

APPROVED BY  
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Sciences  
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meeting of the Academic Council of Klaipėda  
State University of Applied Sciences)

## **STUDY REGULATIONS OF THE KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES**

### **CHAPTER ONE GENERAL PART**

1. The Study Regulations of the Klaipėda State University of Applied Sciences (hereinafter – Regulations) establish the system, conditions, organisation, and implementation of studies at the Klaipėda State University of Applied Sciences (hereinafter – University), as well as the rights and duties of students and unclassified students, and the relationship thereof with the University.

2. The Regulations have been drawn up in accordance with the current version of the Law on Higher Education and Research of the Republic of Lithuania, the General Requirements of Study Implementation approved by Order No. V-1168 of 30 December 2016, the Statute of the Klaipėda State University of Applied Sciences, and other legislation.

3. Main Terms:

3.1. **Academic council** shall mean the management body of the University which performs the functions assigned thereto in the Statute of the University and other legislation.

3.2. **Academic mobility** shall mean the process related to the physical and/or virtual mobility of students and/or teachers whereby students are provided with the opportunity to leverage different academic environments to acquire knowledge, skills, and experience, and teachers are provided with the opportunity to obtain fellowships, share professional experience, and improve their competence and teaching abilities.

3.3. **College higher education** shall mean education attained in higher education institutions of Lithuania after completion of programmes of college studies pursuant to which a higher education qualification is awarded, or education recognised by a competent authority to be of equivalent level.

3.4. **Final thesis** shall mean a student's independently prepared research or project paper necessary for the assessment of study results which examines a relevant topic in accordance with the requirements of the respective study programme and the final thesis preparation methodology for the purposes of attaining professional qualifications.

3.5. **Partial studies** shall mean a student's studying pursuant to a part of a study programme, which provides knowledge and skills which are evaluated and attested by a certificate issued by the University.

3.6. **Teacher** shall mean a person who educates and teaches students and unclassified students in a higher education institution.

3.7. **ECTS** shall mean the European Credit Transfer System which is related to academic mobility and which enables the assessment and comparison of study results, as well as the recognition thereof at other higher education institutions.

3.8. **Examination** shall mean the assessment of the knowledge, understanding, and skills of students/unclassified students which they should have attained while studying a specific course unit (module) or a part thereof. Examinations may take different forms.

3.9. **Faculty** shall mean the University's academic division the main activities of which are the implementation of studies and/or research and experimental development.

3.10. **Faculty dean** (hereinafter – Dean) shall mean the head of a faculty.

3.11. **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.

3.12. **Individual plan of studies** shall mean a plan devised at the request of a student/unclassified student on the basis of the study programmes carried out at the University.

3.13. **Part-time studies** shall mean studies organised in accordance with programmes which award a Professional Bachelor's degree. Upon completion of such studies students shall be awarded college higher education qualifications. The duration of part-time studies in state-funded places shall be no more than one-and-a-half times longer than that of full-time studies. Part-time studies may take place during the day, in the evening, on weekends, in sessions, etc.

3.14. **Department** shall mean a faculty division responsible for the organisation and implementation of studies and applied research. The composition of departments shall be approved each year by order of the director of the University at the recommendation of faculty deans.

3.15. **Cumulative assessment system** shall mean a system designed for the assessment of academic results which consists of interim assessment, works to be prepared by students individually, and examinations or projects.

3.16. **Unclassified student** shall mean a person studying at a university in accordance with non-formal education programmes for adults or separate course units (modules).

3.17. **Contact work** shall mean the direct communication between students and teachers in accordance with lecture, seminar, laboratory work, practical training, educational internship, consultation, examination, and final thesis defence schedules or during other formally planned times.

3.18. **Competence** shall mean the capacity to perform a certain activity on the basis of attained knowledge, capabilities, skills, and values.

3.19. **Non-formal adult education** shall mean education which meets individual and public interests, organised in accordance with different education, qualification development, and additional qualification attainment programmes available for persons no younger than 18 years of age.

3.20. **Full-time studies** shall mean the main form of studies whereby studies are organised in accordance with programmes which award a Professional Bachelor's degree.

3.21. **Distance studies** shall mean studies organised within a special distance learning environment.

3.22. **Elective course units (modules)** shall mean the course units (modules) which complement education in the selected study field, or general college higher education or education in a different selected study field.

3.23. **Students/unclassified students with good academic progress** shall mean students/unclassified students who have passed all of the session examinations (credit tests) during an examination session or examination retake session.

3.24. **Internship** (exploratory, educational, vocational, etc.) shall mean a part of a study programme dedicated to the development of students' practical skills. Internship shall be an independent course unit (module).

3.25. **Professional Bachelor's degree** shall mean a qualification degree awarded upon completion of a respective study programme and achievement of the study results specified therein.

3.26. **Professional Bachelor's diploma** shall mean a document issued to a person upon completion of college studies and attainment of a Professional Bachelor's degree or a Professional Bachelor's degree and qualification. Diplomas shall be issued in both the Lithuanian and English languages.

