

APPROVED
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KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES
DESCRIPTION OF THE PROCEDURE FOR MONITORING STUDENTS' ACADEMIC
PERFORMANCE AND PROVIDING ACADEMIC ASSISTANCE

CHAPTER I
GENERAL PROVISIONS

1. Description of the Procedure for Monitoring Students' Academic Performance and Providing Academic Assistance (hereinafter referred to as Description) of Klaipėda State University of Applied Sciences (hereinafter referred to as KVK) regulates the organisation and execution of the monitoring of KVK students' academic performance and the provision of academic assistance.

2. The Description has been drawn up in accordance with Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), the Law on Higher Education and Research of the Republic of Lithuania, the Statute of KVK, the Strategic Action Plan and other legal acts regulating studies in the KVK.

3. The aim of monitoring students' academic performance and providing academic assistance is to create equal opportunities for all KVK students to actively participate in the study process and successfully complete their studies.

4. KVK monitors the attendance and academic performance of all students and, if necessary, provides them with academic assistance, as regulated in this Description.

5. The provision of student academic performance monitoring and academic assistance is based on the principles of cooperation, equality, and responsibility of each member of the KVK community for the decisions made and the effectiveness of the KVK activities.

CHAPTER II
STAGES, PARTICIPANTS AND THEIR ROLES IN MONITORING STUDENTS'
ACADEMIC PERFORMANCE AND PROVIDING ACADEMIC ASSISTANCE

6. Stages of students' academic assistance monitoring:

6.1. analysis of the situation of students' registration for the studies;

6.2. analysis of the reasons for students' missing interim assessments and exams;

6.3. analysis of students' interim and final assessments:

6.3.1. identification of students who have received negative evaluations;

6.3.2. identification of the level of students' academic performance in course units;

6.4. improvement of study organisation and implementation of precautionary measures to manage students' academic performance.

7. The provision of student academic performance monitoring and academic assistance is carried out at the individual, faculty, and KVK level.

8. On an individual level, there are *students* and *teachers*:

8.1. *students* are responsible for monitoring the registration for the studies (Moodle - Registration for the Semester) and their learning outcomes, based on the evaluation of interim

assessments and exams, in the study information system (hereinafter referred to as EDINA), as well as for personal activity in order to receive academic assistance;

8.2. *teachers* are responsible for monitoring student academic performance, informing students and providing assistance based on interim and/or final evaluations, improving teaching quality.

9. At the **faculty** level, the monitoring of student academic performance and the provision of academic assistance is ensured by the faculty, which is responsible for the timely monitoring of students' registration for the studies, information to students for the purpose of maintaining studies, organisation of teacher consultations for students, monitoring and analysis of students' academic performance, improvement of study activities. These activities are carried out under the responsibility of *the vice-dean of the faculty*.

9.1. At the end of the period of registration for the semester studies, *the studies administrator of the faculty* determines the reasons why the student did not register for the semester and reminds the students about the procedure for terminating studies at KVK.

10. At the **KVK** level, the monitoring of students' academic performance and academic assistance is ensured by the KVK's departments in their areas of responsibility:

10.1. *Study and Career Centre* (SCC) and *Information Technology Centre* (ITC) are responsible for preparing the e-platform to register for the semester by 5 September in the autumn semester and by 5 February in the spring semester. *SCC* informs KVK students by e-mail about the obligation to register for the semester within 20 calendar days from the beginning of the semester;

10.2. *SCC* organises a survey of students who have terminated their studies (Appendix 1) in order to identify the problematic areas of study organisation and administration:

10.2.1. prepares the analysis of the student survey and presents the results to the heads of academic units.

10.3. *SCC* conducts an overall analysis of students' academic performance monitoring for each semester. The results of this analysis are published in the KVK's Document Management System.

CHAPTER III

ORGANISATION OF STUDENTS' ACADEMIC PERFORMANCE MONITORING

11. Students' academic performance monitoring begins every semester after the student registers for the semester.

12. In carrying out their own academic performance monitoring, students must:

12.1. register for the studies independently within 20 calendar days from the start of the new semester into the Moodle self-service system.

12.2. follow the progress of the studies on EDINA, which provides information on student status, study plan, the progress of the study plan, the results of recognition of part-time studies learning outcomes, study course units and their interim and final evaluations, surveys of course units, reports and other information related to studies;

12.3. regularly check the information sent to the KVK student's e-mail box;

12.4. attend lectures in accordance with the procedure laid down in the KVK Study Regulations.

13. As part of the monitoring of students' academic performance, *teachers*:

13.1. after not more than half of the period of the session of lectures, enter at least one interim evaluation into EDINA (except for students studying on a full-time-session study basis) and

inform ***the head of the department*** about students who have not participated in interim assessments;

13.2. for students who have received negative evaluations for intermediate assignments additional consultations (at the time set out in the schedule of consultations) are organised, the attendance of which is mandatory for ***the student***. The student is informed by e-mail about the specific time, date and place of the consultation.

