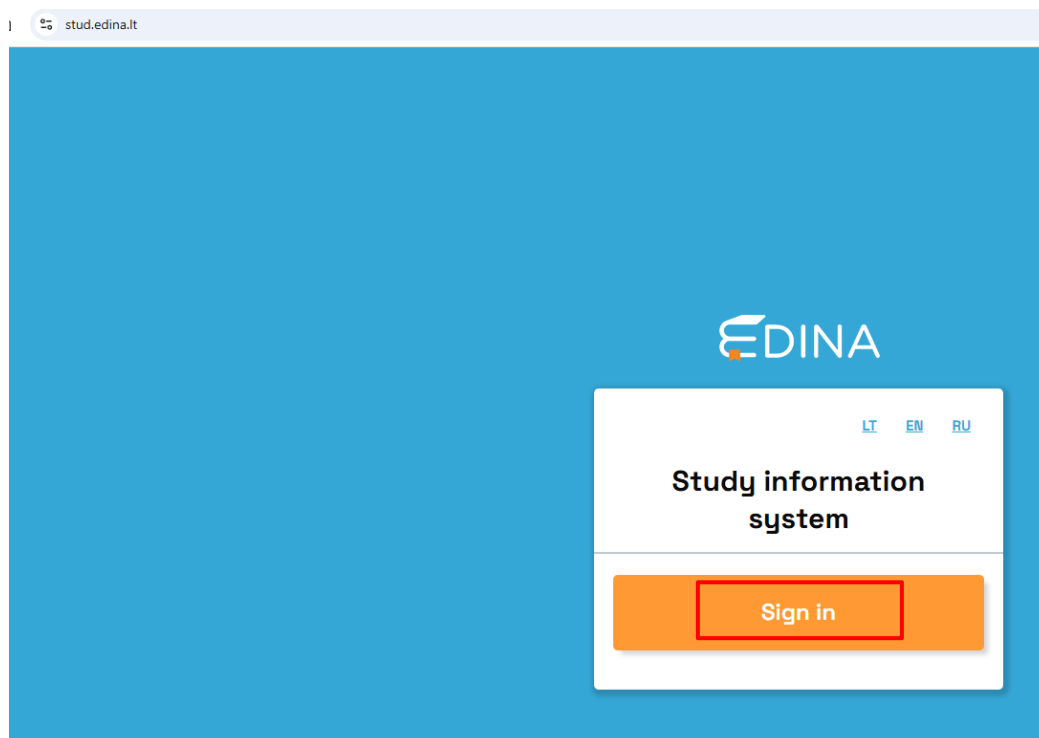


SUBMITTING A STUDENT REQUEST THROUGH THE STUDY MANAGEMENT SYSTEM (next - SMS)

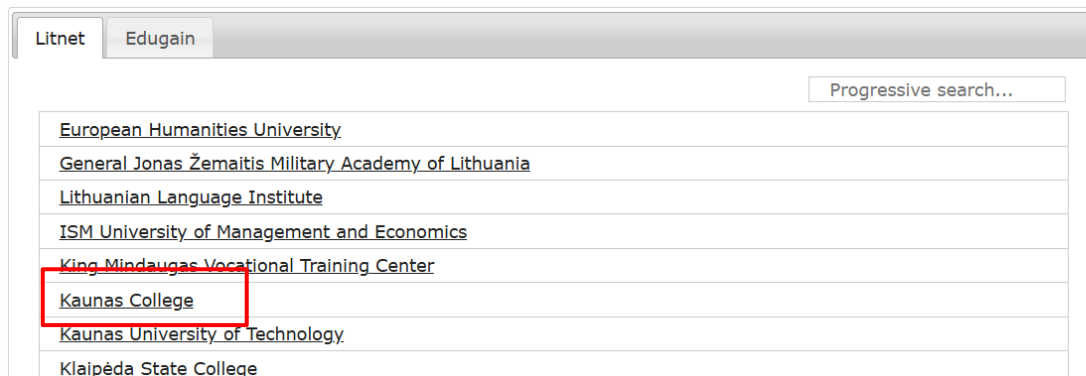
Students can log in to the SMS self-service from any computer with internet access. It is recommended to use Internet Explorer, Mozilla Firefox browsers.

1. Login process:

1.1. Enter the SMS address in the browser: <https://stud.edina.lt>. You need to click the *Sign in* button.



1.2. Select from the list Kaunas College.



1.3. In this window, the student must enter their go.kauko.lt email user names up to the @ symbol (e.g. titas.titxxx) and password. After entering the login details, click the *Login* button.



Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username

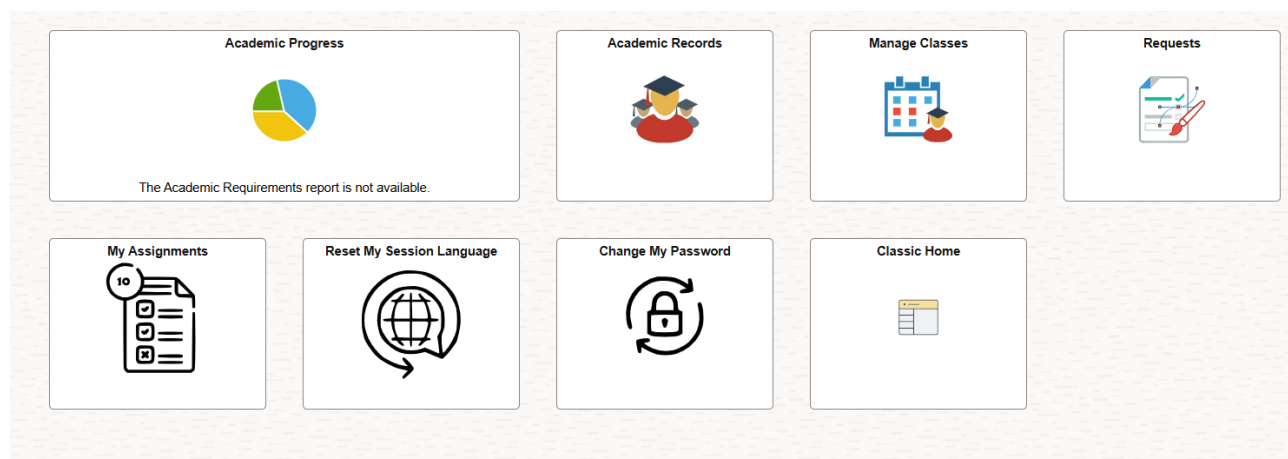
Password

Login

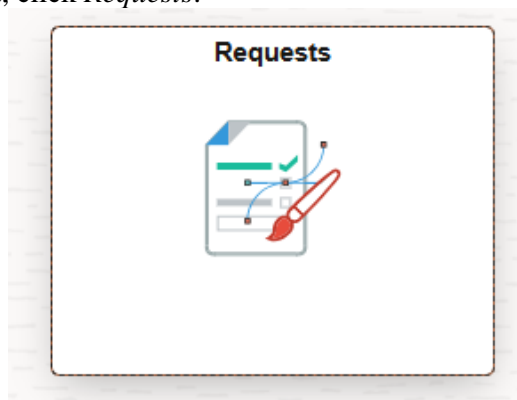
Help! I don't remember my password.

Without your username and password you cannot authenticate yourself for access to the service. There may be someone that can help you. Consult the help desk at your organization!

1.4. Opens the student self-service home page.



1.5. If you want to submit a request, click *Requests*.



2. A window opens displaying submitted requests. To submit a new request, click *Create New Request*.

My Requests

Request Number	Request Category	Request Type	Request Date	Status	Status Date
256	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.07.03	Submitted	2025.07.03
254	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	In process	2025.05.24
253	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	In process	2025.05.24
252	Other request forms	Free-form request	2025.05.24	Updated	2025.05.24
251	Finance request forms	Request to the award of a one-time scholarship	2025.05.24	Submitted	2025.05.24
250	Request forms for the study process	Request for credit for completed study course/module	2025.05.24	Updated	2025.05.24
249	Request forms for the study process	Request for credit for completed study course/module	2025.04.30	Submitted	2025.04.30
244	Other request forms	Free-form request	2024.12.27	Updated	2025.04.15
241	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	Completed	2025.05.24
240	Request forms for study break/academic leave	Request to grant a study break	2024.12.17	Completed	2025.05.24
239	Request forms for study break/academic leave	Request to grant/extend an academic leave	2024.12.16	Updated	2024.12.17
238	Other request forms	Request for a certificate	2024.12.16	Updated	2025.01.07
237	Other request forms	Request for a certificate	2024.12.16	Returned for updating	2024.12.17
236	Finance request forms	Request to the award of a one-time scholarship	2024.12.16	Updated	2025.05.24
235	Request forms for the study process	Request for removal from the student list	2024.12.16	Returned for updating	2024.12.17