3.27. **Professional Bachelor's degree diploma supplement** shall mean a document, drawn up in accordance with the model developed by the European Commission, the Council of Europe, and UNESCO/CEPES, and issued together with the diploma in the Lithuanian and English languages, which supplements the respective Professional Bachelor's diploma with the data

necessary for the international academic and professional recognition thereof and describes the essence and contents of the completed studies, as well as the respective country's higher education system.

3.28. **Self-study** shall mean a student's studying in preparation for interim assessments, internships, examinations and the performance of other tasks specified in the respective study programme.

3.29. **Student** shall mean a person studying at the University in accordance with a study programme.

3.30. **Studies** shall mean the studying of a person, who has completed at least his secondary education, at the University in accordance with a specific study programme.

3.31. **Course unit** shall mean a relatively independent part of a study programme designed for the achievement of specific objectives and results thereof, and having its own subject matter, research-based content, and methods.

3.32. **Study price** shall mean the price of studies in a certain study field or studies belonging to a specific group of study programmes, calculated in accordance with the procedure set by the Government and approved by order of the College council.

3.33. **Study credit** (hereinafter – credit) shall mean a unit of the scope of a course unit (module) used for the measurement of a student's average workload necessary to achieve the respective study results.

3.34. **Study field** shall mean an academic, professional and research field unified under a common conception, study results, and the means of attainment thereof (teaching, studying, and assessment).

3.35. **Study module** shall mean a unit with the scope of multiples of study credits (a part of a study programme which consists of several course units related in terms of content) which has a common objective and targeted study results.

3.36. **Study certificate** shall mean a certificate issued in the cases, and under the procedure, set by the Government, or an institution authorised thereby, to persons who have completed a study programme which does not award a degree or a number of separate course units or modules designed for the purposes of preparing for practice, or upon recognition of the respective person's professional experience and competence necessary for the performance of certain activities. Study certificates are issued to confirm attained study results.

3.37. **Study programme** shall mean the totality of the implementation of studies within a specific study field(s) at a university, as well as a description thereof which specifies the study results, the study contents necessary to achieve them, and the methods and means of, as well as the human and other resources necessary for, teaching and learning.

3.38. **Study programme committee** shall mean a group of competent persons assembled by order of the director for the purposes of the development of a prospective study programme and the improvement of an already on-going study programme, composed of a person who has attained a degree in the respective study field (group leader), students, employers, and other social partners.

3.39. **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.

3.40. **Study agreement** shall mean a document signed by the director (or a person authorised thereby) and a student which establishes the agreement reached by the parties and which has been drawn up in accordance with the Standard Study Agreement Conditions approved by order of the Minister of Education and Science separately for students studying in state-funded study places and students studying in places which are not funded by the state.

3.41. **Interdisciplinary** studies shall mean studies intended for the achievement of the combined study results of two or more study fields.

3.42. **Life-long study** shall mean that part of life-long learning which includes formal, non-formal, and informal learning, allowing a person's attained competence to be recognised as a completed part of a formal education programme.

## **CHAPTER TWO STUDY SYSTEM**

### ***4. Study forms***

4.1. Dependent on intensity, studies at the University can be either full-time or part-time:

4.1.1. the typical annual scope of full-time studies is 60 credits, but no less than 45 credits, constituting the main form of study organisation;

4.1.2. the annual scope of part-time studies can be less than 45 credits, yet the overall duration shall not exceed one-and-a-half times that of full-time studies.

4.2. Study form are regulated by the General Requirements of Study Implementation. The education attained upon completing study programmes of different study forms is equivalent.

### ***5. Study programmes***

5.1. Studies are carried out at the University pursuant to first cycle study programmes which award a Professional Bachelor's degree.

5.2. Carried out study programmes have been accredited and registered in the Register of Study and Training Programmes in accordance with the procedure established by the Minister of Education, Science and Sport.

5.3. The University can also carry out joint and interdisciplinary study programmes. Joint and interdisciplinary study programmes are initiated, approved, and improved pursuant to the procedure set by the University.

5.4. The University also carries out partial studies, continuing vocational training pursuant to both formal and non-formal programmes, as well as non-formal adult education and life-long study programmes.

5.5. Persons may apply to the University for the recognition of formal or non-formal education competences related to higher education attained via informal learning, and the assessment thereof pursuant to the procedure of the Klaipėda State University of Applied Sciences for the assessment and recognition of learning achievements and competences attained through non-formal and informal learning.

5.6. The scope of study programmes shall be measured in credits. One credit shall correspond to 25-30 hours of a student's workload. The scope of college studies shall be no less than 180, and typically no greater than 210, credits.

5.7. The scope and duration of study programmes shall be specified in the descriptions thereof. The duration of full-time studies at the University shall vary between 3-3.5 years, and the total duration of part-time studies shall be no more than one-and-a-half times that of full-time studies.

5.8. The scope of full-time and part time studies shall not exceed 60 and 45 credits per year, respectively.

5.9. The internships and other practical training specified in study programmes shall constitute no less than one-third of the total scope thereof.

5.10. Study programmes carried out at the University consist of course units which are broken down into core, elective (alternative) and optional:

5.10.1. mandatory course units shall be those which provide students with the basic knowledge and skills relative to their study field;

5.10.2. elective (alternative) course units shall be those which are complementary to general college education or education in the chosen study field. Students shall be required to choose their elective (alternative) course units from a list provided in the plan of the respective study programme;

5.10.3. optional course units shall be chosen from the list of course units taught at the University (the list is available on the University website) or studied in other recognised Lithuanian or foreign universities and recognised as optional course units by the University.

