

APPROVED  
by Resolution of the Academic Council  
No. (2.2.)-3-16 as of 11 September 2014  
(New Edition, Resolution No. AT-40 as of 30  
August 2024)

## STUDY PROCEDURE OF KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION

### CHAPTER I GENERAL PROVISIONS

1. *Study Procedure of Kauno kolegija Higher Education Institution* (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, the *Description of General Requirements of Study Implementation* and other legal acts related to the regulation of higher education.

3. The key concepts:

3.1. **An academic leave** is a temporary suspension of studies due to illness, on the recommendation of a physician or council of physicians, due to pregnancy, childbirth or childcare, or compulsory military service, without losing the student's status and the right to recommence studies at a state-funded place, if the student was granted it before the period of the academic leave.

3.2. **An academic debt** is an unsatisfactory final score received after the reassessment of the examination session.

3.3. **Part-studies** is the study of individual courses / modules or groups of courses / modules, which are assessed and confirmed by a certificate. The learner has the status of an unclassified student.

3.4. **Partial studies** refer to learning a part of a study programme (an exchange programme) that provides the student with knowledge and abilities, which are assessed and confirmed by a certificate.

3.5. **An academic** (associate professor, assistant professor, junior assistant professor, senior lecturer, lecturer, lecturer-practitioner) is a person who educates and teaches enrolled and unclassified students in a higher education institution and/or carries out scientific research.

3.6. **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.

3.7. **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. Upon completing this programme, the student is awarded degrees from two or more higher education institutions.

3.8. **An examination / project / integrated project** 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.

3.9. A **final assessment** is an examination / project / integrated project that forms part of the cumulative assessment of the course / module and which completes the course / module.

3.10. An **individual study plan** is a plan composed at the request of a student / unclassified student based on the study programmes implemented at KK and/or for a student / unclassified with disabilities and/or learning difficulties, adapting the study process according to the individual needs of the student / unclassified.

3.11. **Part-time studies** are a mode of studies organised in accordance with the study programmes that award a Professional Bachelor Degree, where study courses / modules are studied at a reduced intensity according to a timetable, autonomously and under the guidance of academic staff. 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.

3.12. 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.

3.13. **Cumulative assessment** refers to the system of assessing learning achievements where the cumulative score is the sum of the grades obtained for the final examination / defended project / integrated project throughout the semester, calculated according to the proportions specified in the course / module description.

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

3.15. **Contact hours** refer to academic activities (lectures, practical workshops, consultations, etc.) of the academic and students / unclassified students according to the formally scheduled timetable in a lecture room, or remotely in a synchronous manner.

3.16. **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.

3.17. A **free attendance schedule** refers to the possibility for a student to attend not all of the classes (lectures / practical activities), provided by the permission of the Head of an academic division. However, the student shall complete all the assignments (e.g., laboratory work, tests, interim assessments, etc.).

3.18. **Combined studies** refer to the studies that are characterised by combining the learning process in a lecture room with distance learning, using digital learning and information and communication technologies (ICT).

3.19. A **non-formal adult education and continuing learning programme** is an educational or training programme designed to meet the needs of an individual and society. The person who completes this programme is issued a certificate.

3.20. **Non-formal education** refers to an individual's autonomous learning while participating in social, professional, and leisure activities in order to develop their qualification, acquire additional qualifications and meet cognitive needs.

3.21. **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.

3.22. **Distance studies** refer to studies where the learning process is conducted remotely using digital learning technologies.

3.23. **The major study field** is the study field that consists of at least 120 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.

3.24. **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.

3.25. **An internship** is a constituent of the study programme designated to develop and apply student's knowledge, abilities, and skills in practical professional activities.

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

3.27. **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.

3.28. **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.

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

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

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

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

3.33. **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.

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

3.35. **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.

3.36. **A study break** is temporary suspension of studies for personal reasons for a period not exceeding one academic year.

3.37. **A certificate** is a document indicating a person's learning achievements during the period of study. It contains information about the completed study courses / modules and received evaluations.

3.38. 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.).

3.39. **The study calendar** is the calendar of the academic year that indicates the most important dates of the study process (beginning and end of the academic year, holiday period).

