

APPROVED BY
Resolution SV1-05 of the 18 September 2017 meeting
of the Academic Council of the Klaipėda State
University of Applied Sciences
(recast Resolution SV1-08 of the 17 May 2018
meeting of the Academic Council of the Klaipėda
State University of Applied Sciences)
(recast Resolution SV1-06 of the 3 December 2019
meeting of the Academic Council of the Klaipėda
State University of Applied Sciences)
(recast Resolution SV1-05 of the 22 June 2022
meeting of the Academic Council of the Klaipėda
State University of Applied Sciences)

OF THE KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES STUDY REGULATIONS

CHAPTER ONE GENERAL PART

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

2. The Regulations have been drawn up in accordance with the Law on Higher Education and Research of the Republic of Lithuania (relevant consolidated version), the General Requirements of Study Implementation approved by Order No. V-1168 of 30 December 2016 (relevant consolidated version), the Statute of the Klaipėda State University of Applied Sciences, the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), and other legislation.

3. Main terms:

3.1. **Academic Council** means the management body of the KVK for academic affairs.

3.2. **Academic mobility** means the process related to the physical and/or virtual mobility of students and/or teachers whereby students are provided with the opportunity to acquire knowledge, skills, and experience in a different academic environment, while teachers are provided with the opportunity to obtain placements, share professional experience, and improve their competences, as well as teaching abilities.

3.3. **Higher college education** means education attained in higher education institutions of Lithuania after the 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** means 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** mean that a student is studying pursuant to a part of a study programme, which provides knowledge and skills that are assessed and attested by an academic certificate issued by the KVK.

3.6. **Teacher** means a person who educates and teaches students and auditors in a higher education institution.

3.7. **ECTS** means the European Credit Transfer System which is related to academic mobility and enables to assess and compare learning outcomes, as well as to recognise them at another higher education institution.

3.8. **Exam** means the assessment of knowledge, comprehension, and skills of students/unclassified students which they should have attained while studying a specific course unit (module) or a part thereof. Exams may take different forms.

3.9. **Faculty** means the KVK academic division the main activities of which are the implementation of studies and/or research and experimental development.

3.10. **Dean of the Faculty** (hereinafter referred to as the dean) means the head of the faculty.

3.11. **Student with good academic results** means a student with no academic debts, who has met all the requirements applicable to the respective study programme during the assessment period and who has attained an excellent or regular level of learning outcomes.

3.12. **Individual study plan** means a plan devised at the request of a student/unclassified student on the basis of the study programmes carried out at the KVK.

3.13. **Part-time studies** mean a form of studies organised in accordance with programmes which award a professional bachelor's degree. Upon the completion of such studies, students are awarded higher college 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** means a Faculty division responsible for the organisation and implementation of studies and applied research. The composition of the Department is approved each year by the KVK Director's order at the recommendation of the dean of the faculty.

3.15. **Cumulative assessment system** means a system designed for the assessment of learning outcomes which consists of interim assessments, independent works, and an exam or a project.

3.16. **Unclassified student** means a person studying at a higher education institution in accordance with non-formal adult education programmes or separate course units (modules).

3.17. **Contact work** means the direct communication between the student and teacher in accordance with lecture, seminar, laboratory work, practical training, educational internship, consultation, exam, and final thesis defence schedules and during other formally planned times.

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

3.19. **Non-formal adult education** means 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** means the main form of studies whereby studies are organised in accordance with programmes which award a professional bachelor's degree.

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

3.22. **Elective course units (modules)** means 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 results** 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.) means 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** means 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** means 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** means 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** means 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** means a person studying at the KVK in accordance with a study programme.

3.30. **Studies** means the learning of a person, who has completed at least his secondary education, at the KVK in accordance with a specific study programme.

3.31. **Course unit** means a relatively independent part of a study programme designed for the achievement of specific study goals and learning outcomes thereof, and having its own research object, research-based content, and methods.

3.32. **Cost of tuition** means the cost of studies for a given field of study or group of study programmes, calculated in accordance with the procedure established by the Government and including the annual tuition costs, which shall be approved by a resolution of the KVK Council.

