

APPROVED
by Resolution of the Academic Council
No. (2.2.)-3-16 as of 11 September 2014
(New Edition, Resolution No. AT-38 as of 2 June 2025)

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 (until the child is three years old), 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 evaluation of the course / module received after the reassessment of the examination session.

3.3. **Part-studies** refer to learning 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 based on coordinated / uncoordinated study content / 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. **Double-degree studies** refer to studies 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 completion of which, the student is awarded degrees from two or more higher education institutions.

3.7. **A final assessment** is an examination / project / integrated project, etc., which forms part of the cumulative assessment of the course / module and which is carried out at the end of the course / module.

3.8. **Part-time studies** refer to a mode of studies organised in accordance with the study programmes that award a Professional Bachelor Degree, where the 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 and a half times. Part-time studies may be organised during the daytime, in the evenings, on Saturdays, by sessions, etc.

3.9. **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.

3.10. **Cumulative assessment** refers to the system of assessing learning achievements where the cumulative score is the sum of the grades obtained for the interim and final assessments throughout the semester, calculated according to the proportions specified in the course / module description.

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

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

3.13. **Freely elective courses / modules** are courses / modules of the same or another field of study and are chosen by students according to their individual needs from the list of freely elective courses / modules offered by KK following the established procedure.

3.14. **Blended learning** refers to a mode of learning in which traditional face-to-face methods (in a lecture room) are combined with online or distance learning, supported by digital tools and information and communication technologies (ICT).

3.15. **A non-formal adult education and continuing learning programme** is a description of non-formal adult education and continuing learning activities, which specifies the details of the programme, requirements for participants, academic staff, the aim of the programme, anticipated learning outcomes (competencies) of the programme participants, and the learning content, methods, material resources, and quality assurance measures necessary to achieve them.

3.16. **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.

3.17. **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.

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

3.19. **The major study field** is the study field that consists of at least 120 credits in the volume of the 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 courses / modules of the study programme belong to.

3.20. **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 courses / modules from the courses / modules offered in the study programme following the established procedure.

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

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

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

3.24. **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.

3.25. **A written 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.

3.26. **Self-study** refers to student's learning for interim and final assessments, internships, and

performing other assignments defined in the descriptions of the courses / modules.

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

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

3.29. **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 matter for research, knowledge-based content, and methods.

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

3.31. **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).

3.32. **A study module** is a constituent of a study programme with a defined number of credits. It consists of one or more content-integrated components and is aimed at achieving a common goal and anticipated learning outcomes.

3.33. **A study break** is temporary suspension of studies for personal reasons for a period not exceeding one academic year, during which the student retains their student's status.

3.34. **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.).

3.35. **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).

3.36. **A study programme** refers to the entire implementation of the field(s) of studies 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.

3.37. **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.

3.38. **Learning outcomes** are the statements indicating what the student / unclassified student knows, understands, and is able to do after completing the course / module and (or) the whole study programme and are defined by the knowledge, abilities, and attitudes.

3.39. **A study agreement** refers to the document describing the obligations of the parties, signed by KK Director or an authorised person and the student / unclassified student.

3.40. **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.

3.41. **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 course / module. Interim assessments may be carried out using various assessment methods and may have different weights in the final assessment (cumulative score / grade).

3.42. **Continuing education** is part of lifelong education that involves learning in a formal, non-formal and self-study way, where the competence acquired by an individual can be recognized as part of a formal education programme.

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

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

3.45. **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 a single 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 courses / modules in the study 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 and double degree study programmes initiated, approved, and improved following the *Description of the Procedure for Organising Joint and Double-Degree Study Programmes at KK*.

CHAPTER III

ADMISSION OF STUDENTS AND UNCLASSIFIED STUDENTS

16. 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.

17. 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 and 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.

18. 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. The admission procedure for foreign citizens (non-European Union and European Economic Area citizens) is set out in the annex to the *Rules for Students' Admission to KK*. The admission procedure for applicants who have obtained their education at foreign educational institutions and are applying for state-funded places (those wishing to participate in the general admission process) is provided on the website of the *Lithuanian Association of Higher Education Institutions for the Organization of General Admission*.

19. 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.

20. 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*.

21. 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 courses / modules, which shall be signed by the unclassified student or his/her authorised person and the Director or his / her authorised person.

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

23. The unclassified student shall study chosen courses / modules and shall pay a tuition fee, which is determined according to 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 course / module, the unclassified student is issued a certificate.

24. Persons from other Lithuanian or foreign 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 in accordance with *the Description of the Procedure for Crediting Learning Outcomes at KK*.

25. 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 Description of the Procedure for Crediting Learning Outcomes at KK*.