3.40. 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.

3.41. **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.

3.42. **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) the whole study programme and are defined by the knowledge, understanding, abilities, and provisions.

3.43. 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.

3.44. 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.

3.45. **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.

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

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

3.48. 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

4. The studies at KK shall be implemented according to the study programmes included in the *Register of Study and Training Programmes and Qualifications*.

5. 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.

6. 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.

7. 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 (hereinafter referred to as the credit). The duration of full-time studies is 3-3.5 years, and part-time studies last for 4-4.5 years.

8. KK applies the *European Credit Transfer System* (ECTS). One credit is equivalent to 27 academic hours and one academic hour is equivalent to 45 minutes.

9. The volume of short-cycle studies may consist of 90 or 120 study credits. At least 50 credits shall be allocated to the field studies in the short-cycle study programme, including the preparation of an applied project and a final examination, if required by regulatory provisions, which shall jointly consist of at least 5 credits; 30 credits (if the volume of the study programme is 90 credits) or 40 credits (if the volume of the study programme is 120 credits) shall be allocated to internships in the real workplace, and the remaining credits may be allocated to studies determined by the higher education institution or chosen by the student (internships, development of digital competences, development of other general competences, etc).

10. The usual volume of full-time studies per year shall be 60 credits but not less than 45 credits. The volume of part-time studies per year may be less than 45 study credits.

11. 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.

12. The study courses / modules in the programme shall be divided into general collegial, study field and elective courses / modules.

13. KK may implement study programmes in two fields of study, upon the completion of which a qualification degree shall be awarded in two groups of fields of study corresponding to the fields of study, or in one group of fields of study if the fields of study belong to the same group of fields of study.

14. Non-formal adult education and continuing learning 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, material resources and other services provided by study units. Upon completing a non-formal adult and continuing programme, the unclassified student shall be issued a certificate.

15. KK may implement joint study programmes initiated, approved, and improved following the *Description of the Procedure for Organising Joint and Double-Degree Study Programmes at KK*.

16. 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, fulfil their requirements and, upon completing the study programme, shall be issued separate documents certifying higher education degrees from each institution implementing the programme.

17. The final thesis / project of a double-degree study programme shall be defended in all cooperating higher education institutions, unless otherwise stipulated in the double-degree partnership agreement.

### CHAPTER III

#### ADMISSION OF STUDENTS AND UNCLASSIFIED STUDENTS

18. The admission of students / unclassified students to Kauno kolegija HEI shall be administered following the *Rules for Students' Admission to KK* for the specific year.

19. 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. The admission of persons shall be carried out through the state information system designated for this function.

20. KK shall admit persons to state-funded study places, non-state-funded study places with study grants, and non-state-funded study places. Only the persons whose learning achievements are not lower than those stipulated in the *Law on Higher Education and Research* of the Republic of Lithuania, who meet the minimum requirements set by the Ministry of Education, Science and Sport of the Republic of Lithuania and the rules of the specific year's admission of students to KK shall be eligible for state-funded study places.

21. Annual tuition fees and the total number of study places according to fields of study and(or) groups of fields of study shall be approved by the KK Academic Council on the proposition of the KK Director, having coordinated with academic divisions and considered the possibilities of ensuring the quality of studies.

22. 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 at KK*.

23. The enrolled students shall enter into a Study Agreement signed by the student or his/her authorised person and the Director or his/her authorised person. The unclassified students shall enter into a Study Agreement between Kauno kolegija HEI and the unclassified student studying individual study courses / modules, which shall be signed by the unclassified student or his/her authorised person and the Director or his/her authorised person.

24. A student / unclassified student shall be admitted to KK by order of the Director.

25. Persons studying at other collegial HEIs may be admitted to state-funded and non-state-funded study places with a study grant following the procedures established by the Government of the Republic of Lithuania.

26. The unclassified student shall study chosen study courses / modules and shall pay a tuition fee, which is determined in accordance with the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*. Upon completion of the requirements of the study subject / module, the unclassified student is issued a certificate.

27. Persons from other higher education institutions / KK academic divisions and those who have completed part studies or request to continue suspended studies may be admitted to Kauno kolegija HEI. The admission process is carried out using the state information system designated for this function. Upon enrolment in a study programme at KK, the results of previous studies may be credited.

28. Persons who have the status of an unclassified student and who have fulfilled the requirements of the study programme, except for the defence of the final thesis or the final examination, shall be admitted to Kauno kolegija HEI using the state information system designated for this function. Upon enrolment in a study programme, the results of previous studies may be credited in accordance with the *Procedure for Crediting Study Achievements at KK*.

29. Persons who have the status of an unclassified student and are studying individual study courses / modules shall be admitted to KK using the state information system designated for this function. A person enrolled in a study programme may have his/her competences, acquired through non-formal and informal learning, assessed and recognised as study results in accordance with the *Description of the Procedure of Assessment and Recognition of Competences Acquired Through Non-formal and Informal Learning at KK*.

## **SECTION ONE**

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

30. Students shall be allowed to change to another study programme by the order of the Director only within the same group of fields of study. A student who wants to change the study programme shall apply in writing to the Head of the academic division at least 10 calendar days before the beginning of the new semester.

31. State-funded full-time and part-time students may change study programmes within the same group of 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.

32. 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. The student shall pay the indexed tuition fee for the year of the student's enrolment, approved by the order of the Director (see the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*).

33. A student shall be allowed to change the study programme and the mode of studies having completed the semester, provided there are available study places in the intended study programme. If the difference exceeds 18 credits, the student may be admitted to a lower academic year of another study programme.

34. 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 no later than 10 calendar days after the beginning of a new semester. Provided there are available study places, the student shall be 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.

35. Having changed the study programme or the mode of studies, the student shall eliminate the differences within one academic year after the change of the study programme or mode of study.

## SECTION TWO ADMISSION TO PARTIAL STUDIES

36. The order regarding the admission of a student who has come to partial studies from another Lithuanian higher education institution shall be signed by the KK Director or a person authorised by him/her on the proposition of the Head of the academic division.

37. 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 KK Director or a person authorised by him/her on the proposition of the Head of the International Relations Unit endorsed by the Head of the academic division.

38. Having completed an aligned partial study programme at KK, the student shall be issued a certificate.

39. A student may go to study an aligned part of the study programme at another higher education institution in Lithuania or abroad/or come from another higher education institution for partial studies. Upon completion of the studies, the student is issued a certificate. The results obtained in the Lithuanian / foreign higher education institution shall be credited in accordance with the *Procedure for Crediting Study Achievements at KK*.

## CHAPTER IV ORGANISATION OF STUDIES

40. The Study Calendar for the next academic year shall be composed before 1 February. It shall be approved by the KK Director and announced on the KK website.

41. 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 calendar days from the beginning of the semester.

42. A student shall be registered for a higher semester provided he/she has no academic debts or 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.

43. 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 part in the study process (including the right to take part in the interim assessments and/or to retake them), 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 (see the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*).

44. 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).

45. 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 Head for Studies / Vice-Dean for Studies before 20 February, approved by the Head of the academic division, and by 1 March submitted to the Study Administration Unit. Study schedules are announced on the KK website. The study schedule shall not contradict the study plans approved by the order of the Director.

46. Study timetables shall be announced at least a week before the beginning of a semester. The timetables are announced on the KK virtual learning environment.

47. The timetables of the examinations and other final assessments are announced on the KK virtual learning environment a week before the beginning of the examination session.

48. A student may take an examination / defend a project / integrated project during a period other than an examination session with the permission of the Head of the academic division (see the *Description of the Procedure for Assessment of Study Achievements at KK*). 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.

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

50. 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:

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

50.2. studies are implemented under international study programmes;

50.3. studies are implemented under international mobility programmes;

50.4. study courses / modules are taught by academic staff from foreign higher education institutions.

51. International students studying on a full-time or part-time basis shall additionally take a compulsory Lithuanian language course and acquire basic linguistic competences meeting the requirements of level A1.

52. The following study organisation methods shall be applied at KK: contact hours (lectures, seminars, laboratory work, consultations, practical activities, etc.), internships, self-study, etc.