14. At ***the faculty*** level:

14.1. after receiving information about students who did not participate in interim assessments, ***the head of the department*** contacts them within 10 working days, finds out the reasons for non-participation in assessments and proposes possible solutions;

14.2. at the end of each semester, ***the vice-dean of the faculty*** conducts an analysis of students' academic performance monitoring. The results are summarised and the measures to improve the course of studies, increase the maintenance of studies, and provide academic assistance, etc. are presented at ***the meeting of the faculty community***.

15. At the ***KVK*** level:

15.1. ***SCC*** conducts a periodic analysis of students' academic achievements monitoring, performs monitoring of students' achievements registration in EDINA, and can make suggestions to improve study administration and study quality. Within 20 calendar days of entering the final evaluations of course units into EDINA, SCC provides the vice-dean of the faculty with lists of course units with the lowest (less than 70 %) level of academic performance.

CHAPTER IV ORGANISATION OF STUDENT ASSISTANCE

16. ***The teacher***, having carried out an analysis of the student's interim assessment evaluations (taking into account students who received negative evaluations), compiles student consultation schedules with a specified place and time and informs students personally about the planned additional consultations. ***The student*** is obliged to participate in the consultation, ***the teacher*** informs ***the head of the department*** about the attendance in consultations.

17. ***The studies administrator of the faculty*** personally contacts the student who intends to terminate his/her studies, verbally or in writing to find out the reasons for the situation and, if necessary, refer to ***the vice-dean of the faculty***, who offers possible solutions. Students intending to terminate their studies voluntarily are offered all the opportunities available in the KVK to continue their studies. According to the nature of the circumstances of termination of studies, ***the vice-dean of the faculty*** directs the student to other departments of KVK providing assistance to students (study and career specialist, psychologist, etc.).

18. ***The vice-dean of the faculty*** and ***the employees of KVK departments providing assistance to students***, record information about the decisions taken and consult the student on further study issues.

CHAPTER V ASSISTANCE FOR STUDENTS TO MAINTAIN THEIR STUDIES

19. Assistance for students to maintain their studies at ***the individual*** level:

19.1. at the end of the semester, each ***teacher*** assesses the indicator of students' academic performance in the course unit, the results of the teaching quality assessment, their relation to the student's academic performance, and reviews the content of the course unit.

20. In order to assist students in maintaining their studies, *vice-deans of faculties* and *employees of KVK departments providing assistance to students* announce the time, place and nature of consultations on academic assistance on the KVK's website, in the section Academic Assistance.

21. Upon assessment of the course units included in the list of course units with the lowest (less than 70 %) level of academic performance, additional hours may be provided by the *dean of the faculty* for the consultations on these course units as a precautionary means of assisting students in maintaining their studies, as well as means of providing academic assistance.

21.1. *The teachers* of these course units, during the first classes of the course unit, check the level of knowledge of the students and set a higher number of hours of consultation for students whose level of knowledge is not sufficient. The list of students and the schedule of course units for which additional hours of consultation are allocated are drawn up and published in advance. *Students* are obliged to attend these consultations.

22. Assisting students in maintaining their studies can be carried out through student collaboration based on the principles of volunteering. *The vice-dean of the faculty*, in cooperation with the KVK's *Student Representation*, can organise the activities of faculty students who wish to help students with study difficulties.

CHAPTER VI FINAL PROVISIONS

23. Taking into account the specificities of the studies carried out at the faculty, the monitoring of students' academic assistance and attendance may be carried out in accordance with the procedure approved by the dean of the faculty, which does not conflict with this Description.

24. Monitoring students' academic performance and providing academic assistance is an integral part of the internal study quality assurance system. The results of systematic monitoring of students' attendance and academic performance, the provision of academic assistance to students and assistance to students in maintaining their studies contribute to the improvement of KVK studies quality.

SURVEY OF STUDENTS WHO HAVE TERMINATED THEIR STUDIES

1. Title of the study programme in which you studied:

2. Year (please select):

- 1st year
- 2nd year
- 3rd year
- 4th year

3. Reasons for choosing to study this study programme:

4. How much were you convinced of the right choice of the study programme in percentage terms?
(please tick)

- 80–100%
- 60–80%
- 40–60%
- 20–40%
- 0–20%

5. How important were these factors when deciding to terminate your studies?

Select one answer for each statement (1 - I totally disagree, 5 - I fully agree)

	1	2	3	4	5
Content of the study programme					
I chose the wrong study programme					
Quality of teaching					
Quality/accessibility of laboratories and equipment					
Study environment					
Employability and career prospects					
Health problems					
Financial problems					
Family and/or work and study balancing issues					
Academic debts					
Personal characteristics (e.g. lack of motivation, lack of responsibility, etc.)					

I have experienced stress, tension					
Knowledge gaps due to missed lectures					
Other (please specify)					

6. Before terminating my studies, I have been given consultations regarding the maintenance of my studies with (select the appropriate answer/s):

- Career specialist
- Psychologist
- Head of the department
- Studies administrator of the faculty
- Vice-dean
- Other (please specify)
- I had no consultations, even though I was offered to have them
- I had no consultations and I was not offered to have them

6. If you have any other comments regarding the choice to terminate your studies, please write them down below:
