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VYTAUTAS MAGNUS UNIVERSITY

STUDY REGULATIONS

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CHAPTER I

KEY CONCEPTS

Academic debt – an unfulfilled programme requirement during the set period, i.e. a negative final mark for the study course received after retaking an exam.

Academic leave – temporary suspension of studies maintaining the status of a student.

Academic certificate – a document certifying the study achievements of a student or an unclassified student at the University or another Lithuanian or foreign school of higher university education where study credits and study achievements are evaluated according to the scale adopted in Lithuania. The academic certificate indicates all courses taken at the University. The academic certificate is issued only to the persons who have not completed the studies and have not received the University graduation diploma.

Artes liberales general university study subject groups – courses of the main science and art area studies provided at the University which aim at the development of generic skills, including foreign languages.

Final thesis (Final art project) – a student's independent scientific research or creative project work, which is performed at the end of the study programme and aims at acquiring analytical, research, artistic and other cognitive and functional competences.

Bachelor – a qualification degree granted to a person who has completed the first-cycle university study programme; also a person holding a Bachelor's qualification degree.

Bachelor's studies – the first-cycle university studies granting a Bachelor's qualification degree and professional qualification (if indicated in the study programme). A Bachelor's study programme aims at development of general erudition and acquisition of professional knowledge and skills.

Partial studies – a period of studies in another Lithuanian or foreign higher education institution.

Agreement of partial studies – an agreement signed between two parties - the heads of higher institutions (sending and receiving) or their authorised persons and a student who is sent for partial studies - where the commitment of the receiving party is determined to create study conditions for the student and requirements for the student, as well as financial and other relations are laid down.

Diploma – a document testifying the acquired qualification degree or qualification degree and professional qualification, issued after completion of the first and second-cycle or integrated studies.

Diploma supplement – a document which complies with the model of the European Commission, European Council and UNESCO/CEPES, and supplements the diploma of higher education, Bachelor's or Master's diploma with the data necessary for international academic recognition, and describes the essence of the completed studies, their curriculum and national higher education system.

Double field study programme – a first-cycle study programme which is designed to achieve learning outcomes in two fields, when new knowledge and skills are acquired through study

activities and methods based on integration of subjects in an interdisciplinary environment. Upon completion of the program the student is awarded a Bachelor's qualification degree in double two-field groups (or one, if the fields belong to one-field group). When there is a possibility to choose a field, opportunities for the choice are indicated in the programme description.

Double qualification degree studies – major and minor field studies of the first-cycle the completion of which grants a double qualification degree (valid for students admitted till 2016 (inclusively)).

Double qualification diploma studies – degree awarding studies when the student studies part of the studies in another higher education institution according to the agreement of partial studies and acquires two diplomas: one by the local University and the other by another higher education institution.

Minor studies – studies covering the fundamentals of a specific study field, the completion of which provides preparation for further studies or for professional activity. A certificate of minor studies is issued after completion of these studies.

Intensive course studies – studies when a course is studied every day and is covered in a few weeks. The number of the course study weeks depends on the number of course credits.

Individual studies – studies which are provided on *artes liberales* study principles and fundamentals of curatorship and aimed at acquisition of supplementary knowledge and skills to prepare for further academic or professional activity. Individual studies are provided according to the supplementary study plan designed on the basis of student needs, inclinations and possibilities, which is not a part of student's current major study programme.

Individual study schedule – a study schedule designed on the basis of the implemented study programme and individual study plans. An individual study schedule determines the distribution of the taken courses at a certain time, the number and time of consultations, the form and order of assessment, the beginning and end dates of the examination session.

Individual study plan – a list of compulsory and elective courses taken by a student and designed on the basis of a specific study programme and the semester timetable.

Part-time studies – a mode of studies, the duration of which shall not be more than one and a half times longer than that of the full-time studies, the latter maintaining a 60 credit standard.

Joint study programme – a study programme jointly prepared and implemented by two or more institutions of higher education, the main elements of which are unity of study programme curriculum and learning outcomes of the parts of study programme provided by higher institution partners, physical and virtual student and teacher mobility and partnership-based administration of the study programme.

Joint qualification degree – joint Bachelor's or Master's qualification degree granted having completed a joined study programme.

Qualification – a professional qualification or a professional qualification and a qualification degree (Bachelor's, Master's) granted having completed the studies of a respective cycle.

Qualification degree – a degree (Bachelor's, Master's, and Licentiate) granted to a person who has completed a respective university study programme of the first-cycle, second-cycle or the programme of integrated studies.

Degree study programme – a first-cycle, second-cycle and integrated study programme the completion of which grants a Bachelor or Master's qualification degree, together with a diploma certifying the qualification degree and a diploma supplement.

Master studies – the second-cycle university studies upon completion of which a Master's qualification degree and (if foreseen) a professional qualification shall be granted. The Master's study programme is designed for person's scientific (artistic) and professional qualification development and the acquisition of knowledge and skills in problem solving, generating and applying ideas in the scientific research context.

Master – a qualification degree granted to a person who has completed a second-cycle university study programme or a programme of integrated studies; also a person holding a Master's qualification degree.

Non-formal education programme – a programme designed for development of person's professional qualification, acquisition of additional competencies and development of general skills and erudition.

Non-formal education programme for school learners – programme designed for non-formal education of school learners at the University.

Full-time studies – the main mode of studies applied when organising studies according to degree and professional study programme of all cycles.

Distance studies – studies organised with the help of information communication technologies (ICT), when the students study courses which are adapted and attested for online studies, and access study material, communicate and cooperate with peers, perform assignments online and, if the unit responsible for study provision allows, account for learning outcomes, provide feedback and ask questions, receive teacher support online, without being physically present in class.

Supplementary studies – studies for persons whose current knowledge and skills are inadequate to enable them to study in the second-cycle studies. Such studies include the courses of the first-cycle university studies; their content and (or) volume differs from the content and (or) volume of the courses already studied by the candidates to the second-cycle studies.

Certificate – a document of a set form issued by the University after completion of minor studies, individual and supplementary study programme.

Pedagogical practice – practice of not less than 30 study credits, related with the study course and (or) pedagogical specialization or with the acquired qualification degree, which is performed in educational institutions and (or) non-governmental organizations that provide educational programmes and create opportunities for practical training and study integration and guarantee provision of the necessary support for the student who performs practice.

Module of pedagogical studies – a module of a teaching subject or pedagogical specialization, the volume of which is not less than 60 study credits and which consists of subjects of pedagogical or another accredited study field programme(s) that provide a student or in-service teacher knowledge and skills of the subject(s) or pedagogical specialization, on

the basis of which the right is granted to teach this subject /these subjects or the right to perform a specialized pedagogical activity.

Post-diploma studies – part-time studies provided according to a Master’s degree or professional study programme and designed for persons who have acquired Bachelor’s or professional Bachelor’s qualification degree and aim to develop their qualification, professional skills or to re-qualify.

Practice – part of studies during which students apply the acquired (current) theoretical knowledge and practical skills in a specific professional activity, acquaint themselves with their prospective professional activity and, performing the assigned tasks, acquire new skills necessary for the professional activity.

Practicum – a course of studies studied by performing various practical assignments guided by the teacher and working independently. Theoretical lectures are not included in a practicum.

Professional (until 2016, non-degree) study programmes – study programmes designed to acquire a qualification or prepare students for independent practical activity. The completion of these studies is testified by a certificate.