53. Contact hours should not exceed 8 academic hours a day in full-time studies and 12 hours a day in part-time studies. During professional internships, the contact hours are estimated following the *Description of the Procedure for Organising KK Students' Internships*.

54. The attendance of practical activities (workshops, seminars, laboratory work, etc.) and internships shall be compulsory.

55. Internships and practical activities may be performed at 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 *Description of the Procedure for Organising KK Students' Internships*.

56. 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).

57. 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. The student shall pay for the repeated professional internship according to the volume of study credits (see the *Description of the Procedure for Assessment of Study Achievements at KK*).

58. Registration for specialisations and alternative elective courses / modules for the next academic year shall be open to students until 31 May.

59. The organisation of study programme specialisations and alternative elective courses / modules shall be carried out in accordance with the *Description of the General Requirements for the Structure of the Study Programme at KK*.

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

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

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

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

61. 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.

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

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

64. 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 willing to change his/her specialisation shall apply in writing to the Head of the academic division at least 10 calendar days before the beginning of the studies of the specialisation courses / modules.

65. The process of selecting and studying freely elective courses / modules shall be regulated by the *Description of the Procedure for Planning and Organising KK Studies of Freely Elective Courses / Modules*.

66. An academic division may offer additional study courses / modules that exceed the volume of the credits of the study programme. The studies of these courses / modules shall be subject to a fee. A certificate shall be issued upon completion of these courses / modules.

67. 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.

68. KK shall provide an opportunity to study according to an individual study plan which is drawn up in accordance with the *Description of the Procedure for Individualisation of the Study Process at KK*. 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.

69. The implementation of the personalisation of the study process for a student / unclassified student with a disability and(or) learning difficulties shall be drawn up following the *Description of the Procedure for Individualisation of the Study Process at KK*.

## CHAPTER V ASSESSMENT OF LEARNING ACHIEVEMENTS

70. 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.

71. At KK, students' learning achievements shall be assessed by applying a cumulative system. The course / module description shall contain the weights of the components of the cumulative assessment and shall indicate whether all components of the cumulative assessment shall be successfully passed (by at least 5). It is recommended that at least 40 % of the cumulative assessment shall be allocated to the final assessment.

72. During their first class, each academic shall inform students about the aims and the content of the study course / module, the anticipated learning outcomes, the cumulative system of the assessment, its criteria, prevention of plagiarism, ethical use of AI tools, 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 to include at least 50 per cent of practical assignments for the course / module assessment.

73. It is recommended that assignments shall 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 assignments, their strengths and weaknesses and consult a lecturer if necessary.

74. Digital versions of academic papers composed by KK students / unclassified students (except for final theses, internship reports and research papers) shall be uploaded and stored in the KK virtual learning environment until the end of the following semester. The academic papers (final thesis, research paper, project work, etc.) prepared in accordance with the principles of ethical use of artificial intelligence tools and information generated by them are checked using the text matching and plagiarism detection tool in accordance with the *Description of the System of Prevention of Plagiarism and the Ethical Use of Artificial Intelligence Tools at KK*.

75. A student / unclassified student whose evaluation is insufficient or who failed to complete laboratory and practical activities, attend tests and colloquiums without a valid reason shall assess them on the date specified by the academic staff and approved by the Vice-Dean for Studies not more than once until the beginning of the examination session. The student shall pay for the additional work of the academic staff according to the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*.

76. 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.

77. 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 assessments 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.

78. If a student/ unclassified 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 – LEIDŽIAMA PERLAIKYTI' (NE) (absent – ALLOWED TO REASSESS). The student has the right to retake this assessment (according to paragraph 80).

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

80. 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).

81. 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).

82. The student shall be considered to have an academic debt when his/her cumulative score for interim assessments of the study course / module is lower than 5 or when after the reassessment session, the transcript of records is marked as 'neatvyko – LEIDŽIAMA PERLAIKYTI' (NE) (absent – ALLOWED TO REASSESS) or 'neįvertinta' – DAL/MOD KARTOJIMAS' (N) (not evaluated – REPETITION OF COURSE / MODULE).

83. 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 42).

84. In case a student 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 – DAL/MOD KARTOJIMAS' (N) (not evaluated – REPETITION OF COURSE / MODULE). The student shall not be allowed to take the final assessment or retake it. He/she shall repeat the course / module at his/her own expense.