## **6. *Methods of study organisation***

6.1. The University shall employ the following methods of study – contact work and self-study:

6.1.1. contact work shall mean teacher-guided study. This may include lectures, seminars, practicums, laboratory work, assessments, consultations, etc. The scope of contact work (including that carried over distance) shall be no less than 20 per cent, and the scope of contact work involving the direct participation of teachers and students (therefore excluding contact work carried out over distance) shall be no less than 10 per cent. The duration of contact work shall not exceed 8 academic hours per day in the case of full-time studies and 12 academic hours per day in the case of full-time (session-based lecture organisation method) and part-time studies. The duration of an academic hour shall be 45 minutes;

6.1.2. self-study shall mean the study of educational, research, and methodological literature, the work carried out by students in laboratories and groups which are not directly supervised by a teacher, the implementation of projects, and other independent activities performed by students enabling them to develop their general and special skills established in the respective study programme. The scope of self-study to be performed by students shall be no less than 30 per cent, unless specified otherwise in the description of the respective study field.

6.2. Studies may also be carried out over distance or by a mixed method. Conditions shall be put in place for students to have the opportunity for direct consultations with their teachers.

6.3. The lecture organisation methods available at the University shall be as follows:

6.3.1. daytime (academic work being conducted on working days during the day);

6.3.2. evening (academic work being conducted on working days during the evening);

6.3.3. session-based (academic work being conducted in periodic sessions which take place on working days and/or during weekends). Up to 25 per cent of contact hours may be organised over the distance;

6.3.4. distance (theoretical work being conducted over distance; a part of practical work being carried out at the University; and examinations being taken at the University or in exceptional cases – over distance).

6.4. Attendance of lectures, practical work (seminars, laboratory work, practicums, etc.), and professional internships sessions shall be mandatory, except in cases specified in Clause 6.7.

6.5. The University shall provide opportunities for studying in accordance with an individual study plan. The duration of the semester and the scope of studies established in an

individual study plan may differ from the duration of the semester and the scope of studies approved by the University. Individual study plans may be drawn up for students with special needs or illnesses, as well as in other cases at the decision of the faculty dean. Following coordination with the students in question, individual study plans shall be drawn up by the heads of the respective departments. Students studying in places not funded by the state shall pay for studies in accordance with the number of credits.

6.6. Persons may complete a part of a college study programme or an individual course unit (module). Persons awarded the status of an unclassified student shall be required to pay for their studies. Upon completion of a study plan, unclassified students shall be awarded an academic certificate registered at the Study and Career Centre. Academic certificates shall be signed by the director or a person authorised thereby.

6.7. At the order of the dean, free attendance schedules may be drawn up for students:

6.7.1. with children less than 3 years of age;

6.7.2. during maternity leave;

6.7.3. with special needs;

6.7.4. professionally employed in their fields of study;

6.7.5. under other exceptional circumstances.

### **CHAPTER THREE ADMISSION OF STUDENTS AND UNCLASSIFIED STUDENTS**

7. Enrolled students/unclassified students shall enter into an agreement with the University. The agreement shall be signed by the student and the director or the person authorised thereby. Students/unclassified students shall be admitted to the University by order of the director.

8. Admission to the first cycle shall be carried out pursuant to the documents of the Ministry of Education, Science and Sport, other legislation of the Republic of Lithuania which regulates general admission to universities, and the Student Rules of the Klaipėda State University of Applied Sciences approved by order of the director thereof.

9. Having regard to the need to ensure the quality of studies, the total number of study places and the annual price thereof by study field and/or study programme, form, and funding type shall be recommended by faculties and approved by the University's academic council, pursuant to the recommendations of the Ministry of Education, Science, and Sport of the Republic of Lithuania.

10. To be admitted to the first cycle of college studies during the admissions period, contestants shall have passed no less than one state-level matura examination (applicable to those who have attained secondary education since 2018) and have completed their secondary education,



unless specified otherwise in the Law on Higher Education and Research of the Republic of Lithuania.

11. The University shall admit students to both state-funded and non-state-funded study places. Only persons whose academic results meet the minimum indicator values established by the Ministry of Education and Science shall be eligible for state-funded study places available in study programmes.

12. Persons whose studies are being funded by the state shall not be required to pay any fees directly related to the implementation of the respective study programme to University, except in cases of retaking separate course units included in a study programme or studying separate course units or modules.

13. Admission shall be organised and implemented by an admissions office at the order of the director. Issues related to admission which have not been specified in the rules on admission shall be addressed by an admissions committee established by order of the director.

14. Admission to state-non-funded study places may be carried out by way of a separate admission procedure.

15. Foreign citizens shall be admitted to paid studies conducted in a foreign language pursuant to the Rules on Admission of Students Studying in Foreign Languages approved by order of the University director.

16. The following persons shall be eligible for admission to subsequent courses:

17. persons who have completed a part of studies, or are currently studying, in Lithuanian or foreign universities pursuant to higher education study programmes;

18. persons who have attained or have been recognised to have no less than level four qualifications pursuant to the Description of the Lithuanian Qualifications Framework.