Studies – the activity of learning at a certain university study programme by a person who has acquired not lower than secondary education or is preparing a dissertation.

Study course description – a document which presents the most important data about the course: the title, the grid of studies, learning outcomes, a short content, the scheme of study achievement evaluation, a list of references.

Study credit – a unit of a study course volume by which learning outcomes and student’s working time are measured. 1600 hours of one academic year shall equal to 60 ECTS credits.

Fields of studies – fields which comprise a study area according to which study programme are provided and qualification degrees are granted. Requirements for study field studies are laid down by the Description of General Requirements for Study Programme and Description of Study Fields, approved by the Minister of Education, Science and Sport.

Study certificate – a document certifying the person’s professional qualification, granted having completed pedagogical professional studies.

Study programme – a description of the entirety of learning outcomes in a certain field, curriculum, methods, study achievement assessment, learning facilities and resources, academic and professional staff involved in the study process.

Study Programme Committee – a group of teachers, students, employers, alumni and other competent stakeholders appointed by the dean’s decree to monitor the study programme, to assess its quality and renew it.

Studying persons – persons studying at the University according to a specific type and study cycle programme. The studying persons are as follows:

- a student – a person who studies at the University according to a study programme;
- a visiting student – a person who studies on the basis of the agreement between institutions or in an international exchange programme;

- an unclassified student - a person who studies in a non-formal education programme or takes separate courses (or groups of courses).

Interfield study programme – a study programme which is designed to achieve learning outcomes of two or more related fields. After completion of the programme, the student is awarded a qualification degree of the field group to which the main (dominating) field is attributed. When there is a possibility to choose a field, opportunities for the choice are indicated in the programme description.

University studies – studies that create conditions for a person to attain higher education and qualification based on theoretical knowledge and scientific research.

One-field study programme – a study programme which is designed to achieve the learning outcomes of the major and, if indicated in the study programme description, a minor study field. After completion of the programme, the student is awarded a qualification degree of the field group to which the main field is attributed. When there is a possibility to choose a field, opportunities for the choice are indicated in the programme description.

Integrated studies – studies designed to attain a higher professional qualification (Master's and (or) professional qualification) which integrate the first-cycle and the second-cycle university studies.

CHAPTER II

GENERAL PROVISIONS

The Study Regulations of Vytautas Magnus University (hereinafter – the University) is a document, approved by the Senate, which shall regulate the University's first-cycle, second-cycle, integrated and professional studies.

CHAPTER III

STUDY SYSTEM

PART ONE

STUDY CYCLES, FORMS AND MODES OF STUDYING

1. The University shall provide degree and professional study programmes, non-formal education programmes and studies of individual courses.
2. Degree providing study programmes are as follows:
 - First-cycle studies which award a Bachelor's Degree;
 - Second-cycle studies which award a Master's or Licentiate Degree;
 - Integrated studies which integrate Bachelor's and Master's studies and award a Master's Degree.
3. Professional study programmes shall be designed for gaining a professional qualification or preparing for independent practical activity.
4. Non-formal education programmes shall be programmes designed for individual's professional qualification upgrading and development of personal abilities and erudition. These

programmes shall be designed taking into account the learning needs of those who intend to study and may also be designed according to the qualification development needs of the company or organisation employees. The studies shall be organised in compliance with the *Description of procedure for non-formal education organisation*, approved by the Rector.

5. Non-formal education programmes for school learners shall be programmes designed for non-formal education of school learners at the University. These programmes shall be provided in compliance with the *Description of procedure for organization of non-formal education programmes for school learners*, approved by the Rector.

6. Pedagogical study module studies shall be studies in programmes provided at the University the volume of which is not less than 60 credits and which provide a student with knowledge and skills on the basis of which the right to teach the subject is granted or provide an in-service teacher with specialization knowledge and skills on the basis of which the right to undertake specialized pedagogical activity is granted.

7. Studies of separate study courses shall be the courses or a group of courses of the study programmes offered at the University which may be taken by persons who intend to gain additional knowledge and skills. Those who successfully complete a programme course or a group of courses shall receive an academic certificate.

8. Post-diploma studies shall be Master's or professional studies that are implemented in a part-time study mode for persons who have acquired Bachelor's or professional Bachelor's qualification degree and intend to upgrade their qualification, professional abilities or re-qualify.

9. On the basis of their intensity, study modes shall be:

- full-time studies – the main mode of studies. The studies shall be organised according to the degree and professional study programmes of all cycles, the volume of which shall be not more than 60 and not less than 45 study credits per year;
- part-time studies – the mode of lower intensity studies. The duration of these studies shall not be more than one and a half times longer than the duration of full-time studies the volume of which shall be 60 credits per year. The volume of part-time studies shall be not less than 30 and not more than 45 credits per year.

10. Education and qualification provided in the same cycle but in different study modes shall be equivalent. Full-time and part-time studies differ in study intensity but not in study curriculum; the learning outcomes, study volume in credits and the volume of face-to-face work, indicated in the programme, shall be the same independent of the study mode.

11. Studies at the University shall be organised according to the study timetable where the study courses shall be laid down by:

- working days and weekends (full-time studies);
- sessions and weekends (part-time studies);
- intensity, when a course shall be studied every day and completed within a few weeks (intensive studies).

12. The following forms of study course delivery shall be applied at the University:

- a lecture – a consistent, comprehensive and well-grounded presentation of the content of the analysed topic, where the following methods prevail: explanation, narration, illustration, demonstration, and etc.;
- a seminar – presentation of the results of students’ individual work and their discussion. The following methods prevail in a seminar: discussions, debates, case studies, projects, and etc.;
- laboratory work – development of special abilities through tests and research;
- practical work – consolidation of skills, their integration with other skills, accumulation of experience and development of creativity through doing exercises;
- a consultation – didactical support and advice provided by a teacher aiming at developing students’ knowledge and abilities acquired during studies;
- practice – part of studies during which students apply the acquired (current) theoretical knowledge and practical skills in a real professional activity, get acquainted with the prospective professional activity and, performing the assigned tasks, acquire new abilities necessary for professional activity.

13. A variety of interactive, inclusive, active and technology-based study methods shall be applied at the University. Traditional, distance and blended learning shall be provided at the University.

PART TWO

STUDY VOLUME AND DURATION

14. The volume of studies shall be calculated by study credits. A credit shall be a unit of the volume of a study course, by which study outcomes and student’s working time shall be measured. 1600 hours of one academic year of full-time studies shall equal to 60 ECTS credits. The volume of one year of part-time shall be 45 credits.

15. The duration of studies shall be calculated in years:

15.1. The duration of full-time studies shall be as follows:

- in Bachelor’s studies – from 3 to 4 years (in the Catholic Theology study programme – 5 years);
- in Master’s or Licentiate studies – from 1 to 2 years;
- in integrated studies - 5 years.

15.2. The duration of part-time studies shall be not more than one and a half times longer than that of full-time studies.

16. The volume of the first-cycle programme shall be 180, 210 or 240 credits. The volume of the Catholic Theology study programme is 300 credits.

17. The volume of the second-cycle programme shall be 90 or 120 credits, except for programmes designed to acquire Master in Law (LLM.) or Master in Business Administration (MBA) degrees. Their volume may be 60 credits.

