

APPROVED BY
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meeting of the Academic Council
of the Klaipėda State University of Applied
Sciences
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Klaipėda State University of Applied
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**STUDY ACHIEVEMENT RECOGNITION PROCEDURE
OF THE KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES**

**CHAPTER ONE
GENERAL PART**

1. The Study Achievement Recognition Procedure (hereinafter – Procedure) shall establish the principles, system, organisation, and ethics of the assessment of course unit (module) study achievements at the Klaipėda State University of Applied Sciences (hereinafter – University).

2. The Procedure was prepared pursuant to the following legislation: the Law on Higher Education and Research of the Republic of Lithuania (relevant version); Order No. ĮSAK-2194 “On the Approval of the Assessment System of Learning Outcomes” of the Minister of Education and Science of the Republic of Lithuania of 24 July 2008, Recommendation on the Improvement of the Assessment of Study Achievements of the Ministry of Education and Science of the Republic of Lithuania (prepared by the work group formed at the Order No. ISAK-16 of the Minister of Education and Science of the Republic of Lithuania of 05 January 2009), Descriptions of Study Fields, the State of the University, the Code of Ethics, and the Study Regulations.

3. The objective of the assessment of study achievements shall be to assess the study achievements attained by students/unclassified students, to determine their level pursuant to established criteria, and to provide students/unclassified students with feedback on their achievements and progress.

4. The criteria for assessing individual course unit (module) study achievements shall be included in the description of the programme of the respective course unit (module).

5. Internships shall be assessed as a separate course unit pursuant to the University’s Internship Organisation and Assessment Procedure.

6. The recognition of the study achievements of students who have previously studied in other Lithuanian or foreign universities shall be carried out pursuant to the University’s Learning Outcome Recognition Procedure.

7. The knowledge and skills attained by students/unclassified students by way of non-formal and informal learning shall be assessed, and may be recognised, pursuant to the University's Procedure of the for the Assessment and Recognition of Competences Attained through Non-formal and Informal Learning.

8. The assessment of the final theses (projects) and qualification examinations of study programmes shall be regulated pursuant to the University's Description of the Final Thesis (Project) Preparation and Assessment Procedure, the contents of which do not contradict the legislation specified in Clause 2, and the provisions of the present Procedure shall be applied to the extent to which they are not superseded by the provisions of the aforesaid document.

9. Terms used in the Procedure:

9.1. **Academic integrity** shall mean the requirements based on moral principles which members of the academic community must uphold. Academic integrity prohibits plagiarism, cheating, data falsification, the forgery of study assignments (interim assessments, research works, examinations, and projects), the use of external assistance, the presentation of someone else's study assignment/project as one's own, the writing or performance of study assignments/other tasks for other students, the submission of study assignments prepared for one course unit when accounting for another, etc.;

9.2. **Academic failure** shall mean an examination failed during an examination session or a period set for retaking failed examinations, or the failure to defend a work/project (course, project) or internship before an established deadline.

9.3. **Grade** shall mean a specific numeric expression of the study achievements attained by a student/unclassified student based on study achievement assessment criteria known in advance. The assessment criteria of each grade shall be clearly specified in the description of the respective course unit (module);

9.4. **Examination/project** shall mean a test of the knowledge, understanding and skills which students/unclassified students should have attained when studying a particular course unit (module). Examinations/projects may take different forms.

9.5. **Students with good academic results** shall mean students who have no academic failures, who have met all the requirements applicable to the respective study programme during the assessment period, and who have attained an excellent or regular level of achievement.

9.6. **Cumulative assessment** shall mean the procedure for the accumulation of course unit (module) study achievements (grades), set by a teacher at the commencement of the semester and coordinated with students/unclassified students. A cumulative grade shall consist of the evaluations of interim assessments received during the entire semester. One of the interim assessments to be carried out upon completion of a course unit (module) shall be an examination or a research work (project).

9.7. **Plagiarism** shall mean the appropriation of another person's work (scientific, artistic or literary), creative idea, or concept, or a part thereof; the publication of another person's creation as one's own.

9.8. **Procedural violations** shall mean violations of the learning outcome and result assessment organisation and/or implementation process which have negatively impacted the final evaluation.

9.9. **Study achievements** shall mean the study results of a student/unclassified student which have been demonstrated during assessment and formalised by way of grades following the procedure for assessing the study achievements outcomes of the respective student/unclassified student.

9.10. **Assessment of study achievements** shall mean the process of collecting and receiving confirmations with regards to a student's studies, achievements, and attained competences.

9.11. **Study achievement assessment criterion** shall mean an attribute or measure used for assessing the level of study achievements.

9.12. **Study results** shall mean the statements which specify that which students/unclassified students know, understand, and will be capable of doing upon completion of the studies or the learning process, and which are defined by knowledge, skills, and competence.

9.13. **Interim assessment** shall mean a test of the knowledge, understanding and skills which students/unclassified students should have attained when studying a part of a particular course unit (module). Interim assessments may be carried out in different forms and may have different additive weightings towards the final evaluation (grade)

CHAPTER TWO STUDY ACHIEVEMENT ASSESSMENT PRINCIPLES

10. Assessment of the study achievements of students/unclassified students shall be carried out at the University on the basis of the following principles:

10.1. the principle of reasonableness (assessment shall be tied to the objectives of a study programme, course unit or module and shall measure the study results intended for the achievement thereof);

10.2. the principle of reliability (received assessment information and assessment results shall be objective and shall remain intact even upon replacement of the teacher performing the assessment);

10.3. the principle of clarity (the assessment system shall be informative and understandable to students/unclassified students and teachers);

10.4. the principle of utility (performed assessment shall be positively appraised by students/unclassified students and shall contribute to the achievement of the study programme's results);

10.5. the principle of impartiality (assessment methods applied during assessment shall be equally suitable for all assessed);

10.6. the principle of publicity (assessments shall be carried out pursuant to publicly available criteria, and specific assessment results, as well as the explanation thereof, shall be individually accessible to all students/unclassified students).

11. Assessment of study achievements shall consist of the following:

11.1. assessment of knowledge and the application thereof;

11.2. assessment of general and special skills;

11.3. assessment of values;

12. The weighting of the components of the evaluations of knowledge, and the application thereof, as well as special and general skills, with regards to the final grade shall depend of the study results specified in the description of the course unit (module).

13. All persons studying at the University shall be subject to the same study achievement assessment criteria specified in the description of the course unit (module).

14. Assessment of the knowledge and skills of students/unclassified students with special needs shall be carried out using appropriate forms and methods of assessment, having regard to the individual needs and capacities (those related to eyesight, hearing, and mobility) of such persons.

CHAPTER THREE METHODS AND TASKS OF ASSESSMENT OF COURSE UNIT (MODULE) STUDY ACHIEVEMENTS

15. Study achievement assessment methods shall be set by teachers responsible for preparing the course unit (module) programme, and the prepared course unit (module) assessment shall be approved by the Study Programme Committee.

16. The assessment of study achievements shall be carried out using a variety of methods (examinations, projects, performance and work sample demonstrations, knowledge and skill testing, demonstrations of practical skills at the internship workplace or laboratory, internship reports or diaries, research projects, reports, case analyses, achievement portfolios, etc.) which shall depend on the course unit (module), module, study field, or group of study fields.

17. The methods for assessing the study achievements of students/unclassified students shall correspond to the expected study results specified in the course unit (module) programme and shall match the contents and study methods of the respective course unit (module).

18. The main study achievement assessment methods shall be specified in the descriptions of the study fields.

19. Specific assignments designed for assessing study results shall be chosen by the teachers of the respective course unit (module).

20. Assignments designed for the assessment of course units (modules) which end with an examination shall not be known to the students/unclassified students until the assessment of the achievements thereof. Responsibility for the confidentiality of assessment assignments shall be borne by the teachers preparing the assignments and performing the assessment.

21. In order to introduce students/unclassified students to the study achievement assessment procedure and enable them to test their knowledge and skills prior to the assessment of study achievements, students/unclassified students may be provided with similar assignments not included in the assessment.

CHAPTER FOUR CUMULATIVE ASSESSMENT OF COURSE UNIT (MODULE) STUDIES AND THE ORGANISATION THEREOF

22. During the first lecture, teachers of specific course units (modules) shall introduce their students to the contents and objectives of, as well as the expected outcomes in relation to, the respective course unit (module), and the cumulative assessment system, assessment criteria, etc. Only the knowledge, skills and capacities specified in the study results included in the course unit (module) programme shall be assessed. It is recommended that course unit (module) assessments include no less than 50 per cent practical tasks.

23. Course unit (module) study achievements shall be assessed by the teacher(s) thereof. In case a teacher heading the studies is incapable of assessing study achievements due to an illness or other important reasons, the dean shall appoint a different teacher at the recommendation of the head of the department curating the programme. Upon receiving a reasoned request from students/unclassified students or a teacher, the dean may form an assessment commission.

24. In order to ensure active and consistent learning/studying of students/unclassified students during the entire study semester, their ability to apply theoretical knowledge in practice, the objectivity of the assessment of study achievements, and academic integrity, the University uses cumulative assessment of study achievements.

25. For the purposes of assessing study achievements, the University uses a grading scale of 1 to 10:

Pass/fail	Assessment system		Description
Pass	10 (excellent)		Excellent, exceptional knowledge and skills
	9 (very good)		Strong, good knowledge and skills
	8 (good)		Above average knowledge and skills
	7 (average)		Average knowledge and skills, some minor errors
	6 (satisfactory)		Below average knowledge and skills (capacities), some errors
	5 (poor)		Knowledge and skills (capacities) meet the minimum requirements
Fail	4	Unsatisfactory	Minimum requirements not met
	3		
	2		
	1		

26. A course unit (module) shall be deemed accounted for if the final evaluation is no less than 5 (five).

27. With cumulative assessment, study achievements are assessed during the entire semester (interim assessments) and examination session.

28. The number of interim assessments may vary dependent on the scope (in credits) and study results of the course unit (module). Course unit (module) programmes shall indicate the formula used for calculating the level of knowledge, skills and attitudes (Clause 31), specifying the power of the weightings of the parts of constituent and individual tasks of each theoretical and practical part of the course unit (module) on cumulative assessment/final grade.

29. Each interim assessment shall have its own weighting and the aggregate sum of the course unit (module) weightings shall be equal to 1. It is recommended that the weighting of an interim assessment be no less than 0.2.

30. The cumulative assessment (final grade) of course unit (module) study achievements shall be the sum of interim assessment evaluations multiplied by their weightings:

$$KV = \sum_{i=1}^n k_i X_i ,$$

where: KV means the cumulative (final) assessment;

n means the number of interim assessments;

k_i means the weighting of the i^{th} assessment;

X_i means the evaluation of the i^{th} interim assessment.

31. If the studies of a course unit (module) last for multiple semesters, the structure of the cumulative assessment of each semester's studies shall be compliant with the procedure established in the present document. The cumulative (final) evaluation of course unit (module) studies shall be the sum of the final evaluations of all semesters multiplied by their weightings.

$$KV = \sum_{i=1}^n k_i SKV_i ,$$

where: k_i means the weighting of the cumulative (final) evaluation of the i^{th} semester;

$SKV_i - i$ means the cumulative (final) evaluation of the i^{th} semester.

32. The studies of each course unit (module) shall end with an examination or the defence of a student's independently prepared work (project).

33. During examination, no less than half of the study results specified in the course unit (module) programme shall be assessed, and the evaluation shall comprise no less than 50 per cent of the final evaluation.

34. Course unit (module) assessment results shall be made available in the Study Control Information System within 3 (three) working days, exclusive of the day of assessment.

35. Students/unclassified students shall have the right to access their course unit (module) study achievements within 2 (two) working days following the publication thereof in the Study Control Information System.

36. Students/unclassified students incapable of arriving to an examination shall notify the teacher of such in advance.

37. Examinations and other final assessments specified in study schedules shall take place during sessions, the schedules of which shall be made available one month prior to the commencement of the respective examination session. The recommended time period for the preparation and taking of examinations shall be no less than two working days.

38. At the permission of the faculty dean, students may, for important reasons, take examinations outside of the session period, provided they have fulfilled the requirements specified in the description of the course unit (module).

CHAPTER FIVE

ACCOUNTING OF STUDY ACHIEVEMENTS AND ASSESSMENT FEEDBACK

39. Each student/unclassified student shall have the right to access his/her course unit (module) study achievements (evaluations) and inspect the shortcomings, mistakes, and comments related to the assessed assignment (work).

40. Information on the evaluations of interim assessments of study achievements shall be provided to students/unclassified students pursuant to the procedure set by the teacher of the course unit (module). The date of the publication of evaluations and inspection of the shortcomings, mistakes, and comments related to the assessed assignment (work) shall be announced by the teacher responsible for the assessment of study achievements prior to the commencement thereof. Information on the interim assessment of study achievements shall be made available to students/unclassified students no later than 3 (three) working days prior to the date of the final assessment of course unit (module) study achievements.

41. Upon assessing student's works (research works, projects, etc.), the teacher shall store the assignments completed during the examination for one semester following the completion of course unit (module) studies.

42. The teacher of the course unit (module) shall enter the result (evaluation) thereof into the University's Study Control Information System no later than within 3 (three) working days following the examination date by filling out the electronic log.

43. The accounting of study achievement at the University shall be carried out in the Study Control Information System, as well as by storing printed and signed electronic logs at the faculty pursuant to set procedure.

44. Results of the assessment of study achievements shall be published by having regard to confidentiality requirements.

45. The course unit (module) teacher shall not disclose any data on the study results of students/unclassified students to any persons unrelated to studies at the University.

46. Students/unclassified students shall not be allowed to retake examinations in order to improve their evaluations (grades), except in cases where an appeal of a student/unclassified student has been upheld.

47. Upon completion of the final assessment of course unit (module) achievements, the teacher of the respective course unit (module) and/or the faculty administration shall provide students/unclassified students with the opportunity to express their opinions regarding the achievement assessment system of that course unit (module).

48. The Study Programme Committee and/or the faculty administration shall provide course unit (module) teachers with the opportunity to inspect the results of the administrative inspection of the assessment of study achievements, student/unclassified student feedback on the

assessment of course unit (module) achievements, and the information on course unit (module) achievements stored in the University's Study Control Information System.

CHAPTER SEVEN

ETHICS OF THE ASSESSMENT OF STUDY ACHIEVEMENTS

49. The process of assessing the study achievements of students/unclassified students shall be carried out pursuant to the principles of academic code of ethics and academic integrity.

50. Course unit (module) teachers and students/unclassified students shall take all the measures necessary to prevent the lapse in academic integrity on the part of students during the assessment of their study achievements:

50.1. The course unit (module) teacher shall notify students/unclassified students of which means and resources are (dis)allowed during assessment prior to commencing the assessment of study achievements.

50.2. The possession of disallowed means and resources during assessment shall be deemed sufficient evidence that the student/unclassified student was using them.

50.3. If a teacher suspects that a student/unclassified student has been using disallowed means and resources, the respective student/unclassified student shall assist the course unit (module) teacher in dispelling all suspicion.

50.4. The refusal of a student/unclassified student to cooperate shall be deemed evidence of dishonest conduct.

50.5. Upon establishing the fact of dishonest conduct, the teacher shall notify the Ethics Committee of the event by submitting an official letter. In case of repeated dishonest conduct, the student/unclassified student may be expelled from the University.

51. When providing feedback to students/unclassified students, teachers responsible for assessing their study achievements shall act on the basis of the principle of maximum benefit to the learning process thereof.

52. Ad hominem and degrading assessments, as well as those in breach of general ethical principles, shall be prohibited.

53. When assessing the achievements of students/unclassified students, teachers shall act on the basis of the principle of maximum objectivity and the privacy (confidentiality) of the results of the assessed, unless other legislation establishes special provisions on the publication of results.

54. No means of influence (gifts and other remuneration, psychological pressure, etc.) on teachers responsible for assessment shall be allowed during the assessment process of study achievements.

55. Notices regarding the breach of assessment ethics shall be submitted to the Ethics Committee. Notices may be submitted by students, unclassified students, teachers, assessment observers and other members of the academic community.

56. The Ethics Committee shall examine the notices regarding breaches of assessment ethics and, upon identifying a breach, shall adopt a decision and notify the University administration.

57. Upon receiving the decision of the Ethics Committee and taking note of its recommendations on the imposition of sanctions, the University administration may, pursuant to its authorisations, impose sanctions on the person who had breached the Code of Ethics.

58. Identified breaches of ethical conduct shall be made publicly available.

CHAPTER EIGHT FINAL PROVISIONS

59. The Study Achievement Assessment Procedure shall be approved by, and come into force on the day of approval thereof at the meeting of, the Academic Council.

60. Amendments may be initiated by the University and faculty administration, heads of departments, and teachers.