3.33. **Study credit** (hereinafter – credit) means 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** means 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** means 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 goal and targeted study results.

3.36. **Study certificate** means a certificate issued in the cases, and under the procedure, set by the Government, or an institution authorised thereby, to persons who have completed short-cycle studies, which grant them with the right to engage in a professional activity and/or to continue their studies at a higher education institution.

3.37. **Study programme** means the totality of the implementation of studies within a specific study field(s) at the KVK, 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** means an academic body made up of a group of competent persons (teachers, representatives of social partners, student representatives) responsible for the quality of the study programme.

3.39. **Study results** means 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** means a document signed by the director (or a person authorised thereby) and a student which establishes the agreement concluded 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, Science and Sports 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** means studies intended for the achievement of the combined study results of two or more study fields.

3.42. **Continuing education** means 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. Forms of studies

4.1. Dependent on intensity, studies at the KVK 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 KVK pursuant to first-cycle study programmes which award a professional bachelor's degree.

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

5.3. The KVK 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 KVK.

5.4. The KVK also carries out partial studies, continuing vocational training pursuant to both formal and non-formal programmes, as well as non-formal adult education and continuing education 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 outcomes 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 KVK 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 KVK consist of course units which are broken down into compulsory, elective (alternative) and optional:

5.10.1. compulsory 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 KVK (the list is available in the Moodle environment) or studied in other recognised Lithuanian or foreign universities and recognised as optional course units by the KVK.

6. *Methods of study organisation*

6.1. The KVK shall employ the following methods of study: contact work and students’ self-study:

6.1.1. contact work shall mean teacher-guided study. This may include lectures, seminars, practical trainings, 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 means 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 competences 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 KVK shall be as follows:

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

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

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 distance;

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

6.4. Attendance of lectures, practical work (seminars, laboratory work, practical trainings, etc.), and professional internships sessions shall be mandatory, except in cases specified in Clause 6.7. If a student/unclassified student misses more than 30 per cent of the theoretical lectures or practical works of the course unit, the teacher has the right to refuse to allow him/her to take the course unit examination. In this case, the student/unclassified student repeats the course unit.

6.5. The KVK provides opportunities for studying in accordance with an individual study plan. The duration of the semester and the scope of the studies in the individual study plan may vary from the duration and the scope of the semester approved by the KVK. An individual study plan may be drawn up for a student due to special needs, illness and in other cases by decision of the dean of the faculty. The individual study plan is drawn up by the head of the department in coordination with the student. 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 Centre for Studies and Careers. 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 pregnancy or 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 KVK. The agreement shall be signed by the student and the director or the person authorised thereby. Students/unclassified students shall be admitted to the KVK by the Director's order.

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 Rules for Admission to 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 tuition fee thereof by study field and/or study programme, form, and funding type shall be recommended by faculties and approved by the KVK'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, applicants 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 KVK admits persons to places funded and not funded by the state. Only persons whose academic results meet the minimum indicator values established by the Ministry of Education and Science and Sport 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 the KVK, 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 the Admissions Office at the KVK Director's order. Issues related to admission which have not been specified in the Rules on Admission shall be addressed by the Admissions Committee established by the Director's order.