19. Completed and evaluated course units (modules) shall be accredited in accordance with the Description of the Study Outcome Accreditation Procedure of the Klaipėda State University of Applied Sciences. Decisions regarding the possibility to proceed to subsequent courses shall be adopted by the faculty dean.

20. In order to be admitted to the University for partial studies and learning pursuant to formal or non-formal professional training programmes, and adult education and continuous learning programmes, prospective students shall submit an application to the University director (or a person authorised thereby), provided the requirement for such has been established in the description of the respective study programme.

21. Admission to partial studies shall be carried out at the faculty pursuant to the Description of the Procedure for the Organisation of Individual Studies of the Klaipėda State University of Applied Sciences. Persons admitted to partial studies shall be awarded the status of

unclassified students and shall be required to pay for their education. Upon completion of partial studies, unclassified students shall be awarded an academic certificate registered at the Study and Career Centre.

22. Admission to formal and non-formal continuous professional training programmes and adult education and continuous training programmes shall be carried out at the Education and Service Centre. Persons admitted to aforesaid programmes shall be awarded the status of unclassified students (pupils). Studies pursuant to formal and non-formal continuous professional training programmes and adult education and continuous training programmes shall be paid. Completion of a formal professional education programme shall award a diploma, while completion of a non-formal professional education programme or an adult education and continuous training programme shall award a certificate.

#### **CHAPTER FOUR PAYMENT FOR STUDIES**

23. Persons enrolling into full-time or part-time studies shall be admitted to state-funded study places, non-state-funded study places, and non-state-funded study places with a scholarship.

24. The payment for studies to be made by students and unclassified students shall be regulated by the agreement drawn up between the University and the student/unclassified student.

25. The University shall have the right to set the price of studies and to index it upon change of the Basic Social Contribution Amount established by the Government of the Republic of Lithuania or upon indexation of the price of studies pursuant to the legislation of the Republic of Lithuania or a decision adopted by the University.

26. Conditions for the repayment and recovery of instalments made by students/unclassified students shall be set by the Procedure for the Payment, Repayment and Recovery of Instalments of the Klaipėda State University of Applied Sciences.

#### **CHAPTER FIVE THE ORGANISATION OF STUDIES**

##### ***27. Language of teaching***

27.1. Teaching at the University shall be conducted in the Lithuanian language.

27.2. Teaching in other languages shall be allowed in the following cases:

27.2.1. foreign students studying at the University pursuant to a specific study programme;

27.2.2. lectures are given or other academic work is being supervised by foreign teachers;

27.2.3. expected study results are tied to knowing a foreign language;

27.2.4. studies are carried out pursuant to joint study programmes with foreign universities.

## ***28. Study calendar***

28.1. Academic years at the University shall be divided into two semesters (spring and autumn) and vacation periods.

28.2. A Calendar of Studies shall be drawn up each academic year, specifying the beginning and end of the academic year and semesters, as well as the periods of vacations and examination sessions. The Calendar of Studies shall be approved by the Academic Council before 1 June.

28.3. A Study Schedule of set form shall be drawn up for the academic year at each faculty pursuant to the approved Calendar of Studies. The faculty dean shall approve the Study Schedules and submit them to the Study and Career Centre before 30 June. Following approval of the dean, Study Schedules shall be made available on the University website.

28.4. During summer, students shall be granted no less than one month of vacation. During the academic year (unless decided otherwise by the Academic Council), students shall be granted one week of (Christmas) vacation during the autumn semester and one week of (Easter) vacation during the spring semester.

## ***29. Academic work and examination schedules***

29.1. Academic work (contact work) and examination sessions shall take place in accordance with set schedules. The respective schedules shall be made available on the University website no later than one week prior to the beginning of the semester. As far as practicable, interested parties shall be notified of schedule updates and changes via e-mail no later than one day in advance of the appearance of the new circumstances.

29.2. Examination session schedules shall be made available on the University website no later than one month prior to the beginning of the examination session established in the study schedule. Students shall also have the option of taking examinations outside of the examination session, provided such has been authorised by the dean. The recommended time period for the preparation and taking of examinations shall be no less than two working days. All changes to the examination schedule shall take place at the order of the dean, to be immediately followed by the necessary changes to the examination session schedule and notifying all interested parties. Such changes may be made no later than two weeks prior to the beginning of the examination session.

## ***30. Internships***

30.1. Internship shall mean the course unit (module) intended for the development of students' practical skills. The total scope of practices established within the context of University studies shall be no less than 30 credits. Practical preparation within the context of University studies shall constitute no less than one third of the scope of the respective study programme.

30.2. Internship shall be carried out by way of an internship agreement drawn up by the University with the student in question and the host organisation, prepared in accordance with the Students' Practical Training Agreement Form approved by the Minister of Education, Science and Sport of the Republic of Lithuania. Trilateral agreements shall be approved by the faculty dean or the person authorised thereby.

30.3. Professional internships and practical work may be carried out at the University or other host organisations. Professional practices shall be organised and assessed pursuant to the Practice Organisation and Assessment Procedure of the Klaipėda State University of Applied Sciences.

### ***31. Optional course units***

31.1. During their entire period of studies at the University, students shall choose a number of optional course units, the scope of which shall be no less than 6 (six) credits.

31.2. Optional course units shall be chosen from the University's list of optional course units made available on the University website. The list shall be compiled from the optional course units of each study programme.

31.3. The lists of optional course units for students shall be compiled and approved by the director at the recommendation of the dean before 1 March.

31.4. Studies of optional course units shall be organised only in case the group formed for the purposes thereof contains no less than 20 students.

### ***32. Registration for semester studies***

32.1. Students shall be required to register for studies during the first two weeks of the semester electronically via the University website available at the address [www.kvk.lt](http://www.kvk.lt);

32.2. Students returning from academic leave of absence or retaking a course shall be required to register for the semester studies at the faculty dean's office prior to the commencement of the studies.

### ***33. Assessment of study achievements***

33.1. The assessment of study achievements at the University shall be established by the Study Achievement Assessment Procedure of the Klaipėda State University of Applied Sciences. The Study Achievement Assessment Procedure shall specify the objective, principles, and criteria of the assessment of study achievements, the procedure for the implementation and assessment of examinations and other academic assessments, and the rights and duties of students and teachers in relation to the assessment of study achievements.

33.2. The methods, criteria, and system used for the assessment of course unit (module) study achievements shall be specified in the descriptions of the course units (modules) of study programmes.

33.3. 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 results in relation to, the respective course unit (module), and the cumulative assessment system, assessment criteria, and assessment methods.

33.4. The assessment of study achievements shall constitute an integral part of the study process. The assessment of course unit (module) study achievements shall be carried out during the entire semester and the examination session. The University shall apply a cumulative assessment system consisting of interim assessments, examinations and/or projects. It is recommended to allocate no less than 50 per cent of the cumulative assessment to an examination and/or a project. Teachers shall record both interim and final evaluations in the assessment log of the Study Control Information System within three working days following the examination date, but no later than three working days prior to the end of the semester. Approval of the log in the Study Control Information System shall be deemed equivalent to the teacher's signature.

33.5. Each student/unclassified student shall have the right to access his/her study achievements (evaluations) in relation to the respective course unit (module) and the shortcomings, mistakes, and comments related to the assessed assignment. Study achievements shall be made available pursuant to the provisions of the General Personal Data Protection Regulation.

33.6. Students contesting the evaluation of completed examinations or self-study (course work, project, etc.) shall have the right to appeal to the dean no later than within five calendar days following the publication of the respective evaluation. The appeal submission procedure shall be regulated by the Provisions of the Submission and Examination of Appeals of the Klaipėda State University of Applied Sciences.

33.7. During their entire period of study, students shall have the right to improve their evaluations on no more than two course units prior to the day of defence of the final thesis/project at the department. Students wishing to improve their evaluations shall do so at their own initiative. Students shall be required to pay a fee for the respective course units, the amount of which shall correspond to the amount paid for settling an academic failure.

33.8. The study achievements attained by students upon completion of a course unit (module) shall be evaluated by assigning them to a study achievement level, namely – excellent, typical, or threshold pursuant to the Student Rotation and Eligibility for Free State-Funded Places Procedure of the Klaipėda State University of Applied Sciences.

#### ***34. Academic failures and the liquidation thereof***

34.1. 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. The knowledge and skills of students shall be

assessed only if, during the semester, the student in question had fulfilled/completed the interim assessment requirements and tasks specified in the description of the respective course unit.

34.2. Examinations shall not be retaken during the examination session.

34.3. Students who have failed an examination shall have the right to retake it once without pay, provided such is accomplished within 30 calendar days following the commencement of the new semester.

34.4. Upon payment of an amount established by the University, students who have failed to liquidate their academic failures within 30 calendar days following the commencement of the new semester shall have the right to liquidate them prior to the commencement of the current semester's examination session (or prior to the commencement of final practice in case the semester is final). Upon payment of an amount established by the University, students shall be allowed to retake the relevant examination or other type of assessment no more than three times.

34.5. Students who have failed to obtain their interim evaluations for the course unit prior to the commencement of the examination session shall be required to retake the course. Retaking a course shall take place from the commencement of a new semester until the commencement of that semester's examination session (or prior to the commencement of final practice in case the semester is final). Students retaking a course shall pay an amount, established by the University, proportionate to the scope of the course unit:

34.5.1. if the student does not have a single interim evaluation for the course unit, he/she shall pay for all of the credits of that course unit;

34.5.2. if the student has attained some of the interim evaluations, the number of credits of the course unit being retaken shall be specified by the teacher of that course unit.

34.6. The list of students retaking their course units shall be approved by order of the dean.

34.7. In case a student has failed to liquidate his/her academic failures within a set time period, the study agreement drawn up with them shall be terminated.

34.8. During academic leave of absence, students shall have the right to retake individual course units related to their academic failures or to retake the academic failures themselves. Students shall be required to pay for the number of credits of the course units being retaken, the payable amount being set by the University.

34.9. Students admitted to subsequent courses who have academic discrepancies shall pay for the number of missing course unit credits at the rate set by the University. The time period for the liquidation of academic discrepancies shall be set by the faculty vice dean who shall notify students of the relevant terms.