18. The volume of the integrated study programme shall be 300 or 360 credits. The first part of the integrated study programme, i.e. up to 240 credits, is attributed to the first-cycle studies, whereas the remaining part is attributed to the second-cycle studies.

19. The volume of professional programmes (until 2016 – non-degree studies) and other requirements are determined by the description of the procedure confirmed by the order of the Minister of Education, Science and Sport.

20. The volume of study programmes in credits shall be indicated in study programme descriptions.

PART THREE

QUALIFICATION DEGREES, STUDY PROGRAMMES AND THEIR CURRICULA

21. Qualification degrees shall be of the following types:

21.1. **A qualification degree which shall be granted upon completion of a one-field programme.** The title of the qualification degree shall correspond to the title of the field group the field is attributed to. It applies to the first-, second-cycle and integrated studies (as indicated in field descriptions);

21.2. **A qualification degree which shall be granted upon completion of a two-field programme,** when study activities and methods are based on subject integration in a multidisciplinary setting pursuing new knowledge and skills. The title of the qualification degree shall correspond to the titles of both field groups the fields are attributed to, or to one- field group if the fields are attributed to the same field group. It applies to the first-cycle studies. If an opportunity to choose a field is offered, it shall be indicated in the programme description. Field studies shall be accredited for the first study cycle;

21.3. **A qualification degree which shall be granted upon completion of an interfield programme,** pursuing interrelated knowledge and skills. The programme can embrace the studies of maximum three fields. The title of the qualification degree shall correspond to the title of the field group the main (dominating) field is attributed to. It applies to the first- and second-cycle studies. If an opportunity to choose a field is offered, it shall be indicated in the programme description.

21.4. **A Master in Law qualification degree (LL.M.)** which shall be granted upon completion of Master programme in Law field (LL.M.) which is designed for persons who hold Bachelor's in Law degree and intend to deepen their knowledge into a specific law area.

21.5. **A Master in Business Administration qualification degree (MBA)** which shall be granted upon completion of Master programme in Business Administration field (MBA), which provides an opportunity for persons holding a Bachelor or professional Bachelor degree and having managerial work experience of not less than 3 years to acquire broad competences in administration.

First-cycle (Bachelor) study programmes

22. The first-cycle (Bachelor's degree) study programme shall be designed to develop general erudition and achieve the expected learning outcomes (knowledge and skills) specified in the study programme.

23. Study programmes are implemented in the study fields approved by the Government of the Lithuanian Republic. The first-cycle study programme shall comply with the requirements of legal acts and shall be oriented to the acquisition of universal general education, theoretical

preparation and professional skills of the highest level and shall create preconditions for professional career and further studies.

24. Programmes shall comply with the requirements of study field descriptions which are approved by the Minister of Education, Science and Sport. If, upon completion of the programme, a qualification which complies with the regulations of the Lithuanian Republic or international legal acts is acquired, it shall comply with these requirements.

25. The first-cycle study programme shall consist of the study courses, study practice, course paper writing, and final thesis. The volume of each course shall be not less than 3 credits.

26. The first-cycle one-field study programme shall consist of 210 or 240 credits, including:

26.1. study field courses (including practice and final thesis), which shall comprise not less than 120 credits;

26.2. *artes liberales* general university study courses, which shall comprise not less than 56 credits;

26.3. if the programme requires taking studies in another field (including minor studies in pedagogics) which are allocated 60 credits, then *artes liberales* general university study courses shall comprise less than 40 credits.

27. The first-cycle two-field 240 credit study programme shall require taking study courses in both fields and *artes liberales* general university study courses shall consist of not less than 16 credits. A two field programme shall comply with the requirements indicated in descriptions of both fields.

28. The first-cycle interfield study programme shall consist of 210 or 240 credits, including:

28.1. courses of the main study field (including practice and final thesis), which shall consist of not less than 120 credits;

28.2. *artes liberales* general university study courses, which shall consist of not less than 40 credits;

28.3. study courses of another/other study field(-s), which shall consist of the rest credits.

29. The total volume of practices shall consist of not less than 15 credits; the final thesis (project) and final examination (if it is indicated in field descriptions) shall consist of not less than 15 credits (for students enrolled until 2016 (inclusive) – not less than 12 credits). In case of interfield studies one common field final thesis (project) is recommended which shall integrate learning outcomes.

30. An occupational language course shall be included in all type first-cycle study programmes with Lithuanian medium of instruction.

31. For joint study programmes, double diploma programmes, programmes with fewer credits and other study programmes, taking into account their specificity, a different study programme curriculum and study process may be approved under decision of the Senate.

32. *Artes liberales* general university study courses are divided into 2 groups: a group of main

science and art area courses and courses of foreign languages (Group A) and a group of alternative elective courses from a study field different from the one studied by the student (Group B).

33. **Group A** shall include the University study courses of science and art areas, which aim at acquisition of knowledge and skills in various study areas, and foreign languages. The study courses of A group shall be attested by A study group attestation committees and approved by the Senate. They shall consist of 4 science field groups and one foreign language subgroup:

- Nature Science, Technological and Agricultural Sciences,
- The Humanities,
- Social Sciences,
- Arts,
- Foreign Languages.

34. A student shall choose at least one study course from **all four** science field course groups (**not less than 16 credits**), except for a course of the same study field as the student's major study programme. Group A study courses shall be taken during the first two study years.

35. A student shall choose language courses the volume of which is **not less than 12 credits and not more than 24 credits** from the Subgroup of Foreign Languages, which consists of the mandatory English language and other foreign language courses taught at the University:

- students who started studies at the University having the English language competence higher than A1 level shall achieve Academic English C1 level;
- students who started studying the English language from A1 level at the University or entered the University in 2015 or earlier shall achieve academic English B2 level;
- students who started studies at the University having the academic English language competence of C1 level shall study advanced levels of English or other foreign languages, the volume of which is at least 12 credits. The rest free credits may be used for English C1/C2 studies, other foreign language studies or freely chosen elective study subjects.

36. **Group B** – alternative introductory courses of various fields taught in another study programme than the one studied by the student. The list of Group B study courses shall be approved by the Rector annually. Credits allocated for this group (**16 credits**) may be used by the student freely, choosing study courses from both Group B and Group A. If the student does not hold an ECDL (European Computer Driving Licence) certificate, has no positive evaluation of the national maturity exam in Information Technologies, did not take or failed a computer literacy test offered at the University, the student shall study a 4-credit study course at the University. If the programme requires or a student chooses to study in a minor study programme of a different field (including minor studies to acquire a pedagogical qualification) or individual Academia Cum Laude studies, Group B credits may be used for the minor programme studies.

Second-cycle (Master) study programmes

37. The second-cycle one-field study programme shall consist of 90 or 120 credits, including:

37.1. the courses of the study field, which shall consist of 60 credits;

37.2. the final thesis (project) or final thesis and final examinations (it is required by the normative legal acts), which shall consist of at least 30 credits. The final work in Master in Art studies shall be a creative project and a written research report related to the project;

37.3. deeper field studies required by the programme or chosen by the student and (or) research work (work of art), additional practice and other field subjects, which shall consist of no more than 30 credits.

38. The second-cycle interfield study programme shall consist of 120 credits, including:

38.1. the courses of the major study field, which shall consist of 60 credits;

38.2. the final thesis (project) or final thesis and final examinations (if it is required by the normative legal acts), which shall consist of at least 30 credits. The final work in Master in Art studies shall be a creative project and a written research report related to the project;

38.3. study courses of another/other field(-s), which shall consist of not more than 30 credits.

39. In order to acquire Master in Law (LL.M.) or Master in Business Administration (MBA) degrees, not less than 45 credits are allocated in a 60-credit study programme to the study of field courses. The final these (project) shall not be mandatory to acquire Master in Law (LL.M.) or Master in Business Administration (MBA) degrees.

40. The volume of Master's Degree study courses (including course papers, creative art projects, and research works) shall be not less than 4 credits.

Integrated study programmes

41. The integrated study programme shall consist of 300 or 360 credits, including:

41.1. the total volume of practices which shall consist of not less than 20 credits, unless the field descriptions require otherwise;

41.2. preparation and defence of the final thesis (project) or final thesis (project) and final examinations (if it is required by normative legal acts), which shall consist of not less than 30 field credits, unless the field descriptions require otherwise.

42. Part of the integrated study programme, which consists of up to 240 credits, shall comply with the requirements set for the first-cycle (Bachelor's Degree) study programmes (with the exception of the requirement to write a final thesis). The rest part of the study programme shall comply with the requirements set for the second-cycle (Master's Degree) study programmes.

Joint study programmes

43. The volume of a Joint study programme, depending on its cycle and kind, shall comply with the requirements for the volume of study programmes, laid down in the legal acts of partner country higher education institutions.

44. The number of the courses studied in the Joint study programme each semester may be different from that determined in general requirements set for the first-cycle, integrated and second-cycle study programmes, when different requirements are determined by the legal acts of partner country higher education institutions.

45. A joint study programme shall be implemented aiming at ensuring consistency of the parts of curriculum taught in different partner country higher education institutions and learning

outcomes, academic mobility of students and teachers and partnership-based administration. A significant part of the joint programme shall be performed on the basis of academic physical mobility. Students' physical mobility shall be mandatory.

Minor study programmes

46. Minor studies shall be provided in compliance with the *Description of procedure for organisation of minor studies*, approved by the Rector.

47. Minor study programme shall consist of the courses taught in the first-cycle or integrated study programmes.

48. Minor study programme may be chosen by the first-cycle and second-cycle, also integrated and professional study programme students and unclassified students. The first-cycle and integrated study programme students may start their studies in the minor study programme from the first semester, and may continue minor studies while studying in a Master's degree programme as unclassified students.

49. The courses taken in other programmes may be recognised as minor study programme courses if they help to achieve the set minor study programme learning outcomes.

50. A minor study programme certificate shall be issued having completed minor studies.

Supplementary study programmes

51. Supplementary study programmes shall include those first-cycle study university study courses which are mandatory for the students to acquire sufficient knowledge and skills necessary for successful studies in the second-cycle programme. Individual study plans may be designed for supplementary study programmes.

52. Supplementary studies shall be organised in accordance with the *Description of procedure for organisation of supplementary studies*, approved by the Rector.

Non-formal education programmes

53. University academic units may design non-formal education programmes for persons who seek to update their professional qualifications, and develop their personal skills and erudition.

54. Non-formal education programmes shall be tailored to the candidate's learning needs, as well as the needs of the company or organisation staff training.

55. University academic units may design non-formal education programmes for non-formal school learner education at the University.

Pedagogical study module programmes

56. The volume of a Pedagogical study programme shall consist of not less than 60 credits.

57. Pedagogical study module programmes shall be designed from the accredited first-cycle pedagogical study programmes and (or) field study programmes. If the module is designed from an accredited study programme it shall be singled out by the Study Programme Committee, whereas if the module is designed from more than one study programme, it will be

singled out by the Pedagogical Programme Committee having agreed with the Field Programme Committee.

58. Pedagogical study module programmes shall be enrolled by teachers who hold higher education qualification.

PART FOUR

STUDY PROGRAMME DESIGNING, MONITORING AND RENEWAL

59. New study programmes shall be designed on the initiative of the University academic units, discussed in the Council of a Faculty or any other unit equalled to the faculty, the Rectorate, approved by the Senate, and submitted to the Centre for Quality Assessment in Higher Education for accreditation. Study programme designing and renewal shall be regulated by *Description of procedure for University study programme quality assurance*.

60. New study programmes shall be designed in compliance with national and institutional documents which regulate studies, international practice and shall be based on the study programme design rationale, having evaluated the demand for the study programme, programme objectives and expected learning outcomes, curriculum design, staff, facilities and learning resources, programme management and alumni career opportunities.

61. A new study programme shall be designed by the Study Programme Development Group, appointed by the faculty dean, which includes teachers, students, employers, and other stakeholders. The monitoring, evaluation and renewal of the study programme, which has been approved by the Senate, accredited and registered in the Register of Study and Training Programmes and is currently being implemented, shall be performed by the Study Programme Committee in compliance with the *Description of the procedure for study programme quality assurance*, approved by the Senate.

62. Group A courses shall be offered by academic units, discussed by the Rectorate, and approved by the Senate. Group A course descriptions shall be prepared by the faculties or other units equalled to faculties, and attested by Group A Course Attestation Commissions, in compliance with the requirements of the *Description of procedure for study course attestation*, approved by the Rector.

63. Group B courses shall be offered by academic units and attested by the Study Programme Committee the study course is attributed to, in compliance with the requirements of the *Description of procedure for study course attestation*, approved by the Rector.

64. Study field (Group C) course descriptions shall be prepared by the faculties or other units equalled to faculties and attested by the Study Programme Committees, in compliance with the requirements of the *Description of procedure for study course attestation*, approved by the Rector.

65. Study programme renewal shall be a continuous process which shall be performed in compliance with national and institutional documents regulating studies and their quality assurance and international practice. Study programme renewal shall be performed by Study Programme Committees, departments or institutes, who implement the programme, and programme teachers complying with the *Description of procedure for study programme quality assurance*.

66. Study programme renewal may be initiated by the students (who present well-argued suggestions), University academic units, Faculty and Academy Councils, and social stakeholders.

67. The main performer of study programme renewal shall be the Study Programme Committee, which shall consist of not less than 5 members: representatives of teachers, students and employers. The members of the Study Programme Committee shall be proposed by the programme-providing departments or institutes and approved by the Faculty Dean or Chancellor of the Academy.

68. Every Spring semester, the Study Programme Committee shall analyse the quality of the study programme implementation on the basis of quality assessment criteria and inform the department or institute which provides the study programme as well as the Faculty Dean or Chancellor of the Academy about the study programme shortcomings that emerged during the academic year, and shall recommend the measures to eliminate them. The results of the analysis shall be presented and developmental plans discussed and approved in the Faculty Council. When the external evaluation of the study programme is planned, the self-evaluation report shall be prepared according to the Methodology for Evaluation of Higher Education Study Programmes, approved by the director of the Centre for Quality Assessment in Higher Education.

69. Having renewed and improved the programme, the changes shall be presented in the University study programme information system.

PART FIVE

STUDY QUALITY ASSURANCE

70. Study quality assurance shall be based on the responsibility of the University for study quality and its development, systematically performed research data, involvement of all stakeholders (students, teachers, administration, alumni, employers, and etc.) into study quality development processes, clear and transparent sharing of responsibility and creation of favourable environment for quality assurance.