14. Institutional admission may be available for study places not funded by the State.
15. Foreign citizens shall be admitted to paid studies conducted in a foreign language pursuant to the Rules for Admission of Individuals to Study Programmes in Foreign Languages approved by the KVK Director's order.
16. The following persons shall be eligible for admission to subsequent courses:
 - 16.1. persons who have completed a part of studies, or are currently studying, in Lithuanian or foreign universities pursuant to higher education study programmes;
 - 16.2. 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. Completed and evaluated course units (modules) shall be recognised in accordance Description of Procedures for the Recognition of Competences Acquired Through Formal Education as Part of a Study Programme of Klaipėda State University of Applied Sciences.
17. Completed and evaluated course units (modules) shall be accredited in accordance with the Description of the Partial 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 Dean of the Faculty.
18. In order to be admitted to the KVK for partial studies and learning pursuant to formal or non-formal vocational training programmes, and adult education and continuing education programmes, prospective students shall submit an application to the KVK Director (or a person authorised thereby), provided the requirement for such has been established in the description of the respective study programme.
19. 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 Centre for Studies and Careers.
20. Admission to formal and non-formal continuing vocational training programmes and adult education and continuing training programmes shall be carried out at the Training and Service Centre. Persons admitted to aforesaid programmes shall be awarded the status of unclassified students (pupils). Studies pursuant to formal and non-formal continuing vocational training programmes and adult education and continuing training programmes shall be paid. Persons, upon the completion of a formal vocational training programme, shall be awarded a diploma, while persons, upon the completion of a non-formal vocational training programme or an adult education and continuing training programme, shall be awarded a certificate.

CHAPTER FOUR PAYMENT FOR STUDIES

21. 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.

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

23. The KVK 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 KVK.

24. Conditions for the repayment and recovery of instalments made by students/unclassified students shall be set by the Procedure for the Payment, Refund and Collection of Tuition Fees of the Klaipėda State University of Applied Sciences.

CHAPTER FIVE ORGANISATION OF STUDIES

25. Language of instruction

25.1. The language of instruction at the KVK shall be Lithuanian.

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

25.2.1. foreign students studying at the KVK pursuant to a specific study programme;

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

25.2.3. expected study outcomes are linked to knowing a foreign language;

25.2.4. studies are carried out pursuant to joint study programmes with foreign higher education institutions

26. Academic calendar

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

26.2. The academic calendar 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 academic calendar shall be approved by the Academic Council before 1 June.

26.3. The study schedule of set form shall be drawn up for the academic year at each faculty pursuant to the approved academic calendar. The faculty dean shall approve the study schedules and submit them to the Centre for Studies and Careers before 30 June. Study schedules approved by the dean, shall be made available in the KVK's Moodle environment,

26.4. 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.

27. *Academic work and examination schedules*

27.1. Academic work (contact work) and examination sessions shall take place in accordance with set schedules. Schedules are published in the KVK's Moodle environment at least two weeks before the start of the semester, and updates and changes to the schedules are communicated to the persons concerned by e-mail as far as possible at least one day before the new circumstances arise.

27.2. Examination session schedules shall be made available in the KVK's Moodle environment 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 with the permission of the Dean. The recommended time period for the preparation and taking of exam shall be no less than two working days. All changes to the examination schedule shall be made by the order of the dean, with immediate changes to the examination session schedule and notification of interested parties. Such changes may be made no later than two weeks prior to the beginning of the examination session.

28. *Internships*

28.1. Internship shall mean the course unit (module) intended for the development of students' practical abilities. The total scope of practices established within the context of the college studies shall be no less than 30 credits.

28.2. The internship is implemented by the KVK concluding a practical training agreement with the student and the host organisation, which is drawn up in accordance with the standard form of the student's practical training agreement approved by the Ministry of Education, Science and Sport. Practical training agreements shall be approved by the dean of the faculty or the person authorised thereby.

28.3. Vocational training internships and practical work may be carried out at the KVK or other host organisations. Vocational training internships shall be organised and assessed pursuant to the Procedure for the Organisation and Assessment of Internships of the Klaipėda State University of Applied Sciences.

29. *Optional course units*

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

29.2. Optional course units shall be chosen from the KVK's list of optional course units made available in the KVK's Moodle environment. The list shall be compiled from the optional course units of each study programme.

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

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

30. *Registration for semester studies*

30.1. Students shall be required to register for studies during the first two weeks of the semester electronically via the KVK's Moodle environment.

30.2. Students returning to continue their studies after an academic leave or retaking a course must register for the semester at the Dean's Office before the start of their studies.

31. *Assessment of study achievements*

31.1. The assessment of study achievements at the KVK 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 exams and other academic assessments, and the rights and duties of students and teachers in relation to the assessment of study achievements.