85. 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 – DAL/MOD KARTOJIMAS' (N) (not evaluated – REPETITION OF COURSE / MODULE). The student shall not be allowed to retake this assessment. He/she shall repeat the course / module at his/her own expense.

86. 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 Head for Studies / Vice-Dean for Studies and the order of the Head of an academic division, he/she shall 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 42) and does not wish to repeat the failed study course / module, he/she shall be expelled from KK due to academic failure.

87. 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 following the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*.

88. The final scores for learning achievements of the course / module shall be recorded in the *Study Management Information System*. Transcripts of records of the semester session shall be confirmed by the academic staff in the *Study Management Information System* not later than 2 working days after the free-of-charge reassessment week of final assessments. The confirmation of the transcripts of records in the *Study Management Information System* shall be equivalent to a written signature.

89. 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 for Studies and stored in students' personal files.

90. Upon completing a study course / module, student's learning outcomes shall be assessed by assigning them to the level of achievements (excellent, standard and threshold).

91. 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 Places*.

92. 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 Head for Studies/ Vice-Dean for Studies of an academic division.

93. After the assessment of the learning achievements of the course / module, the student / unclassified student shall provide feedback on the studies of the course / module by completing a questionnaire in the *Study Management System*.

## **CHAPTER VI**

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

94. 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.

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

96. 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.

97. 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.

## **CHAPTER VII SUSPENSION OF STUDIES**

98. 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 (until the child is three years old). 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 place after the academic leave, provided that he/she was studying at this place before taking the academic leave.

99. The student who is temporarily unable to continue studies due to illness, pregnancy, childbirth or childcare (until the child is three years old) shall be granted an academic leave on his/her request by providing a statement from the physician, council of physicians, or child's birth certificate.

100. The students enrolled in conscription shall be granted an academic leave based on the document confirming their military service.

101. A study break may be granted on the student's request by the 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 calendar days from the beginning of a semester. The student who is in the final semester of his/her studies shall return from the study break no later than 10 calendar days after the start of the semester scheduled in the study timetable.

102. 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.

103. 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, or for studies in the same semester if he/she was studying in that semester before taking a study break following the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*.

104. The academic achievements of a student returning from an academic leave or study break shall be recalculated 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 Places*.

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

106. A student shall be allowed to continue his/her studies after an academic leave or study break, upon his/her request and by the order of the Head of the academic division.

107. On the student's request, the Head of an academic division may resume the studies before the end of the study suspension period.

108. The student who fails to return to studies after the academic leave or a study break on time shall have his/her name removed from the students' lists: before 25 September in the autumn semester and before 25 February in the spring semester.

## **CHAPTER VIII**

### **TERMINATION OF STUDIES AND EXPULSION FROM KK**

109. The conditions for terminating studies are defined in the Study Agreement.

110. Studies at KK shall be terminated:

110.1. on personal request;

110.2. when a student is expelled from KK;

110.3. upon transition to another education institution;

110.4. upon completing the studies;

110.5. upon the student's death;

110.6. if after the rotation the student does not sign the Supplementary Agreement on the change of financial conditions, which is attached to the Study Agreement;

110.7. when the Study Agreement is terminated in other cases provided for by law.

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

111.1. violation of the provisions of the *Statute*, the *Code of Academic Ethics*, *Study Procedure* and the requirements stated in other legal acts regulating the studies;

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

111.3. failure to return from an academic leave / study break on time without a valid reason;

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

111.5. failure to meet financial obligations set out in the Study Agreement;

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

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

112. 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. If needed, the Head of the Department / Academy / Centre / Division shall provide the descriptions of the study courses / modules taken, for which the student pays the fee according to the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*.

113. The persons who studied in state-funded places 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 place following the procedure established by the Government.

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

115. The student who was expelled from KK or terminated studies after the first semester shall be admitted to KK using the state information system designated for this function. Courses / modules previously taken at KK shall be credited in accordance with the *Procedure for Crediting Learning Achievements at KK*. Differences in the study programme resulting from the change of the study programme shall be eliminated within one year from the recommencement of studies.