Create New Request

3. The list of categories opens. Select the desired category and click *Next*.

Academic Institution Kauno kolegija

Select a Request Category

☒ Request forms for study break/academic leave

☐ Request forms for the study process

☐ Requests forms for internships

☐ Finance request forms

☐ Other request forms

CancelNext >

4. Next, choose the request type and click *Next*.

Select a Request Type

☒ Request to grant/extend an academic leave

☐ Request to grant a study break

☐ Request to continue studies after study break/academic leave

Cancel< PreviousNext >

5. Fill in the required fields and select the relevant information.

[My Request](#)

Category Request forms for study break/academic leave

Type Request to grant/extend an academic leave

Telephone 37061170845
[Update the phone number](#)

Request Date 2025.08.19

Bank Account LT287300010002229776
[Update the bank account](#)

[Submit](#) [Cancel](#)

1.1

Study programme related to your request*

Grant or extend academic leave*

Date from which you wish to grant/extend academic leave*

Date until which you wish to grant/extend academic leave*

Reason for granting/extending academic leave*

Please enter the name, date and number of the organisation that issued the supporting document*

Please add documents supporting your request*

File Attachments

[Attachments](#) [Audit](#) [\[PDF\]](#)

Attached File	View	Add Attachment
	View	Add Attachment

All fields marked with an asterisk must be completed.*

6. Update personal information if needed (e.g., phone number, bank account details).

[My Request](#)

Category Request forms for study break/academic leave

Type Request to grant/extend an academic leave

Telephone [Update the phone number](#)

Request Date 2025.08.19

Bank Account [Update the bank account](#)

[Submit](#) [Cancel](#)

1.1

Study programme related to your request*

Grant or extend academic leave*

Date from which you wish to grant/extend academic leave*

Date until which you wish to grant/extend academic leave*

Reason for granting/extending academic leave*

Please enter the name, date and number of the organisation that issued the supporting document*

Please add documents supporting your request*

File Attachments

[Attachments](#) [Audit](#) [\[PDF\]](#)

Attached File	View	Add Attachment
	View	Add Attachment

7. After filling in all fields, click the *Submit* button.

My Request

Category Request forms for study break/academic leave

Type Request to grant/extend an academic leave

Telephone 37061170845
[Update the phone number](#)

Bank Account LT287300010002229776
[Update the bank account](#)

Request Date 2025.08.19

Submit **Cancel**

1.1

Study programme related to your request* Automatika ir robotika

Grant or extend academic leave* pratęsti

Date from which you wish to grant/extend academic leave* 2025.08.19

Date until which you wish to grant/extend academic leave* 2025.08.19

Reason for granting/extending academic leave* XXX

Please enter the name, date and number of the organisation that issued the supporting document* XXX

Please add documents supporting your request* Karinę tarnybą patvirtinantis dokumentas

File Attachments

Attachments Audit

Attached File	View	Add Attachment
	View	Add Attachment

7.1. After clicking the Submit button, a message will appear asking to confirm the submission of the request:

- by selecting OK, the request will be submitted and cannot be edited;
- by selecting Cancel, the request can still be edited.

Message

Are you sure you want to apply? (20108,42)

Once submitted, the status of the request will be changed to 'Submitted' and the request cannot be edited.

OK **Cancel**


8. After submission, the request is added to the main request list with a 'Submitted' status.

My Requests

Request Number	Request Category	Request Type	Request Date	Status	Status Date
258	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.08.19	Submitted	2025.08.19
256	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.07.03	Submitted	2025.07.03
254	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	In process	2025.05.24
253	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	In process	2025.05.24
252	Other request forms	Free-form request	2025.05.24	Updated	2025.05.24


8.1. The submission date of the request does not change. The status date will change depending on the actions taken by the responsible staff (in process, under review, etc.).

My Requests

View All 					
Request Number	Request Category	Request Type	Request Date	Status	Status Date
258	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.08.19	Submitted	2025.08.19
256	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.07.03	Submitted	2025.07.03
254	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	In process	2025.05.24
253	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	In process	2025.05.24
252	Other request forms	Free-form request	2025.05.24	Updated	2025.05.24

9. To view a submitted request, click the name of the specific *Request Type*.

My Requests

View All 					
Request Number	Request Category	Request Type	Request Date	Status	Status Date
258	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.08.19	Submitted	2025.08.19
256	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.07.03	Submitted	2025.07.03
254	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	In process	2025.05.24
253	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	In process	2025.05.24
252	Other request forms	Free-form request	2025.05.24	Updated	2025.05.24

9.1. A read-only request form window opens.

My Request


Kauno kolegija

Category	Request forms for study break/academic leave	Request Number	258
Type	Request to grant/extend an academic leave	Request Date	2025.08.19
		Status	Submitted

1.1

Study programme related to your request*	Automatika ir robotika
Grant or extend academic leave*	pratęsti
Date from which you wish to grant/extend academic leave*	2025.08.19
Date until which you wish to grant/extend academic leave*	2025.08.19
Reason for granting/extending academic leave*	<div>xxx</div>
Please enter the name, date and number of the organisation that issued the supporting document*	xxx
Please add documents supporting your request*	Karinę tarnybą patvirtinantis dokumentas

File Attachments

Attachments	Augit	
Attached File	Description	View
Prasymo_-teikimo_-per-SVS_instrukcija_studentams.pdf	Prasymo_-teikimo_-per-SVS_instrukcija_studentams.pdf	View

Service Request Details

Status	Status Date	Comment	By
Submitted	2025.08.19		Men

[Save](#) [Return](#) [View as PDF](#)

10. If you need to download or print the request form, click the *View as PDF* button.

My Request

Kauno kolegija

CategoryRequest forms for study break/academic leave

TypeRequest to grant/extend an academic leave

Request Number258

Request Date2025.08.19

StatusDescriptionSubmitted

1.1

Study programme related to your request*

Automatika ir robotika

Grant or extend academic leave*

pratešti

Date from which you wish to grant/extend academic leave*

2025.08.19

Date until which you wish to grant/extend academic leave*

2025.08.19

Reason for granting/extending academic leave*

xxx

Please enter the name, date and number of the organisation that issued the supporting document*

xxx

Please add documents supporting your request*

Karinę tarnybą patvirtinantis dokumentas

File Attachments

AttachmentsAudit

Attached File	Description	View
Prasymo_-teikimo_-per-SVS_instrukcija_studentams.pdf	Prasymo_-teikimo_-per-SVS_instrukcija_studentams.pdf	View

Service Request Details

Status	Status Date	Comment	By
Submitted	2025.08.19		Meri

SaveReturnView as PDF

10.1. The request opens in PDF format. This is only a copy of the submitted request. The request has not yet been registered in SVS as received.

M

S

Email

lt

Automation and Robotics, PS-3/2

Dean of the Faculty of Informatics, Engineering and Technologies

REQUEST

REQUEST TO GRANT/EXTEND AN ACADEMIC LEAVE

2025-08-19

Kaunas

Please extend academic leave from 2025-08-19 until 2025-08-19.

Reason: xxx.

Added: Supporting document military service.

Me

11. To return to the list of requests, click the *Return* button.

My Request

Kauno kolegija

Category

Request forms for study break/academic leave

Request Number

258

Type

Request to grant/extend an academic leave

Request Date

2025.08.19

Status

Description

Submitted

1.1

Study programme related to your request*

Automatika ir robotika

Grant or extend academic leave*

pratešti

Date from which you wish to grant/extend academic leave*

2025.08.19

Date until which you wish to grant/extend academic leave*

2025.08.19

Reason for granting/extending academic leave*

xxx

Please enter the name, date and number of the organisation that issued the supporting document*

xxx

Please add documents supporting your request*

Karinę tarnybą patvirtinantis dokumentas

File Attachments

Attachments

Audit

Attached File

Description

View

Prasymo_-teikimo_-per-SVS_instrukcija_studentams.pdf

Prasymo_-teikimo_-per-SVS_instrukcija_studentams.pdf

View

Service Request Details

Status

Status Date

Comment

By

Submitted

2025.08.19

Meri

Save

Return

View as PDF

12. A request can be returned if information is missing or additional details are required.

244	Other request forms	Free-form request	2024.12.27	Updated	2025.04.15
241	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	Completed	2025.05.24
240	Request forms for study break/academic leave	Request to grant a study break	2024.12.17	Completed	2025.05.24
239	Request forms for study break/academic leave	Request to grant/extend an academic leave	2024.12.16	Updated	2024.12.17
238	Other request forms	Request for a certificate	2024.12.16	Updated	2025.01.07
237	Other request forms	Request for a certificate	2024.12.16	Returned for updating	2024.12.17
236	Finance request forms	Request to the award of a one-time scholarship	2024.12.16	Updated	2025.05.24

Create New Request

12.1. If a request is returned and you want to edit it, select the request with the status *Returned for updating* (click on the *Request Type* name).

244	Other request forms	Free-form request	2024.12.27	Updated	2025.04.15
241	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	Completed	2025.05.24
240	Request forms for study break/academic leave	Request to grant a study break	2024.12.17	Completed	2025.05.24
239	Request forms for study break/academic leave	Request to grant/extend an academic leave	2024.12.16	Updated	2024.12.17
238	Other request forms	Request for a certificate	2024.12.16	Updated	2025.01.07
237	Other request forms	Request for a certificate	2024.12.16	Returned for updating	2024.12.17
236	Finance request forms	Request to the award of a one-time scholarship	2024.12.16	Updated	2025.05.24

Create New Request

12.2. A request form window opens for editing.

My Request

Kauno kolegija

Category

Other request forms

Type

Request for a certificate

Request Number

237

Request Date

2024.12.16

Status

Description

Returned for updating

5.2

Study programme related to your request*

Automatika ir robotika

Method of collecting the certificate*

atvykus į Kauno kolegiją

For whom/which institution the certificate is requested?*

ttt

Recipient's address (for registered mail delivery)*

TT

Issue the certificate in

☒ Lithuanian

☐ English

Service Request Details

Status	Status Date	Comment	By
Returned for updating	2024.12.17	Trūksta adreso.	Jaro
Submitted	2024.12.16		Meri

Save

Return

View as PDF

13. The request is edited according to the administrator's Comment.

My Request

Kauno kolegija

Category

Other request forms

Type

Request for a certificate

Request Number

237

Request Date

2024.12.16

Status

Description

Returned for updating

5.2

Study programme related to your request*

Automatika ir robotika

Method of collecting the certificate*

atvykus į Kauno kolegiją

For whom/which institution the certificate is requested?*

ttt

Recipient's address (for registered mail delivery)*

TT

Issue the certificate in

☒ Lithuanian

☐ English

Service Request Details

Status	Status Date	Comment	By
Returned for updating	2024.12.17	Trūksta adreso.	Jar
Submitted	2024.12.16		Me

Save

Return

View as PDF

13.1. After updating the necessary fields, click the *Save* button.

My Request

Kauno kolegija		Request Number	237
Category	Other request forms	Request Date	2024.12.16
Type	Request for a certificate	Status	Returned for updating

5.2

Study programme related to your request*

Automatika ir robotika

Method of collecting the certificate*

atvykus į Kauno kolegiją

For whom/which institution the certificate is requested?*

ttt

Recipient's address (for registered mail delivery)*

TT

Issue the certificate in

☒ Lithuanian

☐ English

Service Request Details

Status	Status Date	Comment	By
Returned for updating	2024.12.17	Trūksta adreso.	Jaro:
Submitted	2024.12.16		Merū

Save

Return

View as PDF

- 13.2. After clicking *Save*, a message will appear asking to confirm saving the request:
- by selecting *Yes*, the request will be saved, its status will change to *Updated*, and it can no longer be edited;
 - by selecting *No*, the request can still be edited.

Message

Are you sure you want to save? (20108,41)

Once saved, the status of the request will be changed to "Updated" and the request cannot be edited.

Yes

No

14. After submitting the corrected request, its status changes to *Updated*.

240	Request forms for study break/academic leave	Request to grant a study break	2024.12.17	Completed	2025.05.24
239	Request forms for study break/academic leave	Request to grant/extend an academic leave	2024.12.16	Updated	2024.12.17
238	Other request forms	Request for a certificate	2024.12.16	Updated	2025.01.07
237	Other request forms	Request for a certificate	2024.12.16	Updated	2025.08.19
236	Finance request forms	Request to the award of a one-time scholarship	2024.12.16	Updated	2025.05.24

Create New Request

14.1. Opening a request marked as *Updated* shows that it has been submitted.

My Request

Kauno kolegija

CategoryOther request forms

TypeRequest for a certificate

Request Number237

Request Date2024.12.16

StatusDescriptionUpdated

5.2

Study programme related to your request*

Automatika ir robotika

Method of collecting the certificate*

atvykus į Kauno kolegiją

For whom/which institution the certificate is requested?*

ttt

Recipient's address (for registered mail delivery)*

TT

Issue the certificate in

☒ Lithuanian

☐ English

Service Request Details

Status	Status Date	Comment	By
Updated	2025.08.19		Mer
Returned for updating	2024.12.17	Trūksta adreso.	Jarč
Submitted	2024.12.16		Mer

Save

Return

View as PDF

15. When the request status changes to *Accepted*, it means your request has been officially registered. The date of the *Accepted* status is the request's receipt (registration) date.

My Request

Kauno kolegija

CategoryOther request forms

TypeRequest for change of surname/first name

Request Number243

Request Date12/19/2024

StatusDescriptionUnder review

2.5

Study programme related to your request*

Pardavimai ir marketingas

Request to change your surname or name*

pavarde

New surname/name*

Date and number of the document supporting the request*

2024-10-10, Nr. 15

Proof of change your surname or name (please add documents supporting your request)*

Santuokos sudarymo įrašą liudijantis išrašas

File Attachments

Attachments

Audit

Attached File	Description	View
Liudijimas.pdf	Liudijimas.pdf	View

Service Request Details

Status	Status Date	Comment	By
Under review	01/28/2025	Prita.	Sig
Accepted	12/19/2024		Mat
Submitted	12/19/2024		Vai

Save

Return

View as PDF

15.1. Now the request statement shows that the request has been received and registered.

Faculty of Informatics,Engineering and Technologies

Received

2024-12-16, Reg. No. 223

MEI'S

Email, sit.lt

Automation and Robotics, PS-3/2

Dean of the Faculty of Informatics, Engineering and Technologies

REQUEST

REQUEST TO GRANT/EXTEND AN ACADEMIC LEAVE

2024-12-13

Kaunas

Please extend academic leave from 2024-12-13 until 2024-12-15.

Reason: testrr.


Added: Supporting document military service.

Mei

16. A registered request may later be assigned one of the following statuses:

- **Under review.** In this status, the request is being examined by the responsible staff, who will decide whether the request can be approved or not.


My Requests

View All 					
Request Number	Request Category	Request Type	Request Date	Status	Status Date
243	Other request forms	Request for change of surname/first name	12/19/2024	Under review	01/28/2025
242	Request forms for the study process	Request for credit for completed study course/module	12/18/2024	In process	05/26/2025

Create New Request

- **Rejected.** This status indicates that the submitted request has been denied and will not be fulfilled.


My Requests

View All 					
Request Number	Request Category	Request Type	Request Date	Status	Status Date
255	Request forms for the study process	Request for credit for completed study course/module	05/30/2025	Submitted	05/30/2025
248	Request forms for the study process	Request for free attendance of study sessions	03/26/2025	Updated	04/22/2025
217	Request forms for study break/academic leave	Request to grant/extend an academic leave	11/11/2024	Completed	05/24/2025
216	Request forms for study break/academic leave	Request to grant/extend an academic leave	11/08/2024	Rejected	11/08/2024

Create New Request

- **In process.** This status indicates that the responsible staff are performing the necessary actions to fulfill the request.

[My Requests](#)

View 15 					
Request Number	Request Category	Request Type	Request Date	Status	Status Date
258	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.08.19	Submitted	2025.08.19
256	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.07.03	Submitted	2025.07.03
254	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	In process	2025.05.24
253	Request forms for study break/academic leave	Request to grant/extend an academic leave	2025.05.24	In process	2025.05.24
252	Other request forms	Free-form request	2025.05.24	Updated	2025.05.24

- **Completed.** This status indicates that the request has been fully carried out and all processing steps are finished.

214	Request forms for the study process	Request for free attendance of study sessions	2024.09.26	In process	2024.09.30
213	Request forms for the study process	Request for free attendance of study sessions	2024.10.02	Submitted	2024.10.02
212	Request forms for the study process	Request for removal from the student list	2024.09.26	Completed	2024.10.02
211	Request forms for study break/academic leave	Request to grant/extend an academic leave	2024.09.26	Accepted	2024.09.26
210	Other request forms	Free-form request	2024.09.26	Accepted	2024.09.26
209	Finance request forms	Request to the award of a one-time	2024.09.26	Submitted	2024.09.26

17. If you have any technical problems filling out the request, you can write to Study Management System Development Specialist Milda Aužbikavičienė milda.auzbikaviciene@kaunokolegija.lt