31.2. 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.

31.3. During the first lecture of the course unit (module), teachers of course units (modules) introduces students to the aims and expected results of the course unit (module), the content of the course unit (module), the cumulative assessment system, the assessment criteria and the assessment methods.

31.4. 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 KVK 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 exam 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 two 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.

31.5. 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.

31.6. Students contesting the evaluation of completed examinations or independent work (term paper, 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 Appeals Submission and Examination Regulations of the Klaipėda State University of Applied Sciences.

31.7. 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.

32. 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.

33. *Academic failures and their liquidation*

33.1. Academic failure shall mean an examination failed during an examination session or a period set for retaking failed exam, or the failure to defend a work/project (term paper, 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 completed the interim assessment requirements and tasks specified in the description of the respective course unit.

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

33.3. 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.

33.4. Upon payment of a fee established by the KVK, 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 the final practice in case the semester is final). Upon

payment of a fee established by the KVK, students shall be allowed to retake the relevant examination or other type of assessment no more than three times.

33.5. 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). In exceptional cases, the student retakes the course during a period approved by the dean. Students retaking a course shall pay a fee, established by the KVK, proportionate to the scope of the course unit:

33.5.1. 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;

33.5.2. 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.

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

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

33.8. 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 pay a fee set by the KVK for the number of credits of retaken course units.

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

33.10. A student may, for a justifiable reason, be granted an extension of the settlement period for the course units studied in a semester by decision of the faculty's dean. 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.

34. Students are admitted to subsequent semester with no more than three academic failures for the previous semester.

35. *Study accounting*

35.1. Study accounting documents shall consist of the summary of the results of a group of semester studies, the summary of the final evaluations for all course units, 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 Dean's Office of the faculty. Upon liquidation of their academic failures, students shall return the academic failure slips to the dean of the faculty.

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.

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

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

36.4. 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.

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

36.6. 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.

36.7. 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 higher education institution and within the same group of study fields without losing the remaining part of their funding, which shall not exceed the standard cost of tuition of that study programme.

36.8. If the cost of tuition of the chosen study programme is higher, the student shall cover the cost 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 the KVK Director's order 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 vice-dean of the faculty 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 Partial Study Result 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 course units.

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 KVK 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 KVK 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 Regulations and/or the Code of Academic Ethics of the Klaipėda State University of Applied Sciences, having regard to the procedure established in the KVK'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 KVK;

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 a justifiable reason and does not submit to the dean of the faculty, within 5 (five) working days before the end of the academic leave or partial studies at another higher education and research institution, a request in the prescribed form to return from academic leave of absence or partial studies at another higher education and research institution;

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;

42. Studies at the KVK 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 KVK students due to failure to discharge his/her financial obligations, the respective person shall pay the outstanding sum to the KVK prior to the signature of the study agreement.

43. 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.

44. Students shall be required to submit their requests, drawn up in approved form, to the KVK 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.

45. At the KVK Director's order, persons who have studied in other recognised national or foreign higher education institutions may be admitted to resume their studies at the KVK pursuant to the respective study programme. In such cases, study results shall be recognised pursuant to the Study Results Recognition Procedure and the Description of Procedures for the Recognition of Competences Acquired Through Formal Education as Part of a Study Programme of Klaipėda State University of Applied Sciences.

CHAPTER EIGHT COMPLETION OF STUDIES

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

47. 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 Procedure for the Preparation, Defence and Storage of Graduation Paper of the Klaipėda State University of Applied Sciences.

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

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

50. 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.

51. At the Director's order, 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 financial debts to the KVK.

52. Final theses shall be assessed by a qualification commission and reviewers appointed by the Director's order.

53. 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.

54. 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 Procedure for Preparation, Defence, and Storage of Graduation Paper of Klaipėda State University of Applied Sciences.

55. 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:

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

55.2. 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 repeated defence (preparation) of the final thesis and/or taking the qualification exam; in such cases, students shall not be required to make any payments.

56. 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 Study Regulations; in such cases, students occupying state-funded study places shall be required to repay the funds allocated for covering the cost of tuition back to the State budget.

