academic Division, which indicates the periods of the study process (lectures, internships, examination sessions, holidays, etc.)

3.42. **Study calendar** is a calendar of the academic year in which the most important dates of the study process are indicated.

3.43. **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.

3.44. **The Study Programme Committee / Development Group of the study field** refers to a

group of professionals formed 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, employers and other stakeholders.

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

3.46. **A Study Agreement** refers to the document signed by the Director of KUAS or a person authorized by him/her and the student/unclassified student, which describes the obligations of the parties.

3.47. **Interdisciplinary study programme** refers to a study programme designed to achieve the combined learning outcomes of two or more fields. Upon completion of this study programme the qualification degree of the group of fields, to which the main (major) field is assigned, is awarded.

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

3.49. **Single-field study programme** refers to a study programme intended for the achievement of learning outcomes of the major field, and if provided for in the description of the study programme - of a minor field. Upon completion of this study programme the qualification degree of the group of fields, to which the major field is assigned, is awarded.

CHAPTER II

STUDY PROGRAMMES. MODES OF STUDIES

4. The studies at KUAS are implemented according to the study programmes registered in the *Register of Study and Training Programmes and Qualifications* by the Ministry of Education and Science of the Republic of Lithuania.

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

6. 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, and since 2017 the student is awarded the Professional Bachelor Degree in the group of fields and, following legal acts, the Professional Bachelor Degree in the groups of fields and a qualification, is at least 180 credits, but usually no more than 210 credits. In cases of a double-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 3-4 years, part-time studies last for 4-4.5 years.

7. The usual volume of full-time studies per year is 60 credits, but not less than 45 credits. 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.

8. The students' workload constitutes from 1,500 to 1,800 hours per academic year with the workload of one credit between 25 and 30 hours.

9. The unit of working time equal to 45 minutes, which is equivalent to a full clock hour, is used to calculate contact hours. A full clock hour of 60 minutes is used to calculate the working time for self-study.

10. 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.

11. The study courses / modules in the programme are divided into compulsory, alternative elective and freely elective courses / modules.

12. Non-formal education programmes that are registered in the institutional *Register of Non-formal Education Programmes* can be also implemented at KUAS. The learners have the status of unclassified students. Non-formal studies are paid by the students themselves. Learners have the status of unclassified students. Unclassified students are granted access to KUAS library, information resources 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 an authorized person.

13. The studies at KUAS 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.

14. KUAS may implement joint study programmes, which are initiated, approved and improved in accordance with the *Procedure for Organising Joint study programmes at KUAS*.

15. Dual-degree study programmes may be implemented at KUAS. The coordination of the content of dual-degree study programmes and the agreement on the recognition of credits is formalized by a dual-degree partnership agreement between the institutions implementing the study programmes. Students of dual-degree study programmes study at two or more cooperating higher education institutions and, upon completion of the study programme, receive separate higher education degree certifying documents from each institution implementing the programme.

CHAPTER III

ADMISSION OF STUDENTS AND UNCLASSIFIED STUDENTS

16. The admission of students/unclassified students to KUAS is administered in accordance with the *Procedure for Students' Admission to KUAS*, annually approved by the Academic Council.

17. Persons with at least secondary education are admitted to collegial study programmes under the procedure of competition.

18. KUAS admits persons to state funded and non-state funded study places. Persons whose study results are not lower than the minimum indicators set by the Ministry of Education, Science and Sports are eligible for state-funded study places.

19. The enrolled students/unclassified students enter into a study agreement which is signed by the student or his / her authorised person and the Director or his/ her authorised person.

20. A student/unclassified student is admitted to KUAS by the order of the Director.

SECTION ONE

GENERAL ADMISSION

21. Students' admission to the first year of studies is administered following the procedures for the admission 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 *Procedure for Students' Admission to KUAS*.