116. 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. A person is admitted to the chosen study programme using the state information system designed for this function.

## **CHAPTER IX COMPLETION OF STUDIES**

117. Collegial studies shall be completed by assessing the level of achieving the study objectives and learning outcomes in the following forms: the final thesis / project or the final thesis / project and the final examination. 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.

118. Short-cycle studies shall be completed by an applied project or a final examination. Students who have completed short-cycle studies shall be awarded a qualification corresponding to Level 5 of the *Lithuanian Qualifications Framework* and the *European Framework for Lifelong Learning*, which shall be confirmed by a short-cycle study certificate issued by KK providing the right to undertake a professional activity and(or) continue studies at a higher education institution.

119. 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 final thesis / project / applied project has been defended, and(or), if it is included in the study programme, the final examination 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 and removing the graduate's name from the students' list.

120. The student whose semester evaluation scores throughout entire studies were 8 (good) or higher, the weighting average of final assessments was at least 9 (very good), and the defence of the final thesis / project and(or) the final examination was evaluated as 9 (very good) or 10 (excellent) shall be awarded the Professional Bachelor Diploma with honour.

121. The student shall settle all the liabilities to KK within at least 5 working days before the award of the diploma.

122. The person who lost the diploma or its supplement shall apply to the KK Study Administration Unit regarding the issuance of a duplicate and shall pay the fee specified in the *Description of the*



*Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK.*

123. An unclassified student who has completed part studies or a non-formal education programme shall be issued a certificate.

## **CHAPTER X RIGHTS AND OBLIGATIONS OF STUDENTS AND UNCLASSIFIED STUDENTS**

124. A student shall have the right:

124.1. to study the chosen study programme;

124.2. study according to an individual study plan and 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);

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

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

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

124.6. to propose a topic for the final thesis / project / applied project or choose from a list of suggested topics;

124.7. to apply to the Head 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;

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

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

124.10. to take an academic leave or study break;

124.11. to freely express personal ideas and views;

124.12. to participate in the governance of KK;

124.13. to elect Students' Representative Council and be elected to it; freely join students' associations;

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

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

124.16. during studies to use lecture rooms, the Library and Centre of Scientific Communication, laboratories, other study facilities and equipment following the procedure established at KK;

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

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

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

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

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

124.22. to retake a failed examination of a study course / module or repeatedly defend a project / integrated project, etc. as described in Paragraph 81;

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

125. Students shall be obliged:

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

125.2. 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;

125.3. to comply with the requirements of the *KK Code of Academic Ethics*;

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

125.5. to preserve the KK property;

125.6. upon completing or terminating studies, to settle the liabilities to KK following the procedure established at KK.

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

127. The unclassified student shall have the right:

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

127.2. during studies to use lecture rooms, the Library and Centre of Scientific Communication, laboratories, other study facilities and equipment following the procedure established at KK;

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

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

127.5. to freely express personal ideas and views.

128. The obligations of the unclassified student:

128.1. to fulfil the requirements of the study plan, as defined in the Study Agreement;

128.2. to fulfil the requirements of the Agreement between KK and the unclassified student;

128.3. 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;

128.4. to preserve the KK property.

## CHAPTER XI

### INCENTIVES AND PENALTIES FOR STUDENTS

129. The student may receive incentives for high learning achievements, outstanding results in the spheres of research, sports, culture and arts; active academic and social performance; promoting the name of KK, etc.

130. Forms of incentives:

130.1. a letter of thanks or a letter of acknowledgement;

130.2. an incentive scholarship;

130.3. opportunities for disseminating outstanding results outside KK.

131. Penalties may be imposed for failure to comply with student's obligations, which include:

131.1. a remark;

131.2. a reprimand;

131.3. expulsion from KK.

132. The documents about incentives and penalties shall be stored in students' personal files.

## **CHAPTER XII FINAL PROVISIONS**

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

134. 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*.

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

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**THE SCALE AND SCORES OF THE ASSESSMENT OF LEARNING  
ACHIEVEMENTS AT KAUNO KOLEGIJA HEI**

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

\* Final examinations / projects, internships and final theses / projects / applied projects are evaluated by scores.