57. 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 Study 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 cost of tuition 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.

58. 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.

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

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

61. All appeals shall be examined pursuant to Appeals Submission and Examination Regulations of the Klaipėda State University of Applied Sciences.

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

63. 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 that the KVK 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.

64. At the Director's order, students who have completed their studies shall be removed from the student list.

65. Persons who have lost their diplomas or the supplements thereof shall apply to the KVK Centre for Studies and Careers for the issue of duplicates.

CHAPTER NINE THE RIGHTS AND DUTIES OF STUDENTS AND UNCLASSIFIED STUDENTS

66. The interests of KVK students shall be represented by the Student Union. The Student Union shall be composed exclusively of persons studying at the KVK.

67. The rights of students:

67.1. study pursuant to a chosen study programme;

67.2. to study in accordance with an individual study plan drawn up pursuant to the KVK's Description of the Individual Study Organisation Procedure

67.3. study according to more than one study programme or other course units in the KVK or another higher education institution;

67.4. assess the quality of teaching of course units and material resources of studies;

67.5. choose a teacher if the same course unit is taught by several teachers;

67.6. propose a topic for their final thesis or choose from among several proposed topics;

67.7. to apply to the KVK administration regarding the recognition of the results achieved at the same or different higher education institution in accordance with the Description of the Recognition Procedure of the KVK Partial Studies Results.

67.8. 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;

67.9. address the KVK administration, the Disputes Settlement Commission regarding the violation of their interests;

67.10. terminate and renew studies in accordance with the procedure laid down by the KVK Statute;

67.11. 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;

67.12. express their thoughts and views freely;

67.13. participate in the KVK management bodies;

- 67.14. to elect and be elected to the Student Union, to freely form other associations;
- 67.15. to do a voluntary internship or placement that is not part of the studied programme;
- 67.16. upon failure, to retake an examination or other final assessment once free of charge;
- 67.17. exercise other rights under laws, the KVK Statute, and other legal acts.

68. *The duties of students*

- 68.1. seek the results provided for in the description of the study programme;
- 68.2. observe the KVK Code of Academic Ethics;
- 68.3. to comply with the laws of the Republic of Lithuania, the Law on Higher Education and Research, the Statute, the Study Regulations, and other internal documents of the KVK;
- 68.4. to perform the agreements entered into with the KVK;
- 68.5. to discharge all financial obligations;
- 68.6. to defer to the justified requests of the KVK's teachers, decisions adopted by the KVK's self-governance bodies, and the orders of the Director thereof;
- 68.7. to respect the members of the KVK community, to properly represent the KVK, and to abide by moral and ethical norms;
- 68.8. to act honourably during studies and examination sessions;
- 68.9. to respect the KVK's property.

**CHAPTER TEN
STUDENT INCENTIVES AND DISCIPLINARY MEASURES**

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

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

71. Incentive scholarships shall be paid to the students with excellent academic results, 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.

72. Students may be granted incentives for high study achievements, exceptional results in applied research, sports, culture, pro-social activities, promotion of the KVK, etc.

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

74. Awards, acknowledgement letters, and expressions of gratitude shall be provided by the Director's order at the recommendation of the dean. The procedure and principles of the award of one-time scholarships shall be established by the KVK's Scholarships Award Procedure.

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

76. 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 KVK in the cases specified in Clause 40 of these Study Regulations.

77. Imposing disciplinary measures on members of the KVK's Student Union 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 KVK's Student Union does not issue its consent, disciplinary measures may be imposed on members thereof at the decision of the KVK's Academic Council.

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

79. Students disputing the imposition of disciplinary measures shall have the right to apply to the Disputes Settlement Committee in writing within three working days following the imposition of the respective measures. Decisions of the Disputes Settlement Committee shall be adopted pursuant to the KVK's Rules of Procedure of the Dispute Settlement Commission.

CHAPTER ELEVEN APPROVAL AND ENTRY INTO FORCE OF THE REGULATIONS

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