22. Annual tuition fee and the total number of study places according to study fields and/or groups of study fields are proposed by KUAS Director, coordinated with academic divisions and approved by the Academic Council of KUAS taking into consideration the possibilities of ensuring the quality of studies.

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

24. Additional admission may be carried out to the places that are not funded by the state.

SECTION TWO

ADMISSION TO A HIGHER ACADEMIC YEAR AND HIGHER SEMESTER

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

26. The results of previous study achievements are recognised in accordance with the *Procedure for Recognition of Learning Achievements at KUAS*.

27. In case 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.

28. Persons studying at other Universities of Applied Sciences may be admitted to state funded and non-state funded study places with a study scholarship in accordance with the procedures established by the Government.

29. A student who has shifted from another higher education institution shall eliminate the differences in studies not later than within one year.

SECTION THREE

STUDENTS' TRANSITION FROM ONE STUDY PROGRAMME/MODE TO ANOTHER STUDY PROGRAMME/MODE

30. Students are allowed to change to another study programme by the order of the Director.

31. State funded full-time and part-time students may change study programmes within the same group of study fields without losing the state funding. The transition is possible after the completion of at least the first semester of the first study year without academic debts. To switch to another programme, the student shall apply in written to the Head of the Academic Division within at least 10 days before the beginning of a new semester.

32. A state funded full-time and part-time student who switches to the study programme of another group of study fields loses the state funding. He / she shall pay tuition fee according to the volume of study credits.

33. A student is allowed to change the study programme and the mode of studies having completed the semester, provided there are available study places and the difference between the programmes is no more than 18 credits in the volume. In case the difference exceeds 18 credits, the student shall be admitted to a lower academic year of another study programme or study according to an individual study plan.

34. The student who requests to switch to a study programme implemented in another academic division shall submit a written application to the Head of this Academic Division within at least 10 days of a new semester. The application shall have the approval of the Heads of both Academic Divisions confirmed by signatures.

35. The student who requests to switch to another mode of studies in the same study programme shall submit a written application to the Director of KUAS within at least 10 days of a new semester. Provided there are available study places, the student is transferred from one mode of studies to another by competition and the order of the Director on the proposition of the Head of the Academic Division.

36. Having changed the study programme or the mode of studies, the student shall eliminate the differences within one academic year since transition.

SECTION FOUR

ADMISSION TO PARTIAL STUDIES

37. 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/her on the proposition of the Head of the Academic Division.

38. 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 / her on the proposition of the Head of International Relations Services under the approval of Head of the Academic Division.

39. Having completed the partial study programme at KUAS, 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/her.

SECTION FIVE ADMISSION OF UNCLASSIFIED STUDENTS

40. The persons who request to study partial courses of a collegial study programme or a non-formal education programme shall submit a request to the Director of KUAS.

41. Course studies are paid by the unclassified student or his / her organisation.

42. Upon completion of course studies, 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.

43. Upon completion of a non-formal education programme, the unclassified student is issued a certificate, which is registered in the Human Resources Service. The certificate is signed by the Director or a person authorised by him / her.

44. An unclassified student who has studied the courses/modules of the chosen study programme and fulfilled all its requirements before the defence of the final thesis, as well as financial obligations of the study agreement, upon recognition of his/her learning achievements and by the order of the Director of KUAS may be admitted to the full-time/part-time studies of that programme and may be allowed to prepare and defend the final thesis and/or to take the final exam.

CHAPTER IV PAYMENT FOR STUDIES

45. The applicants for full-time and part-time studies are enrolled in state-funded and non-state-funded study places.

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

CHAPTER V ORGANISATION OF STUDIES

47. The Study Calendar for the next academic year is composed before the 1 of April. It is approved by the Director and announced on the website of KUAS.

48. All students (including those who return after study break or academic leave) shall register in the administration office of the Academic Division for semester studies following the procedure established by KUAS 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 bilateral agreement of cooperation shall register in the administration office of the Academic Division not later than within 10 days from his / her arrival.

49. A student is registered to a higher semester provided his / her academic debt does not exceed the volume of 18 credits (full-time studies) and not more than 15 credits (part-time studies). Students are 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 are allowed to eliminate academic debts not later than two weeks before the beginning of the week of the qualification examinations or defence of the final theses specified in the study schedule.

50. If a student / unclassified student does not pay the tuition fee in accordance with the procedure established by KUAS (in case of postponement of 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 is not admitted to a higher semester/year and may be expelled from KUAS.

51. The academic year begins on 1 September and finishes on 31 August. The academic year consists of two study semesters – autumn and spring. The autumn semester starts on 1 September (and includes a 1-2-week holiday); the spring semester starts on 1 February (and includes one-week holiday and at least one month of uninterrupted summer holiday). 2-4 weeks in each semester are assigned for the evaluation of the learning achievements (examinations, presentation of projects / integrated projects and other assignments).

52. Each Academic Division has 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 Head of the Academic Division and by 7 May submitted to the Unit for Studies. Study schedules are announced on KUAS website.

53. 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. They are announced on the website of KUAS.

54. The timetables of the examinations and other final assessments are composed by assigned members of the staff. They are announced a week before the beginning of the examination session on KUAS virtual learning environment. A student may take an examination/defend a project/integrated project during the period out of an examination session by the permission of the Head of the Academic Division. While composing the timetable, it is recommended to assign at least two days for the preparation for an examination/defence of the project / integrated project.

55. Students shall be entitled to uninterrupted summer holiday of at least one month.

56. The language of instruction is 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 in accordance with international study programmes;

56.3. Studies are implemented under international mobility programmes;

56.4. Study courses / modules are taught by lecturers from foreign higher education institutions.

57. The following study organisation methods are applied at KUAS: contact hours (lectures, seminars, laboratory work, consultations and practical activities, etc.), internships, self-study, etc. Studies at KUAS may also be carried out in a remote and combined mode / way. Students are also entitled to individual consultations.

58. 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.

59. The attendance of practical activities (workshops, seminars, laboratory work, etc.) and internships is compulsory with the exception of the cases listed in Paragraph 70.

60. Internships (introductory, training, professional, final, etc.) and practical activities may take place at KUAS or in external organisations. The procedures of the organisation, financing, monitoring, documentation and assessment of professional internships and the requirements for students and mentors are regulated by the general requirements for practical training set at KUAS.

61. Professional activity and final internships are performed in Lithuanian and foreign enterprises / organisations that have signed the Learning agreements for the Internship (between the enterprise, KUAS and the student). The agreements are signed by the Head of the Academic Division or an authorised person.

62. Professional activity and final 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. If the tasks of the internship do not meet the aims of practical training, on student's request, the placement shall be changed.

63. The student whose professional internship is evaluated insufficiently shall re-perform it during his/her holiday period or at the time free from theoretical and practical activities.

64. Students choose freely elective courses/modules from the list of the elective courses/modules offered by KUAS. The list is comprised from the elective courses / modules offered by each of the study programme implemented at KUAS and is announced on *Study Management Information System*. Registration for the courses and organisation of their studies is regulated by the *Procedure of Organising Studies of Freely Elective Courses/Modules* approved at KUAS.

65. 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 has the status of an unclassified student. The studies of these courses/modules are paid. Upon completion of the additional study courses / modules, a certificate, which is signed by the Director or a person authorised by him/her, is issued.

66. KUAS provides 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 KUAS. However, the volume of the one-year full-time studies shall be at least 45 credits, and for the part-time studies it shall be at least 30 credits. An individual study plan may be developed due to student's special needs, illness and other reasons on the basis of the resolution of the Head of the Academic Division. 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 Head of the Academic Division. An individual study plan is developed by the Head of the Department / Academy / Centre / Division and coordinated with the student / unclassified student. The student who studies in the non-state funded position or an unclassified student pays the tuition fee according to the number of credits.

67. By the proposition of KUAS and upon the agreement on the part of the study programme, 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 *Procedure of Recognition of Learning Achievements* at KUAS. A 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 / her.

68. 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 KUAS 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 / her.

69. Free schedule of attendance may be granted to:

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

69.2. A student in the period of pregnancy and maternity leave;

69.3. A disabled or chronically ill student;

69.4. In other cases, provided the average score of the evaluation of the learning outcomes in the last semester was at least 8.0;

69.5. In exceptional cases by the resolution of the Head of the Academic Division.

SECTION ONE

ASSESSMENT OF LEARNING ACHIEVEMENTS

70. While assessing the 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 are notified confidentially.

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

72. During their first class, each lecturer 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.

73. Digital versions of written academic papers composed by students / unclassified students of KUAS shall be uploaded and stored in the virtual learning environment of KUAS. Written academic papers, which contain textual information and have been composed using information resources (final thesis, research paper, project work, written assignment, etc.) shall be checked with a similarity detection tool for plagiarism.

74. Students' learning achievements at KUAS are 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. The studies of a course / module in every semester end with an examination or the evaluation of student's accomplished assignment (project/integrated project). It is recommended to allot an examination or a project/integrated project at least 50 per cent of the total cumulative assessment. The cumulative score is recorded in the *Study Management Information System*. Transcripts of records of the semester session are confirmed by the lecturer in the *Study Management Information System* no later than 5 days after the non-paid re-assessment week of academic debts. 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.

75. In certain cases, the assessment of the learning achievements of the course / module may be performed remotely in accordance with the procedures established by KUAS.

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

Threshold of achievement	Score* and 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
	4 (insufficient) Minimal requirements are not met	Not more than 40 per cent of course/module learning outcomes achieved
Fail	3 (insufficient)	Not more than 30 per cent of

	Minimal requirements are not met	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

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

77. It is recommended for the assessment tasks to be submitted in written, except cases 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 accomplished tasks, their strong and weak points.

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

79. The main documents of study records are students' semester learning achievement evaluation sheets; the session transcript of records; the survey of the results of the progressiveness of the study programme; students' academic debt slip, record of academic differences. The responsibility for recording the learning achievements lies on the Vice-dean / Head for studies of the Academic Division.

80. Students' final scores of the learning achievements of the study course / module are recorded in session transcript of records and academic debt slips, record of academic differences. Students' transcript of records of semester learning achievements as well as academic debt slips are printed from the *Study Management Information System* and signed by the Vice-dean / Head for studies of the Academic Division and stored in students' personal files.

81. The student is 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 'nejvertinta' (not evaluated).

82. The student who failed to take/pass the examination of the study course/module or defend a project/integrated project with a valid reason may retake it once without charge and within 5 working days after the end of the session or during the re-assessment week. (freely elective study courses / modules – within 5 working days after the final assessment). The student who has an academic debt can retake an examination or repeatedly defend a project/integrated project during a new semester at his / her own expenses but not more than three times (see Paragraph 49). It is recommended to assign at least two days between retakes for the preparation for an examination / defence of the project/integrated project.

83. A student / unclassified student, whose evaluation is insufficient or who failed to fulfil laboratory and practical tasks, attend tests and colloquiums without a valid reason shall assess on them on the date specified by the lecturer and approved by the Vice Dean/Head for Studies but not more than twice until the beginning of the examination session. The student shall pay KUAS for the lecturer's additional work by the hours anticipated in the study programme.

84. The student may take an examination (defend a project) provided he / she has passed all interim assessments indicated in the description of the study course / module with at least minimal score. If the student does not get the minimal score for the interim assessments – he / she is shall not be allowed to take the examination (defend the project).

85. In modular study programmes, a student/unclassified student is allowed to take an examination / defend an integrated project if he/she has passes at least 50 per cent of interim assessments during the semester indicated in the description of the study module. If a student fails to assess on 50 per cent of interim assignments, he / she is not allowed to take an integrated examination / defend the integrated project.

86. Students at KUAS are provided with an opportunity to choose a study course of physical activity. Students' classes of physical activity are organized by the Centre of Cultural Activities and Sports.

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

88. If a student is not allowed to take an exam or an integrated exam / defend an integrated project or in case a student/unclassified 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 transcript of records as 'neįvertinta' (N) (not evaluated). The lecturer shall report this to the Ethics Committee. If a student has a deferred assessment deadline due to certain reasons (illness, participation in a student exchange programme, etc.), the transcript of records of the study course/ module is marked as 'atidėta' (AT) (deferred).

89. In case the student failed to eliminate academic debts within the period defined, on the proposition of the Vice Dean / Head for Studies and the basis of the order of the Head of the Academic Division, he/she may be allowed to repeat the failed study courses / modules 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 KUAS due to academic failure.

90. The student who has taken a study break or is on an academic leave may repeat the failed study courses/modules or eliminate academic debts during this period. The payment is estimated by the number of the credits of the repeated study courses/modules.

91. In case of a valid reason, the period of assessing for the courses / modules studied during a semester may be extended by the resolution of the Head of the Academic Division. The documents that justify the reason shall be submitted to the Dean's office not later than within 5 days after the need to extend the assessment period for the courses / modules studied occurred.

92. Upon completion of a study course / module, student's learning outcomes are assessed by assigning them to the level of achievements.

93. The student's level of learning achievements is determined and compared annually with the level of learning achievements of the same study field, the same mode of studies and the same year at the end of each academic year in accordance with the *Procedure of Students' Rotation and Acceptance to Available State-funded Study Places at KUAS*.

SECTION TWO

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

94. 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 its authorised body and by the procedure approved at KUAS. The person may be issued a certificate.

95. 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.

96. The learning achievements acquired by means of non-formal education and self-education are assessed in accordance with the approved *Procedure of the Assessment and Recognition of the Knowledge and Skills Acquired by Means of Non-formal Education and Self-education* at KUAS.

97. 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 Academic Division.

SECTION THREE

INTERRUPTION OF STUDIES

98. 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.

99. A study break may be granted on student's request by the order of the Head of the Academic Division provided there are important personal reasons. The order shall state the date of the return to studies. The student shall return from the study break not later than within 10 days from the beginning of a semester. The student who is the final semester of his / her studies shall return before the date of the beginning of the preparation for the final thesis specified in study schedule.

100. 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. A study break may be granted once within the whole period of studies.

101. Given he / she is granted an academic leave or a study break, the student shall return to studies on the same study funding terms and conditions. The student shall pay the tuition fee for the differences in the study programme caused by the change of the study programme and / or repeated study courses / modules, in accordance with the *Procedure for Payment for Studies and Services Related to Studies, its Reimbursement and Debt Collection at KUAS*.

102. In the cases specified in Paragraph 99, the academic achievements of such students are re-estimated after 2 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 *Procedure of Students' Rotation and Acceptance to Available State-funded Study Places at KUAS*.

103. 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 from the Physician, Medical Consultative Council or child's birth certificate shall 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.

104. The student who is granted an academic leave or a study break does not receive an incentive and/or targeted scholarship.

105. To return to studies after an academic leave or a study break, the student shall submit a request to the Head of the Academic Division, who issues the order regarding the return to studies.

106. On student's request, the Head of the Academic Division may resume the studies before the end of the study interruption period.

107. The student who fails to return to studies on time after the academic leave or a study break has his/her name removed from the students' lists; not later than 25 September in the autumn semester and not later than 25 February in spring semester, except for students of the last semester of their studies, they are removed from the lists of students, 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 KUAS

108. The terms and conditions of the termination of studies are defined in the study agreement concluded between KUAS and the student.