71. The system of internal study quality assurance shall involve the evaluation of the quality of study programmes and study courses and the improvement of quality based on the evaluation results.

72. The University documents that regulate internal study quality assurance shall comply with the Law on Higher Education and Research, orders of the Minister of Education, Science and Sport, and European Higher Education documents regulating study quality assurance.

73. Quality assurance of study programmes and courses shall be an ongoing process, performed according to the *Description of procedure for study programme quality assurance*, approved by the Senate. The process of conducting study quality assessment and improvement surveys, performed by stakeholders, shall be regulated by the *Description of procedure of feedback for improvement of quality of studies* approved by the Rector.

74. Teaching quality assessment shall be performed in accordance with both documents as determined in Study Regulations par. 73. The purpose of the assessment shall be to receive feedback on teaching quality from students and teachers and to use the obtained assessment results for teacher professional development, attestation and teaching quality enhancement.

75. Study course assessment shall also be regulated by the *Description of procedure for study course attestation*, approved by the Rector, according to which study courses shall be assessed at least every three years.

76. Study quality shall also be ensured at the University by implementation of other orders approved by the Rector and Vice-Rectors and the Senate resolutions related to study quality assessment and development.

77. Study quality assurance shall be the main activity area of the Study Programme Committees, which shall supervise the implementation of the programme, organise its assessment and renewal, and attest the study field courses (Group C) of the programme. The Study Programme Committee shall take into account recommendations provided by study programme teachers, students, employers and other social stakeholders with regard to study quality improvement.

78. Self-evaluations of study programmes and University activities aimed at external study quality evaluation shall be performed in compliance with the methodologies prepared by the Centre for Quality Assessment in Higher Education or similar agencies.

79. The results of study quality assurance shall be publicised on the University website and shall be made public by other means.

CHAPTER IV

STUDY PROCESS

PART ONE

ADMISSION TO UNIVERSITY

80. Applicants to the first-cycle and integrated studies shall be admitted on a competitive basis in compliance with the Law on Higher Education and Research and valid sub-statutory legal acts and University admission rules.

81. Applicants to the state-funded study places of the first-cycle and integrated study programmes shall be admitted according to the competitive line approved by the Ministry of Education, Science and Sport.

82. Applicants who have completed the first-cycle studies and meet the study programme requirements shall be admitted to the second-cycle study programmes through a public competitive process in accordance with the admission rules, annually approved by the Rector.

83. The number of state-funded study places in the second-cycle studies shall be established by the Decision of the Government of the Republic of Lithuania in accordance with science and (or) study fields and modes.

84. Admission to post-diploma study programmes shall be performed, admission procedure and organisation shall be determined by University academic units who provide these studies.

85. Admission to non-formal education programmes shall be performed and admission procedures shall be determined by the University units who provide these studies.

86. Unclassified students shall be admitted to supplementary, minor study programmes or separate courses (or their groups) chosen to study by the Rector's order.

87. The students who have been admitted to the University and unclassified students shall sign contracts with the University which shall come into force after the Rector's order on admission has been issued. The student's status shall be acquired from the beginning of the first semester.

88. Foreign citizens who have acquired their education abroad shall be admitted to study programmes provided in a foreign language in accordance with the descriptions of procedures approved by the Rector.

89. Changes in study financing may be introduced by the Law on Higher Education and Research and its sub-statutory legal acts; tuition payment shall be regulated by the *Description of procedure for paying and returning tuition fees and instalments*, approved by the Senate.

PART TWO

STUDY ORGANISATION

90. An academic year shall consist of two semesters – autumn and spring; the beginning and end of each semester shall be determined by the Rectorate. There shall be 20 weeks in a semester. One week of studies shall equal to 40 hours of student's work. In individual cases the Faculty Dean / Academy Chancellor may allow to provide studies during the period between semesters.

91. Studies shall be provided in the Lithuanian language. The language of instruction shall be different when:

- the content of the study programme is related to another language;
- lectures are delivered and other academic activities are carried out by visiting teachers;
- studies are provided in joint or double diploma study programmes organised together with foreign higher education institutions;
- studies are provided in study programmes prepared to be taught in a foreign language and are approved by the Senate;
- a study course is prepared to be taught in a foreign language and is approved by the Rector's order.

92. Final thesis shall be written in the Lithuanian language. Final thesis may be written in other languages when it is required by the study programme. The Faculty Dean / Academy Chancellor may grant an exemption by his/her order, when it is expedient to write the work in another language (the student prepared the thesis in a foreign higher education institution; the thesis advisor was a foreign lecturer; all members of the defence committee understand the foreign language well, etc.).

93. Studies shall be planned, organised, provided and internal quality assessment shall be performed by faculties, other academic units equalled to faculties, departments and centres, and other academic units. The Department of Studies shall administer, organise and coordinate studies. Studies shall be organised and coordinated in compliance with the Procedures approved by the Rector.

94. Study programmes or separate study courses may be studied in a distance education form. Organisation of distance studies shall be regulated by the *Description of procedure for distance study organisation*, approved by the Rector.

PART THREE

INDIVIDUAL STUDY PLAN

95. The study process shall be regulated by the study timetable for the semester, which shall indicate the forms of face-to-face work, time, duration and location, language of instruction and the course teacher's name. The semester timetable shall be announced not later than one week before the beginning of the registration into study courses.

96. Every semester students shall design their individual study plans in compliance with the study timetable, specific study programmes and the requirements of the Study Regulations.

97. Designing their individual study plans, full-time students shall be obliged to choose study courses to be studied during the semester, the volume of which shall be not less than 24 and not more than 36 credits. The students of integrated studies choose courses the volume of which shall be not less than 14 and not more than 26 credits. The volume of one study year of full-time studies shall be 60 credits, of integrated studies – 45 credits. If a student studies in a minor or individual study programme, the volume of semester study courses shall not exceed 42 credits.

98. During the first 4 semesters the first-cycle students shall complete Group A study courses (not less than 16 credits) and foreign languages (not less than 12 and not more than 24 credits) as well as Group B study courses. This provision shall not apply to the study programmes which, as laid down in par. 28, have a different general compulsory university study course volume, subject matter and study duration, as approved by the Senate.

99. Credits allocated for Group B (16 credits) may be used by choosing free elective courses both from Group B and Group A. If the student does not hold an ECDL (European Computer Driving Licence) certificate, did not receive a positive evaluation in the State Maturity Examination in Information Technologies, did not take or failed to pass a computer literacy diagnostic test provided at the University, he/she shall be obliged to take Computer literacy study course (4 credits). If the student studies in a minor study programme, credits allocated for Group B may be used to study courses of the minor study programme.

100. Students who started studying English at the University at higher than A1 level, during the first 4 semesters shall have to complete Academic English C1 level; students who started studying English at the University at A1 level or entered the University in 2015 or earlier shall be obliged to complete Academic English B2 level.

101. The level of English to be studied shall be determined according to the results of the English diagnostic test taken at the Institute of Foreign Languages and the mark receive for the English State Maturity Examination. Students who received 90 percent and more in the English State Maturity Examination may be exempt from taking the English diagnostic test and shall learn English at any C1 or C1/C2 level upon their choice. If these students intend to have their English C1 level competence validated, they shall have to pass a diagnostic English C1 level test offered at the Institute of Foreign Languages. The students' English C1 competence may be validated if they present documents verifying their English C1 level competence.