34.10. At the decision of the faculty dean, students may receive an extension of the period set for accounting for course units studied during the semester, provided such is warranted. The

document supporting the grounds for such extension shall be delivered to the dean's office no later than within five days following the occurrence of the relevant circumstances.

### ***35. Study accounting***

35.1. Study accounting documents shall consist of the summary of the outcomes of a group of semester studies, the summary of the final evaluations for all subjects, the course unit evaluations log, and the academic failure slip.

35.2. Academic failure slips shall be drawn up in the Study Control Information System and issued to students at the faculty dean's office. Upon liquidation of their academic failures, students shall return the academic failure slips to the faculty dean.

## **CHAPTER SIX CHANGING STUDY PROGRAMMES AND STUDY FORMS**

### ***36. Changing study programmes***

36.1. Students wishing to change their study programmes within the same group of study fields while retaining state funding may do so no earlier than upon completion of the first semester of the first year of studies, provided they have no academic failures.

36.3. Changing study programmes shall be available only in case of vacancies in the chosen study programme.

36.4. Students occupying state-funded study places who wish to change their study programmes shall submit a request to the faculty dean no later than within 10 days prior to commencement of the new semester.

36.5. The study results of students changing their study programmes shall be recognised upon assessment of the compliance thereof with the formal (study field, study form, etc.) and course unit-related (the scope, objectives, contents, methods, and assessment of the study of relevant course units) requirements of the desired study programme. Recognition may be awarded to no more than 75 per cent of the scope of the desired study programme.

36.6. In cases where the desired study programme is at a different faculty, the request shall be coordinated with the deans of both faculties.

36.7. Differences between the respective study programmes shall not be regarded as academic failures and there shall be the possibility of liquidating them within one academic year. Regardless of the type of funding received, students shall be required to pay a set amount to cover the difference in credits between course units.

36.8. In cases specified by the Government of the Republic of Lithuania, and pursuant to the procedure established thereby, persons whose studies are funded by the state shall have the right to change their study programmes and study forms within the same, or a different, university and

within the same group of study fields without losing the remaining part of their funding, which shall not exceed the standard price of that study programme.

36.9. If the price of the chosen study programme is higher, the student shall cover the price difference at his/her own expense.

### ***37. Changing the form of a study programme***

37.1. Students wishing to change the form of their study programmes within the same group of study fields while retaining state funding may do so no earlier than upon completion of the first semester of the first year of studies, provided they have no academic failures.

37.2. The change of study form shall be made official by an order of the University dean and signature of an annex to the student's study agreement.

37.3. Upon comparing the compliance of the programme given different study forms, the faculty vice-dean shall determine which course and which semester the student is eligible for.

37.4. Following the change of the form of a study programme, study results shall be recognised pursuant to the Study Achievement Recognition Procedure of the Klaipėda State University of Applied Sciences.

37.5. Study programme discrepancies resulting from the change of the study form shall not be regarded as academic failures and shall be liquidated prior to the commencement of the current semester's examination session. Regardless of the type of funding received, students shall be required to pay a set amount to cover the difference in credits between study subjects.

## **CHAPTER SEVEN TERMINATION AND RESUMPTION OF STUDIES, AND ACADEMIC LEAVE OF ABSENCE**

38. The study termination procedure shall be established in the study agreement drawn up between the University and the student (hereinafter – Agreement). Studies may be terminated either unilaterally or by mutual agreement of the Parties.

39. The Agreement shall expire once both Parties thereto have fully discharged their respective obligations or have terminated the Agreement.

40. The University shall unilaterally terminate the Agreement in case a student is expelled for any of the following reasons:

40.1. in cases specified in the Study Conditions and/or the Ethics Code of the Klaipėda State University of Applied Sciences, having regard to the procedure established in the University's legal acts;

40.2. the student fails to achieve the results specified in the description of the respective study programme;



40.3. the student submits false or misleading data, information, or documents, which results in the failure to draw up, implement, or complete the Agreement;

40.4. the student avoids the defence, or fails to successfully defend, his/her final thesis, or fails a qualification examination;

40.5. the student fails to comply with the financial obligations established in the study Agreement entered into with the University;

40.6. the student is incapable of continuing his/her studies due to a court ruling coming into effect;

40.7. the student fails to return from academic leave of absence without legitimate reason and fails to furnish the faculty dean with a request, drawn up in approved form, to return from academic leave of absence or partial studies at a different research institution or university within 5 (five) working days prior to the end of academic leave of absence or studies at a different research institution or university;

40.8. the student dies.

41. Students shall have the right to take academic leave due to an illness, upon recommendation of a physician or medical assessment panel, due to pregnancy, childbirth, and childcare, as well as once during the period of study due to personal reasons, but only for a period not exceeding one academic year, without losing the student status and the right to resume studies in a state funded student place following return from academic leave, provided the student was already occupying said student place prior to taking academic leave of absence;

41.1. Academic leave of absence shall not be granted in the following cases:

41.1.1. the student fulfils the study programme requirements, but avoids the defence, or fails to successfully defend, his/her final thesis;

41.1.2. the student submits his/her request for academic leave of absence at the beginning of an examination session;

41.1.3. the student is indebted to the University.

42. Studies at the University may be resumed upon the termination thereof. Persons resuming their studies in such cases shall occupy non-state-funded study places. If the person was removed from the list of University students due to failure to discharge his/her financial obligations, the respective person shall pay the outstanding sum to the University prior to the signature of a study agreement.

42.1. The period of validity of the study results of students resuming their studies shall be determined pursuant to the Study Achievement Assessment Procedure of the Klaipėda State University of Applied Sciences.

42.2. Students shall be required to submit their requests, drawn up in approved form, to the University director no later than 5 (five) days prior to the commencement of a new study semester, which shall result in the resumption of studies from the commencement thereof.

43. At the order of the University director, persons who have studied in other recognised national or foreign universities may be admitted to resume their studies at the University pursuant to the respective study programme. In such cases, study results shall be recognised pursuant to the Study Results Recognition Procedure.

## **CHAPTER EIGHT COMPLETION OF STUDIES**

44. Persons who have fulfilled all the requirements applicable to the chosen study programme shall be regarded as having completed their studies at the University.

45. Study programmes shall be completed upon evaluation of the results specified in the study programme during the defence of the final thesis/project (hereinafter – Final Thesis) and the qualification examination (provided such has been specified in the study programme). The final thesis preparation and assessment procedure shall be regulated by the Description of the Final Thesis/Project Preparation and Assessment Procedure of the Klaipėda State University of Applied Sciences.

46. Students shall choose the topics of their final theses papers from the list provided by the departments or, following coordination with the department and the final thesis supervisor, shall propose their own topics.

47. The topics of final theses in the Lithuanian and English languages, as well as the supervisors thereof, shall be approved by the faculty dean at the recommendation of the head of the department.

48. Proposals regarding the permission to defend prepared final theses shall be submitted by the head of the department, having regard to the conclusions reached by the departmental commission upon defence at the department.

49. At the order of the director, the right to defend their final theses and take qualification examinations shall be granted to students who, at the time specified in the schedule of the public defence of final theses/qualification examinations, have no academic failures or debts to the University.

50. Final theses shall be assessed by a qualification commission and reviewers appointed by order of the director.

51. Qualification commissions shall be appointed for the purposes of assessing the study results of each study programme. The composition of qualification commissions shall be

established in the description of the respective study field. A qualification commission shall consist of no less than three members (two of which shall come from organisations). Each qualification commission shall be headed by a representative of employers (social partners). Qualification commissions shall consist of course unit teachers, representatives of social partners, and practising professionals invited to become members thereof.

52. The structure, scope, preparation and defence of final theses, and the contents of qualification examinations, as well as the procedure for the taking thereof, shall be regulated by the Description of the Final Thesis/Project Preparation and Assessment Procedure of the Klaipėda State University of Applied Sciences.

53. Students who, for important reasons (an illness, childbirth, an accident, or the death of a family member), are, or have been, unable to prepare and defend their final theses, and, if such is specified in the respective study programme, take a qualification examination, may:

53.1. have the defence of their final theses and taking the qualification examination postponed until the next meeting of the final thesis assessment commission, granting them academic leave of absence;

53.2. if, upon returning from academic leave of absence, some discrepancies have occurred with regards to study programmes, such discrepancies shall be liquidated one month prior to the commencement of the repeat defence (preparation) of the final thesis and/or taking the qualification exam; in such cases, students shall not be required to make any payments.

54. Students who, absent any legitimate reasons, have failed to prepare their final theses prior to set deadline shall be removed from student lists pursuant to Clause 40.4 of the present Regulations; in such cases, students occupying state-funded study places shall be required to repay the funds allocated for covering the study price back to the state budget.

55. Students who have failed to arrive to the defence of their final theses (and/or the qualification examination) or have failed to defend their final theses (and/or have failed the qualification examination) shall be removed from the student lists pursuant to Clause 40.4 of the present Regulations; in such case, however, students occupying state-funded study places shall be exempted from the requirement to repay the funds allocated for covering the study price back to the state budget. Students wishing to prepare their final theses and/or take the qualification examination again next year shall be required to pay a set price.

56. Final theses regarded as undefended shall be those which the head of the department had allowed to be defended and which have been submitted to, as well as accepted and registered as prepared by, the department, yet the respective person had failed to arrive to the defence thereof.

57. Final theses regarded as unsuccessfully defended shall be those which have been assigned a negative evaluation by the final thesis defence qualification commission.

58. Students shall have the right to appeal procedural violations of the defence of final theses and/or the qualification examination to the University director within 24 hours following the publication of results.

59. All appeals shall be examined pursuant to Provisions on the Submission and Examination of Appeals of the Klaipėda State University of Applied Sciences.

60. Students whose final evaluations for all subjects (modules) are no less than “good” (8), whose weighted averages are no less than “very good” (9), and whose final theses and/or qualification examinations were evaluated as “very good” (9) or “excellent” (10) shall be awarded an honours diploma.

61. Upon completion of studies, students shall be awarded a professional bachelor’s degree in the respective study field or group of study fields, or a professional bachelor’s degree and qualifications, provided the University has the approval of the institution authorised to regulate the relevant qualifications. Students who have completed their college studies shall be awarded a professional bachelor’s diploma and a supplement thereof.