109. The agreement between KUAS and the student expires:

109.1. Upon the award of the diploma and its supplement;

109.2. Upon removal of the student's name from the students' list.

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

110.1. Upon completion of studies.

110.2. Upon personal request.

110.3. Upon transition to study at another institution.

110.4. Upon failure to return after an academic leave or study break.

110.5. Upon failure to defend the final thesis or pass the final examination.

110.6. Upon student's death.

111. The student is expelled from KUAS:

111.1. Due to academic failure (having more than 18 credits of academic debt or in accordance with Paragraph 90).

111.2. Due to the violation of the provisions of the *Statute, Code of Academic Ethics* and other legal acts regulating the studies at KUAS.

111.3. Due to failure to meet financial obligations to KUAS.

111.4. Due to imposed custodial sentence when studies are not possible.

112. 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. On request, the Head of the Department / Academy / Centre / Division provides the approved descriptions of the study courses / modules.

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

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

115. The student is expelled from KUAS and his/her name is removed from the students' list by the order of the Director on the proposition of the Head of the Academic Division.

116. The student who was expelled from KUAS 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 the volume of 18 credits. The previously completed courses/modules are recognised in accordance with the *Procedure for Recognition of Learning Achievements* at KUAS. The differences that occurred due to the change in the study programme shall be eliminated within one year since the recommencement of studies.

117. To recommence the studies, the student submits a written request to the Director of KUAS. On the proposition of the Head of the Academic Division and by the order of the Director, the student is allowed to recommence the studies from the beginning of the next semester.

CHAPTER VI COMPLETION OF STUDIES

118. 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 final examination (hereinafter referred to as FE).

119. 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 student's name from the students' list.

120. The Qualifying Board is assigned for one year to evaluate the outcomes of each study programme. Its structure is determined by the description of the study field. If the study programme does not have a description of the study field or the description does not determine the structure of the

Qualifying Board, the minimal number of the members of the Qualifying Board is 5 (3 of them from external organisations). The Qualifying Board shall be chaired by a representative of the stakeholders; the members may include the lecturers of speciality courses/modules, professional practitioners, representatives of stakeholders, scientists from other higher education institutions.

121. The members of the Qualifying Board and the Chairperson are appointed by the order of the Director of KUAS on the proposition of the Head of the Academic Division.

122. A student is allowed to prepare and defend the FTh and take the FE provided all the requirements defined in the study programme and study agreement have been met.

123. The structure, the volume and the procedure of the development and defence of the FTh as well as the content and the procedures of taking the FE are regulated by the *Description of the Procedure for Preparation, Defence, Storage of Final Thesis and Organization of Final Examinations* at KUAS.

124. The student who fails to prepare the FTh until the time specified, to participate in its defence or take FE for a valid reason may be allowed to defend his/her FTh or take the FE in the next sitting of the Qualifying Board of the same study programme.

125. The student who fails to pass the FE or defend the FTh has his/her name removed from the students' list. On personal request, the person may recommence his/her studies at KUAS by order of the Director, but not later than 3 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 / Academy / Centre / Division shall estimate the differences of the study programme and make a decision regarding the necessity of their elimination. The student who repeatedly takes the FE or defends the FTh within one year of the previously taken FE or the defence of the FTh or a student who has met all the requirements of the study programme and returned after one year of interruption to studies to prepare and defend the FTh and / or take the FE, may be subject to the requirements of the study programme in which he/she was studying, if it does not contradict the normative legal acts regulating the study programme. In case of the recognition of a study course/module, the Head of the Department / Academy / Centre / Division fills in the form of the recognition of the learning achievements. Provided there are differences between the study programmes, the Head of the Department / Academy / Centre / Division fills them in the table of student's differences. The evaluations for FTh and the FE are not recognized. The date for the sitting of the Qualifying Board regarding the repeated FE or defence of FTh is stated by the Director of KUAS.