102. In exceptional cases, students shall study according to the individual study schedule. Studies according to the individual study schedule shall be regulated by the *Description of the procedure for individual study schedule conferment*, approved by the Rector.

PART FOUR

CHANGE OF UNIVERSITY, STUDY PROGRAMME AND WAY OF FINANCING

103. The person whose studies are funded by the state shall have a right to change their study programme and study form within the same study field group (enrolled prior to 2016 – the same study area) without losing the rest part of the state funding which shall be not higher than the normative study cost for that study programme.

104. Students of state-funded studies may change their study programme after each semester, but not earlier than after completion of the first semester of the first year of studies.

105. A student shall be transferred to the vacant state-funded place during the first month of each semester, later – only after the semester ended.

106. Students of state non-funded studies may change a study programme changing a study field and area after each study semester, but not earlier than after completion of the first semester of the first year of studies.

107. A student may change a study mode – switching from a full-time mode to part-time and vice versa.

108. Students of state-funded studies who intend to change a study programme shall complete a semester without academic debts.

109. Students who intend to change a study programme shall apply in written form to the Faculty Dean / Academy Chancellor where they would like to study not later than 10 days prior to the beginning of a new semester in that faculty.

110. In the application for the change of the study programme the student shall specify the programme that he/she studies in and the one that he/she intends to study in and also present documents necessary for the validation of the study results.

111. The Committee composed by the Faculty Dean / Academy Chancellor shall make a decision on whether to accept the student or not at least 5 working days prior to the beginning of a new study semester. A member of the faculty/academy staff shall inform the applicant about the decision of the Committee.

112. The learning outcomes of the students who change the programme shall be validated, having assessed their correspondence to the formal requirements (study area, type of programme, study mode, and other) and subject requirements (study aims of the course, subject matter, volume, and other) of the intended study programme. It shall be possible to validate not more than 75 percent of the volume of the intended first-cycle, second-cycle and integrated study programme.

113. The change of a study programme by changing the university shall be formalised by terminating the present study contract and signing a new one; when the student changes the study programme within the university, the present study contract shall be changed.

114. The students changing a study programme shall maintain the state funding of their studies, but it shall not exceed the normative study cost of the study programme that is being changed. If the cost of the intended study programme is higher than the cost of the study programme that is being changed, a student shall pay the cost difference starting with a new semester.

PART FIVE

REGISTRATION TO COURSES

115. Registration to the study courses of the next semester shall be performed in the student self-service portal. Students of all cycles, visiting students and unclassified students shall register independently observing the deadlines indicated in the academic calendar.

116. Students who have not registered to the allowed minimum number of credits per semester shall be warned by email and, if still not registered, removed from the student lists after the first month of the semester.

117. Students of other higher education schools the University has signed a partial study contract with shall submit applications to register into courses to the head of the academic unit which provides studies of the course.

PART SIX

STUDY TERMINATION AND RENEWAL

118. Students may take academic leave (to take a study break) due to illness, under the recommendation of their doctor or the Commission of Consulting Doctors, or due to pregnancy and childbirth, child care, and also for personal reasons once during the period of studies, but for a period no longer than one study year without losing their student status and their right to continue studies upon return from the academic leave if they studied in the place of studies prior to the academic leave. The academic leave shall be granted not earlier than after the completion of the first study semester and not later than two weeks before the start of the examination session. The end of the academic leave shall always coincide with the beginning of autumn or spring semesters.

119. During the academic leave, students may repeat separate courses of which they have academic debts, but they shall pay fees for the repeated courses, the sum of which depends on the course volume in credits.

120. Returning from the academic leave, students shall submit their application to return from the academic leave to the Faculty Dean / Academy Chancellor prior to the start of the semester.

121. For students who receive scholarships and take an academic leave, the paying of the scholarship shall be suspended in the following month after the Faculty Dean / Academy Chancellor issues a decree on the academic leave. Those who have returned from the academic leave shall receive a scholarship if they meet the criteria according to which scholarships were granted to students in the current semester, but the scholarship shall not be paid for the period of time for which it has been paid before taking the academic leave.

122. Students who have not returned from the academic leave shall be removed from the

student lists a month after the set return date. Being on academic leave students may withdraw from studies on their own intent only till the end of the academic leave period.

123. Students shall be removed from the student lists and the study contract shall be terminated in the following cases:

- at a student's request;
- for poor academic performance, having received evaluation lower than 5 (five) for three or more different study courses;
- having not paid a tuition fee in time, in compliance with the *Description of procedure for paying and returning tuition fees and instalments* approved by the Senate;
- having not registered to courses of the semester or failed to meet the requirements in terms of the minimum number of course credits;
- having not returned from the academic leave;
- having not completed the study programme in the final study semester;
- having not defended or failed to defend the final thesis;
- if the contract date has expired;
- for failure to meet the contract requirements;
- for violation of the University's Statute and University internal order.

124. Students who did not defend or failed to defend their final theses and thus were removed from the student lists shall have a right to write and defend a new final thesis not earlier than after half a year.

125. First-cycle, second-cycle and integrated study students who were removed from the student lists after the first semester, shall have a right to re-enter the University on the competition basis.

126. Students who were removed from the University after the second semester or later because of poor academic performance may eliminate all their academic debts having a status of an unclassified student. Having eliminated their academic debts or reduced their number, the first-cycle, second-cycle and integrated study students who have not more than 2 academic debts may return to the self-funded studies next semester.

127. Students who have returned to their studies shall continue them in the existing study programme. If the study programme was changed during the time of the students' absence, the Faculty Dean / Academy Chancellor, in compliance with the conclusions of the Study Programme Committee, shall decide on the correspondence between the previous study programme study courses and the new study programme study courses.

PART SEVEN

ASSESSMENT OF STUDY ACHIEVEMENTS

128. Learning outcomes achieved by the student upon completion of the study course shall be evaluated attributing them to the achievement level. There shall be three study achievement levels: *excellent*, *typical* and *threshold*:

- A student shall be attributed to having reached the *excellent* achievement level if he/she: knows the latest study course (field) sources, theories and principles and is able to create and develop new ideas; is able to apply knowledge and solve complicated and atypical problems of the study field and related professional activity; may collect, evaluate, interpret data independently and make decisions on its basis; is able to logically present information, ideas,

problems and solutions communicating with specialists of his/her study field and other study fields; has learning skills necessary for further studies and independent learning;

– A student shall be attributed to having reached the *typical* achievement level if he/she: knows the main study course (field) theories and principles and may justify essential study field achievements; is able to apply knowledge while solving standard problems of the study field and related professional activity; may collect, evaluate, and interpret data of his/her study field which is necessary to make decisions; is able to present usual study field information, ideas, problems and solutions; has learning skills necessary for further studies and independent learning;

– A student shall be attributed to having reached the *threshold* achievement level if he/she: knows the main study course (field) theories and principles; is able to apply knowledge while solving uncomplicated problems of the study field; may participate while collecting, evaluating, and interpreting data of his/her study field which is necessary to make decisions; is able to present the main study field information, ideas and problems; has independent learning skills.