26. Persons who have the status of an unclassified student and are studying individual 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 for the Assessment and Recognition of Competences Acquired in a Non-formal and Self-study Way as Learning Outcomes at KK*.

SECTION ONE

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

27. Students shall be allowed to change to another study programme by 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 at least 10 calendar days before the beginning of a new semester, unless otherwise academic division decided by the Director. If the difference in the study volume exceeds 15 credits, the student may be admitted to a lower year of another study programme.

28. 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.

29. 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 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*).

30. A student shall be allowed to change the mode of studies having completed the semester, provided that the study programme is offered in the desired mode of study and there are available study places in the intended study programme. Students wishing to change the mode of study shall submit a request to the Head of the Academic Division no later than 10 calendar days before the beginning of a new semester, unless otherwise decided by the Director.

31. The student who wishes to switch to another mode of study in the same study programme shall submit a written request 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.

32. 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. (see the *Description of the Procedure for Paying Tuition Fees and Services Related to Studies, Reimbursing them and Collecting Debts at KK*).

SECTION TWO

ADMISSION TO PARTIAL STUDIES

33. The order regarding the admission of a student 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.

34. The order regarding the admission of a student 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.

35. Having completed a coordinated partial study programme at KK, the student shall be issued a certificate.

36. A student may undertake part of a coordinated 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 learning outcomes obtained in the Lithuanian / foreign higher education institution shall be credited in accordance with the *Description of the Procedure for Crediting Learning Outcomes at KK*.

CHAPTER IV ORGANISATION OF STUDIES

37. 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.

38. 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.

39. 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 15 credits in full-time and in part-time studies. Students shall eliminate their academic debts until the end of the first month of a new semester. Students who are in the last semester of their studies shall 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. Upon the recommendation of the Head of Studies / Vice Dean / Vice Dean for Studies and by order of the Head of the Academic Division, the period for elimination of academic debts may be extended.

Paragraph 42 was amended by the Resolution of the Academic Council No. AT-3 of January 28, 2025.

40. 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 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*).

41. 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 begin on 1 September (and include 1-2-week holidays); the spring semester shall begin 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 final assessments (examinations, presentation of projects / integrated projects and other assignments).

42. Each academic division shall have a schedule for the academic year with the duration and time of semesters, examination sessions, internships and holidays indicated. The schedule for the next academic year shall be composed by a responsible staff member of each faculty before 20 February, approved by the Head of the Academic Division, and by 1 March submitted to the Study Administration Unit. The study schedule shall not contradict the study plans approved by order of the Director.

43. Study timetables shall be announced at least a week before the beginning of a semester. In the case of modular studies, they are announced no later than one week before the beginning of the module. Study timetables are announced on the internal KK system. 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.

44. A student who submits a justified request to the Head of the Academic Division may take an examination / defend a project / integrated project during a period other than an examination session (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.

45. 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:

- 45.1. the content of the study programme is related to another language;
- 45.2. study programme is implemented in a foreign language;
- 45.3. studies are implemented under international exchange programmes;
- 45.4. study courses / modules are taught by academic staff from foreign higher education

institutions.

46. 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.

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

48. 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 Students' Internships at KK*.

49. The attendance of practical activities (workshops, seminars, laboratory work, etc.), internships, interim and final assessments shall be compulsory.

50. Internships and practical activities may be performed at KK or external organisations. The procedure for organising, assessing and evaluating, documenting, and the requirements for students and mentors shall be regulated by *the Description of the Procedure for Organising Students' Internships at KK*.

51. 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).

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

53. The registration for specialisations and in-depth studies of courses / modules in the same or other fields of study for the next academic year shall be open to students until 31 May.

54. 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*.

55. The specialisation of a study programme shall be implemented if the following recommended minimum number of students opt for it:

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

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

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

56. 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.

57. 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 / Study Development Coordinator.

58. The choice of specialisations shall be formalised by order of the Head of an Academic Division on the proposition of the Head of the Department / Academy / Centre / Study Development Coordinator.

59. A student shall be allowed to change his/her chosen specialisation if there are vacancies in the specialisation, he / she intends to study, and if the minimum number of students in his/her chosen specialisation remains. A student wishing to change his / her specialisation shall apply in writing to the Head of the Academic Division at least 10 calendar days before the beginning of the studies of the specialisation, unless otherwise decided by the Director.

60. 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.

61. 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.

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

63. 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 Personalising Studies 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 shall be at least 45 credits and at least 30 credits for part-time studies.

64. 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 Personalising Studies at KK*.

CHAPTER V ASSESSMENT OF LEARNING ACHIEVEMENTS

65. The assessment of learning achievements at KK is carried out in accordance with the *Description of the Procedure for the Assessment of Learning Achievements at KK*.