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

127. The appeals regarding the evaluation of the FTh and the FE are not considered.

128. The student whose semester evaluations throughout entire studies were 8 (good) or higher, the weighted average at least 9 (very good) and the defence of the FTh and/or the FE were evaluated as 9 (very good) or 10 (excellent) is awarded the Professional Bachelor Diploma with honour.

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

130. The person who lost the diploma or its supplement shall apply to the Unit for Studies of KUAS regarding the issuance of a duplicate.

CHAPTER VII

RIGHTS AND OBLIGATIONS OF STUDENTS AND UNCLASSIFIED STUDENTS

131. A student has the right:

131.1. To study the chosen study programme.

131.2. To study according to an individual plan in accordance with the procedure established at

KUAS.

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

131.4. To assess the quality of teaching and provision of the course/module studied.

131.5. To choose the lecturer in case the same course/module is taught by several lecturers.

131.6. To propose a topic for the FTh or choose one from several offered.

131.7. To assess for study assignments in alternative ways in case of disability that prevents from assessing in an established way, provided the alternative way of assessing ensures the achievement of the learning outcomes;

131.8. To appeal to the Academic Division of KUAS to have his/her learning outcomes acquired in the same or another higher education institution recognised.

131.9. To appeal to the administration of KUAS regarding violation of personal interests.

131.10. To terminate and recommence studies in accordance with the procedures established in the *Statute* of KUAS.

131.11. 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.

131.12. To freely express personal ideas and views.

131.13. To be a member of the management bodies at KUAS.

131.14. To elect Students' Representative Council and be elected to it; to freely join other associations.

131.15. To participate in voluntary activities or internships that are not a part of the curriculum of the study programme.

131.16. To be entitled to other rights defined in the *Statute* of KUAS and other legal acts.

131.17. During studies to use lecture rooms, library and centre of information resources, laboratories, other study facilities and equipment in accordance with the procedure established at KUAS.

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

131.19. To apply for an available state-funded study position or compensation for the tuition fee in accordance with the procedure established at KUAS.

131.20. To receive a scholarship in accordance with the procedure established by the Government.

131.21. To receive a loan to pay the tuition fee and partially cover the cost of living in accordance with the procedure established by the Government.

131.22. To participate while drafting proposals to the Seimas, the Government, Council and Academic Council of KUAS on the issues relevant to students.

131.23. To re-take a failed examination of a study course/module or repeatedly defend a project/integrated project as described in Paragraph 83.

132. Student's obligations:

132.1. To strive for the learning outcomes defined in the study programme to be achieved.

132.2. To follow the provisions of the *Code of Academic Ethics*, the *Law on Science and Studies* of the Republic of Lithuania, the *Statute*, *Study Procedure*, Study Agreement and other legal acts regulating studies at KUAS.

132.3. To conserve the property of KUAS.

132.4. Upon completion or termination of studies, to settle the liabilities to KUAS in accordance with the procedure established at KUAS.

133. The relations between the unclassified student and the higher education institution are formalized in an agreement in accordance with the procedure established at KUAS. The unclassified student is not a holder of the Lithuanian Student Identity Card.

134. The unclassified student has the right:

- 134.1. To choose the lecturer in case the same course / module is taught by several lecturers.
- 134.2. During studies to use lecture rooms, library and centre of information resources, laboratories, other study facilities and equipment in accordance with the procedure established at KUAS.
- 134.3. To assess the quality of teaching and provision of the course / module studied.
- 134.4. To appeal to the administration of KUAS regarding violation of personal interests.
- 134.5. To freely express personal ideas and views.
- 135. The obligations of the unclassified student:
 - 135.1. To fulfil the requirements of the individual study plan.
 - 135.2. To meet the requirements of the agreement between KUAS and the unclassified student.
 - 135.3. To follow the provisions of the *Code of Academic Ethics*, the *Law on Science and Studies* of the Republic of Lithuania, the *Statute*, *Study Regulations*, Study Agreement and other legal acts regulating studies at KUAS.
 - 135.4. To conserve the property of KUAS.