129. After each study year, course evaluations shall be summarised and achievement level of the current period shall be determined:

– A student shall be considered as having reached the *excellent* achievement level of the period which is being evaluated if not less than four fifths of the module (course) evaluations are of the excellent level and others are not lower than the typical level;

– A student shall be considered as having reached the *typical* achievement level of the period which is being evaluated if not less than three fourths of the module (course) evaluations are of typical or excellent level and others are of the threshold level;

– A student shall be considered as having reached the *threshold* achievement level of the period which is being evaluated if he/she has completed all modules (courses), but his/her study achievements are below the typical level.

130. A student shall be considered as learning well if he/she has no academic debts, completed all requirements set for the study programme during the evaluated period and reached the excellent or typical achievement level.

131. The University shall apply the accumulative system for the assessment of learning achievements. Students and unclassified students' study achievements shall be assessed in midterms, for intermediate work and examination or defence of students' or unclassified students' self-study work (project).

132. Practice, course papers, research papers, final projects of pedagogical studies, creative and art projects shall be defended and assessed in accordance with the set procedures approved by the Faculty Dean/ Academy Chancellor's decree.

133. The final mark shall integrate the intermediate work assessment and examination marks. The examination mark shall make 30-60% of the final mark. The proportions of separate components of intermediate work assessment and their weight in the final mark shall adhere to the following compulsory proportions in the first-cycle and second-cycle studies:

– the midterm mark shall constitute 15-35% of the final mark;

– the intermediate assessment of laboratory works, tests, homework, and other assignments shall constitute 15-35% of the final mark.

134. The teacher shall acquaint the students with the learning outcome assessment criteria and the process of studies during the first lectures.

135. The final mark for foreign languages shall integrate the intermediate assessment and examination marks. The examination mark shall constitute 30% of the final mark. The proportions of intermediate work assessment shall be as follows:

- the midterm mark shall constitute 20% of the final mark;
- the intermediate assessment of learning achievements during the semester shall constitute 50% of the final mark.

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136. For separate study courses, another composition of the final mark and different proportions of the intermediate work assessment may be determined by the Faculty/ Academy Council.

137. If a course is taught intensively, its achievements may be assessed only by the final examination. The examination shall be taken having completed the intensive course.

138. Intermediary work assessment and final assessments (mid-term, exam) may be organized online under the guidance of *Procedure for distance study organization*, approved by the Rector.

139. If the student or unclassified student did not participate in the intermediate work assessment, the mark for this work shall be “0” (zero). If the student or unclassified student is absent during the examination, the final evaluation shall be written as “0” (zero) in the record book.

140. Examinations and midterm tests (except for practical courses of art area study programmes) shall proceed in written form; their tasks shall be the same or of equal value for all examinees.

141. For separate study courses another procedure of assessment may be determined by the Faculty /Academy Council.

142. The results of intermediate work assessment shall be announced and discussed during lectures within the period of 2 weeks after the intermediate work performed but no later than till the beginning of examination session.

143. After the written examination, the final results shall be announced on the University intranet within the period of three working days and afterwards they shall be discussed in the student group. The participation of students and unclassified students in the discussion is not obligatory. Students and unclassified students’ written examinations shall be kept in the academic units or in the distance study environment for one-year period.

144. Should a student or an unclassified student fail the final exam of a course or receive an unsatisfactory final mark, he/she is eligible to retake the exam once free of charge and to retake it one more time by paying therefor.

145. In case of absence during the examination or any other test without a justifiable reason or in case of dishonest behaviour during the examination or test, the examination or any other test shall not be retaken and it shall not be taken at any other time.

146. The evaluation of the examination shall be the mark of the retaken examination. In case of absence during the scheduled time for the retake of the examination without a justifiable reason the mark received before the retake shall be recorded.

147. The teacher shall prepare a new assignment for the retake examination from the same part of the course as for the main examination or from the whole course subject matter. The retake of examinations shall be organised by the correspondent units after the end of the examination session, at the time determined in the academic calendar. The timetable for retaking of examinations shall be announced on the University intranet, notice boards of the faculty and department or other academic units equal to them, not later than two days before the date of the examination retake. After the retake of the written examination, the final results shall be announced on the University intranet within the period of three working days. Under objective circumstances and having informed the students and unclassified students, the period for the announcement of the retaken examination results may be prolonged by the Faculty Dean/Academy Chancellor's decision.

148. Having received a negative final mark for the course after the retaken examination, a student shall have an academic debt for the course. The study course may be repeated by the student or unclassified student only having paid the set tuition fee.

149. Repeating a study course, the previously achieved student or unclassified student's learning outcomes may be validated. When repeating a study course, a student or unclassified student shall choose whether to repeat the whole course and pay the tuition fee for the whole course, or to have previous positive intermediate work assessment results validated, and repeat only those parts of the course that were evaluated negatively (then the student or unclassified student shall pay only for the parts of the study course that are being repeated), except for the cases when a student's dishonest behaviour has been recorded. The student or unclassified student who intends to validate his/her intermediate work assessment results submits an application to the Faculty Dean/ Academy Chancellor, indicating which parts of the course he/she wants to be validated.

150. A positive mark for the examination, if the total mark (final) is negative, shall not be validated. When retaking a course, the passed examination shall be retaken once again.

151. Being unsatisfied with the teacher's assessment, a student shall have a right to appeal to the Dean of the Faculty he/she studies in, in compliance with the *Description of procedure for appeal investigation*, approved by the Rector.

152. The University shall apply the criteria-based study achievement assessment system, using a 10-point grading scale, justifying every point by precise assessment criteria, related to study programme and course outcomes. A student or unclassified student who has participated in an assessed activity or presented his/her completed work for intermediate work assessment in time shall receive one of the following marks: 10, 9, 8, 7, 6, 5, 4, 3, 2, 1. The lowest positive mark shall be 5 (five). Under the decision of the Council of Music Academy, separate study courses may be assessed as "Credit/ No credit". The mark 0 (zero) shall show that the student or unclassified student did not participate in the intermediate work assessment or did not submit his/her work for intermediate assessment in time. In case of dishonest behaviour recorded during the examination or test, the student or unclassified student shall receive 0 (zero) as well.

Values of assessment scale

Passed/Failed	Mark	Value of the mark
Passed	10 (excellent)	Excellent, exceptional knowledge and skills
	9 (very good)	Sound, good knowledge and skills
	8 (good)	Better than average knowledge and skills

	7 (highly satisfactory)	Average knowledge and skills, there are not essential mistakes
	6 (satisfactory)	Knowledge and skills lower than average, there are mistakes
	5 (poor)	Knowledge and skills meet minimal requirements
Failed	4 (unsatisfactory) 3 2 1	Failure to meet minimal requirements
	0 (zero)	Absence in the testing or failure to observe deadlines in presenting work for intermediate assessment or dishonest behaviour recorded

153. Study achievements shall be indicated in the following documents:

- on the student or unclassified student’s written work papers that shall be kept in the academic unit or virtual environment archives for one year. If a dishonest behaviour has been recorded, the written work shall be kept for two years;
- in the electronic database that shall be kept for seventy-five years under the responsibility of the Maintenance and Investment Department.

154. For dishonest behaviour during any work assessment, the final evaluation “0” (zero) shall be written in the learning outcome record book, the dishonest behaviour shall be recorded and the student or unclassified student shall not be able to participate in other study course assessment events, the course study shall be terminated and end in academic debt. Having noticed a student or unclassified student cheating or having determined any other fact of plagiarism during an exam, midterm or other intermediate assessment event, the teacher (the examiner) shall discontinue the student or unclassified student’s performance and inform about this the Dean of the Faculty/ Academy Chancellor (the student or unclassified student studies in) and the Department of Studies in written form. Any attempt of a student or unclassified student to use information sources in unallowable ways shall be considered as dishonest behaviour. Such a student or unclassified student shall receive the Faculty Dean/ Academy Chancellor’s penalty as determined in Study Regulations par. 183.