62. At the director’s order, students who have completed their studies shall be removed from the student list.

63. Upon completion of studies, students shall perform final settlement with the University by submitting a filled out settlement slip.

64. Persons who have lost their diplomas or the supplements thereof shall apply to the University’s Study and Career Centre for the issue of duplicates.

## **CHAPTER NINE**

### **THE RIGHTS AND DUTIES OF STUDENTS AND UNCLASSIFIED STUDENTS**

65. Interests of the University students shall be represented by the Student Representative Body. The Student Representative Body shall be composed exclusively of persons studying at the University.

#### ***66. The rights of students:***

66.1. to study in accordance with a chosen study programme;

66.2. to study in accordance with an individual study plan drawn up pursuant to the University’s Description of the Individual Study Organisation Procedure.

66.3. to study in accordance with more than one study programme or other course units at the University or other university;

66.4. to assess the quality of teaching and study provision;

66.5. to choose preferred teachers, provided the relevant course unit is taught by several teachers;

66.6. to propose their own topics for final theses or to select them from those offered;

66.7. to apply to the University's administration regarding the recognition of the results achieved at the same or a different university.

66.8. to account for works by alternative means in case of a disability which renders them incapable of accounting in accordance with set procedure and provided the alternative means of accounting ensure the achievement of set study results;

66.9. to apply to the University's administration or dispute resolution committee in case of violation of their interests;

66.10. to terminate or resume studies in accordance with the procedure specified in the Statute of the University;

66.11. to take academic leave of absence due to an illness, upon recommendation of a physician or medical assessment panel, due to pregnancy, childbirth, and childcare, as well as once during the period of study due to personal reasons, but only for a period not exceeding one academic year, without losing the student status and the right to resume studies in a state funded student place following return from academic leave, provided the student was already occupying said student place prior to taking academic leave of absence;

66.12. to freely express their views and ideas;

66.13. to take part in the University's managerial bodies;

66.14. to elect, and to be elected as part of, the University's Student Representation Body, as well as to freely form other associations;

66.15. to take a voluntary internship or traineeship which do not constitute a part of the study programme;

66.16. upon failure, to retake an examination or other final assessment once free of charge;

66.17. to exercise other rights specified in the law, the Statute of the University, and other legislation.

**67. The duties of students:**

67.1. to strive to achieve the results specified in the description of the respective study programme;

67.2. to uphold the Academic Code of Ethics;

67.3. to comply with the laws of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania, the Statute, the Study Regulations, and other internal documents of the University;

67.4. to perform the agreements entered into with the University;

67.5. to discharge all financial obligations;

67.6. to defer to the justified requests of the University teachers, decisions adopted by the University's self-governance bodies, and the orders of the director thereof;

67.7. to respect the members of the University community, to properly represent the University, and to abide by moral and ethical norms;

67.8. to act honourably during studies and examinations;

67.9. to respect the University property.

## **CHAPTER TEN STUDENT INCENTIVES AND DISCIPLINARY MEASURES**

68. Students may be awarded one-time, one-time social, incentive, targeted, and named scholarships.

69. One-time, incentive, targeted, and one-time social scholarships may be paid to students from state budget funds included in the standard study price and funds obtained from students paying for studies in non-state-funded study places.

70. Incentive scholarships shall be paid to the best students, regardless of study form and whether their studies are state-funded or not (applicable to those admitted to the first course in 2017 onwards), who have no academic failures.

71. Students may be incentivised for high study achievements, exceptional results in applied research, sports, culture, pro-social activities, promotion of the University, etc.

72. Students with excellent academic results who take part in social activities, applied research, sports, and other activities shall be incentivised by awarding one-time scholarships, acknowledgement letters, and expressing gratitude.

73. Awards, acknowledgement letters, and expressions of gratitude shall be provided by order of the director at the recommendation of the dean. The procedure and principles of the award of one-time scholarships shall be established by the University's Scholarship Award Procedure.

74. University students shall also have the right to receive support awarded by other legal entities, organisations and natural persons.

75. At the recommendation of the dean, the director may impose the following disciplinary measures on students for breaching their duties: admonishment, reprimand, or strict reprimand. Students may be expelled from the University in the cases specified in Clause 30 of these rules.

76. Imposing disciplinary measures on members of the University's Student Representation Body shall require the consent thereof, except in cases where the disciplinary measures are being imposed for the failure to fulfil a study programme's requirements. In case the University's Student Representation Body does not issue its consent, disciplinary measures may be imposed on members thereof at the decision of the University's academic council.

77. Information on incentives and disciplinary measures shall be included in students' personal files.

78. Students disputing the imposition of disciplinary measures shall have the right to apply to the Dispute Resolution Committee in writing within three working days following the imposition of the respective measures. Decisions of the Dispute Resolution Committee shall be adopted pursuant to the University's Rules of Procedure of the Dispute Resolution Committee.

## **CHAPTER ELEVEN**

### **APPROVAL AND ENTRY INTO FORCE OF THE REGULATIONS**

79. The Regulations, as well as the amendments thereof, shall be approved at the Academic Council.