CHAPTER VIII

INCENTIVES AND PENALTIES FOR STUDENTS

- 136. The student may be given an incentive for high learning achievements, outstanding results in the spheres of research, sports, culture and arts; active academic and social performance; making famous the name of KUAS, etc.
- 137. Forms of incentives:
 - 137.1. A letter of thanks.
 - 137.2. A letter of acknowledgement.
 - 137.3. An incentive scholarship.
 - 137.4. Opportunities for the dissemination of outstanding results outside KUAS.
- 138. Penalties may be imposed for failure to comply with student's obligations.
- 139. Forms of penalties:
 - 139.1. A remark.
 - 139.2. A reprimand.
 - 139.3. Expulsion from KUAS.
- 140. The documents about incentives and penalties are kept in students' personal files.
- 141. Incentives and penalties may be imposed by the Director, the Head of the Academic Division.

CHAPTER IX

FINAL PROVISIONS

- 142. Study Procedure shall be approved, amended and repealed by the resolution of the Academic Council.
- 143. Study Procedure shall enter into force on the day following its publication on internal information system of KUAS.

The list of related documents:

- 1. *Procedure for Organising Studies of Freely Elective Courses/Modules* approved at KUAS, approved by the Resolution of the Academic Council No. (2.2.)-3-6 of 22 February 2018 (New Edition, the Resolution No. (2.2.)-3-10 of 2 March 2020).
- 2. *Procedure for Organising Joint study programmes* at KUAS, approved by the Resolution of the Academic Council No. (2.2.)-3-130 of 22 September 2015.
- 3. *Procedure for the Recognition of Learning Achievements* at KUAS, approved by the Resolution of the Academic Council No. (2.2.)-3-21 of 31 October 2017.
- 4. *Procedure for the Assessment of Learning Achievements* at KUAS, approved by the Resolution of the Academic Council

No. (2.2.)-3-38 of 9 June 2020 (amended by the Resolution No. (2.2.)-3-48 of 31 August 2020).

5. *Procedure for Payment for Studies and Services Related to Studies, its Reimbursement and Debt Collection* at KUAS, approved by the order of the Director No. 1-203 of 17 May 2019 (New Edition, by the order of the Director of KUAS No. 1-382 of 10 November 2015).

6. *Procedure for Organizing Student Internships*, approved by the Resolution of the Academic Council No. (2.2.)-3-25 of 8 October 2018 (amended by the Resolution No. (2.2.)-3-25 of 14 June 2019).

7. *Procedure for the Assessment and Recognition of the Learning Achievements Acquired in a Non-formal and Self-study Way* at KUAS, approved by the order of the Director No. 1-329 of 24 February 2010 (New Edition of the order No. 1-325 of 6 October 2015).

8. *Procedure for Students' Rotation and Acceptance to Available State-funded Study Places at KUAS*, approved by the order of the Director No. 1-58 of 7 February 2017 (New Edition of the order No. 1-49 of 11 February 2019).

9. *Procedure for the Preparation, Defence and Storage of Final Theses/Projects and the Administration of the Final Examinations*, approved by the Resolution of the Academic Council No. (2.2.)-3-17 of 22 November 2016 (New Edition, No. (2.2.)-3-65 of 21 December 2020).

10. *Procedure for Students' Admission to KUAS for the year of 2021*, approved by the Resolution of the Academic Council No. (2.2.)-3-21 of 4 May 2021.

11. *Regulations for Granting Scholarships to the Students of KUAS*, approved by the Resolution of the Academic Council No. (2.2.)-3-60 of 21 December 2020.

12. *Description of Plagiarism Prevention System* at KUAS, approved by the Resolution of the Academic Council No (2.2.)-3-29 of 20 November 2018.