66. 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 announced confidentially.

67. 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 the evaluation score of at least 5). It is recommended that at least 40 % of the cumulative assessment shall be allocated to the final assessment.

68. 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.

69. 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.

70. In course-based studies, students / unclassified students shall be allowed to take part in the final assessment only if they have completed all interim assessments indicated in the description of the course (with a positive evaluation score) during the semester and their 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 part in the final assessment.

71. In modular study programmes, students / unclassified students shall be allowed to take part in the final assessment provided they have completed all interim assessments (with a positive 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 part in the final assessment.

72. In case of a valid reason, the period of the interim and / or the final assessment(s) 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.

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

74. The student with an academic debt who has been allowed to take the final assessment can retake the final assessment at his/her own expense not more than twice during the first month of the new semester.

75. In case the student has not been allowed to take the final assessment or failed to eliminate academic debts within the period defined, on the proposition of the Vice Dean / Vice Dean for Studies / Head 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 fee shall be 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*. If the student cannot be registered for 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.

76. The student who has taken a study break or academic leave may repeat the failed study courses / modules or eliminate academic debts during this period at his/her own expense. The fee shall be 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*.

77. 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). 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*.

78. 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 AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND SELF-STUDY WAY AS LEARNING OUTCOMES

79. The learning outcomes acquired through non-formal and self-study way may be assessed and 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.

80. Competences acquired through non-formal and self-study way shall be assessed and recognised as learning outcomes, provided they are equivalent to the learning outcomes acquired during formal studies.

81. Competences acquired through non-formal and self-study way shall be assessed and recognised as achieved learning outcomes in accordance to *the Description of the Procedure for the Assessment and Recognition of Competences Acquired in a Non-formal and Self-study Way as Learning Outcomes at KK*.

82. Competences acquired through non-formal and self-study way shall be assessed and recognised by an Assessment Committee, established on the proposal of the Head of the Department / Academy / Centre / Study Development Coordinator in accordance with the criteria set by the academic division.

CHAPTER VII

SUSPENSION OF STUDIES

83. 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.

84. The student who is temporarily unable to continue studies due to illness, pregnancy, childbirth or childcare (until the child is three years old) or military service shall be granted an academic leave on his/her request and by order of the Head of the Academic Division, upon providing a statement from the physician, council of physicians, child's birth certificate or the document confirming their military service.

85. A study break may be granted on the student's request provided there are important personal reasons.

86. A study break or academic leave is granted by order of the Head of the Academic Division.

87. A student shall be allowed to continue his / her studies after the academic leave or study break, upon his/her request and by order of the Head of the Academic Division, unless otherwise decided by the Director.

88. The student shall return from the academic leave or study break no later than within 10 calendar days from the beginning of a semester.

89. 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.

90. 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 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*.

91. 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*.

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

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

94. The student who fails to return to studies after the academic leave or a study break on time shall be removed from KK students' lists: by 25 September in the autumn semester and by 25 February in the spring semester.

CHAPTER VIII

TERMINATION OF STUDIES AND EXPULSION FROM KK

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

96. Studies at KK shall be terminated:

96.1. on personal request;

96.2. when a student is expelled from KK;

96.3. upon transition to another education institution;

- 96.4. upon completing the studies;
- 96.5. upon the student's death;
- 96.6. 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;
- 96.7. when the Study Agreement is terminated in other cases provided for by law.
- 97. The student shall be expelled from KK due to:
 - 97.1. 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;
 - 97.2. failure to achieve the learning outcomes set out in the study programme description (due to academic failure, when academic debts exceed 15 credits);
 - 97.3. failure to return from an academic leave / study break on time without a valid reason;
 - 97.4. failure to prepare / defend the final thesis / project / applied project; take / pass the final examination;
 - 97.5. failure to meet financial obligations set out in the Study Agreement;
 - 97.6. imposed custodial sentence when studies are not possible (the court judgment enters into force);
 - 97.7. provision of false and misleading data, information or documents which prevented the conclusion, performance or fulfilment of the Study Agreement.
- 98. 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 evaluations received. If needed, the Head of the Department / Academy / Centre / Division / Study Development Coordinator shall provide approved descriptions of the courses / modules taken by a student, for which he / she 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*.
- 99. 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.
- 100. The student shall be expelled from KK and(or) have his/her name removed from the students' list by order of the Director on the proposition of the Head of the Academic Division.
- 101. 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. The courses / modules previously taken at KK shall be credited in accordance with *the Description of the Procedure for Crediting Learning Outcomes 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.
- 102. 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

- 103. 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 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.
- 104. Short-cycle studies shall be completed by the final examination and / or applied project. 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.

105. A person shall be considered to have completed collegial or short-cycle studies after all the requirements of the chosen study programme have been met: he / she has defended the final thesis / project or, if it is included in the study programme, he / she has passed the final examination. 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 KK students' list.

106. 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.

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

108. 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*.

109. 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

110. A student shall have the right:

- 110.1. to study the chosen study programme;
- 110.2. to 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);
- 110.3. to study more than one study programme or other courses / modules in the same or another higher education institution;
- 110.4. to freely express their ideas and views on all scientific, social, and cultural issues, insofar as this does not contradict the laws of the Republic of Lithuania and KK regulatory acts;
- 110.5. to assess the quality of teaching and provision of the course / module studied;
- 110.6. to choose the lecturer in case the same course / module is taught by several academics;
- 110.7. to propose a topic for the final thesis / project / applied project or choose from a list of suggested topics;
- 110.8. to apply to the Head of the KK Academic Division or a person authorised by him/her to have the learning outcomes acquired at KK or another higher education institution credited;
- 110.9. to address the KK administration, Dispute Handling Committee regarding violation of his/her legitimate interests;
- 110.10. to terminate and recommence studies following the procedures established in the *KK Statute*;
- 110.11. to take an academic leave or study break;
- 110.12. to participate in the governance of KK;
- 110.13. to elect Students' Representative Council and be elected to it; freely join students' associations;
- 110.14. to participate in a voluntary internship, additional internship or traineeship that are not a part of the curriculum of the study programme;
- 110.15. to study at foreign higher education institutions under international student exchange programmes;

- 110.16. 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;
- 110.17. to receive information from the higher education institution and its divisions on the issues related to studies;
- 110.18. to apply for a vacancy in state-funded places or reimbursement of the tuition fee following the procedure established at KK;
- 110.19. to receive subsidised loans following the procedure established by the Government;
- 110.20. to receive scholarships following the procedure established by the *Law on Higher Education and Research* and the Academic Council;
- 110.21. to participate while drafting proposals to the Seimas, the Government, the KK Council, and the Academic Council on the issues relevant to students;
- 110.22. to retake the final assessment of the course / module that they have failed or did not take for a valid reason;
- 110.23. to exercise other rights set out in legal acts and regulations.
- 111. Students shall be obliged:
 - 111.1. to strive for the learning outcomes defined in the study programme to be achieved;
 - 111.2. 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;
 - 111.3. to comply with the requirements of the *KK Code of Academic Ethics*;
 - 111.4. 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;
 - 111.5. to preserve the KK property;
 - 111.6. upon completing or terminating studies, to settle the liabilities to KK following the procedure established at KK.
- 112. 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.
- 113. The unclassified student shall have the right:
 - 113.1. to choose the lecturer in case the same course / module is taught by several academics;
 - 113.2. 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;
 - 113.3. to freely express their ideas and views on all scientific, social, and cultural issues, insofar as this does not contradict the laws of the Republic of Lithuania and KK regulatory acts;
 - 113.4. to assess the quality of teaching and provision of the course / module studied;
 - 113.5. to address the administration of KK regarding violation of personal interests.
- 114. The obligations of the unclassified student:
 - 114.1. to fulfil the requirements of the study plan, as defined in the Study Agreement;
 - 114.2. to fulfil the requirements of the Agreement between KK and the unclassified student;
 - 114.3. 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;
 - 114.4. to preserve the KK property.

CHAPTER XI

INCENTIVES AND PENALTIES FOR STUDENTS

- 115. 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
- 116. Forms of incentives:
 - 116.1. a Certificate of Appreciation;
 - 116.2. an incentive scholarship;

- 116.3. opportunities for disseminating outstanding results outside KK.
- 117. Penalties may be imposed for failure to comply with student's obligations, which include:
 - 117.1. a remark;
 - 117.2. a reprimand;
 - 117.3. expulsion from KK.
- 118. The documents about incentives and penalties shall be stored in students' personal files.

CHAPTER XII

FINAL PROVISIONS

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

120. 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*.

121. The *Study Procedure* shall enter into force upon its approval by the resolution of the Academic Council. The *Study Procedure* shall be announced no later than within 2 working days on the KK internal information system.

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

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
Fail	4 (insufficient) Minimal requirements are not met	Not more than 40 per cent of course / module learning outcomes achieved
	3 (insufficient) Minimal requirements are not met	Not more than 30 per cent of course / module learning outcomes achieved
	2 (insufficient) Minimal requirements are not met	Not more than 20 per cent of course / module learning outcomes achieved
	1 (insufficient) Minimal requirements are not met	Not more than 10 per cent of course / module learning outcomes achieved

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