155. Having received a negative evaluation mark lower than 5, students shall have to repeat the course studies and pay the tuition fee for credits in compliance with the order of the Rector. If the student received a mark lower than 5 and failed an elective course, he/she shall have a right to choose another course from the list of elective courses, and shall pay the set tuition fee for the chosen course. If the final mark for the course is positive, the course shall not be repeated. The marks lower than 5 shall not be recorded in the Diploma Supplement.

156. If a student or unclassified student was not able to attend an intermediate work assessment event (-s) due to important justifiable reasons, the Faculty Dean/ Academy Chancellor may postpone the intermediate work assessment date until the last day of the semester lectures. The student or unclassified student shall submit an application to the Dean/ Academy Chancellor for the permission to take an intermediate work assessment at a different time. The application shall have to be submitted in five working days after the disappearance of the reasons that caused the student or unclassified student’s absence.

157. If a student or unclassified student was not able to attend an examination (-s) due to important justifiable reasons, the Faculty Dean/ Academy Chancellor may issue a decree

postponing the date of taking the examinations: in Autumn semester the date shall be not later than 1 March, in Spring semester – not later than 31 August. The student shall submit an application to the Dean/ Chancellor to obtain a permission to take an examination at a different time in two working days after the disappearance of the reasons that caused the student's absence.

158. Examination session for part-time students is organized upon the guidance of *Description of procedure for part-time study organization*, approved by the Rector.

159. The form of taking examinations without attending lectures shall not be applied at the University.

160. The University shall utilise the *Description of procedure for recognition and validation of competences acquired in non-formal and informal learning*, approved by the Rector.

161. If during the assessment it is determined that student's learning achievements acquired in non-formal and informal learning correspond to the learning outcomes formulated in the study course programme, a study course (-s) shall be validated. This order shall not be applicable for the final thesis.

PART EIGHT

TERMINATION OF STUDIES

162. The final thesis (final art project) shall be an independent student's scientific research, artistic or project work, performed at the end of the study programme and designed for acquiring analytical, research, artistic and other competencies. A student may defend the final thesis having fully completed the compulsory study programme.

163. The final theses shall be defended in May-June or in January. The Faculty Dean / Academy Chancellor shall submit the timetable of the final theses defence to the Department of Studies and Defence Committee no later than two weeks before the first meeting of the Committee.

164. The procedure for the final theses preparation and defence shall be regulated by the *Description of general procedure for final thesis preparation and defence*, approved by the Rector.

165. Before the defence of the final thesis, the documents indicated in *Description of general procedure for final thesis preparation and defence*, approved by the Rector, shall be submitted to the Defence Committee.

166. If the student failed to defend the final thesis, he/she may defend it repeatedly not earlier than in half a year, in accordance with *Description of general procedure for final thesis preparation and defence*, approved by the Rector. The appeals with regard to the assessment of the final thesis shall not be brought.

167. Students who have completed the study programme but failed to prepare or defend the final thesis shall be removed from the student lists.

168. Qualification degree and (or) professional qualification shall be awarded by the Rector upon the Faculty Dean/ Academy Chancellor's provision prepared in accordance with the proposal of the Defence Committee of the corresponding study programme.

169. Having completed a degree study programme, the graduate shall be issued the Diploma of a set form certifying the awarded qualification degree together with the Diploma Supplement in the Lithuanian and English languages, which shall indicate the content of the acquired higher education. The issuance and records of diplomas and their supplements shall be performed in accordance with the *Description of procedure for preparation, issuance and registration of diplomas and their supplements*, approved by the Rector.

170. Having completed a professional study programme, the Study Certificate certifying the awarded qualification shall be issued.

171. Having completed a minor study programme, supplementary study and non-formal education study programmes, the Certificates of the set form determined by the University shall be issued.

172. Having completed a pedagogical study module (teaching subject or pedagogical specialization) studies, an academic certificate shall be issued which shall indicate the subject(-s) or pedagogical specialization(-s) the person has acquired.

173. The first-cycle and integrated study students whose grade point average shall be not less than 9.5 and the mark for the final thesis shall be 10, and the lowest mark during all study years shall be 8, and such marks shall be not more than four, shall be awarded the Diploma Cum Laude. The second-cycle students whose grade point average shall be not less than 9.5 and the mark for the final thesis shall be 10 shall be awarded the Diploma Cum Laude.

174. The Diploma and the Diploma Supplement shall be issued if the graduate has no liabilities with the Library and other University units, as declared in the *Description of procedure for student liabilities with the University*, approved by the Rector.

CHAPTER V

STUDENTS AND UNCLASSIFIED STUDENTS' DUTIES, RIGHTS AND RESPONSIBILITIES

175. The University students shall be entitled to the following student rights:

- the right to the freedom of thoughts and attitudes;
- the right to use classrooms, libraries, laboratories, other study facilities and equipment during their studies;
- the right to access the necessary and study related information;
- the right to participate in the self-government which is implemented by the Student Council;
- the right to choose and change the study programme, a teacher (when the same course is taught by some University teachers);
- the right to participate in the activity of the Student Council and elect the student representatives to VMU governing bodies;
- the right to express their opinion with regard to the provided quality of the study programme and its implementation.

176. The students and unclassified students' duties shall be as follows:

- to comply with the VMU Statute, Study Regulations, and other legal acts and rules of internal order;

- to comply with VMU Academic Code of Ethics;
- to observe the rules of academic integrity and behave honestly during the examinations and other intermediate work assessment events;
- to protect University property; in case of incurring material damage, to make restitution by compensating for it;
- to follow generally accepted public rules of conduct.

177. The students and unclassified students shall study in order to achieve the expected learning outcomes, shall follow the official information posted on the University intranet and in places for notices.

178. Student Affairs Department together with the Student Representative Council shall deal with the students' social, leisure time organization, and other issues not related to studies.

179. The students and student organisations shall have the right to organise cultural, scientific, sport and other events. General University events shall be coordinated by the Student Representative Council. The event organisers or the Rector's authorised representatives shall be responsible for the discipline during the event.

180. The students and unclassified students shall be imposed sanctions for not complying with their duties and violation of internal rules by the Rector or Faculty Dean / Academy Chancellor. A proposal for a sanction can be submitted by a University teacher or Head of a University unit. All circumstances shall be examined and a written student's explanation shall be received before imposing a sanction.

181. The student or unclassified student may appeal against the Faculty Dean/ Academy Chancellor's decision on the sanction to the Dispute Investigation Commission of the University.

182. Notices on sanctions shall be presented to the students and unclassified students personally and announced publicly in accordance with the procedure laid down in the University.

183. Students and unclassified students may be imposed the following sanctions for not complying with their duties and violation of internal rules:

- Caution;
- Reprimand;
- Severe reprimand;
- Suspension from the University with the right to continue studies;
- Dismissal from the University without the right to continue studies.

184. Cautions and reprimands shall be imposed by the Rector's order or Faculty Dean/ Academy Chancellor's decree. The student or unclassified student shall be suspended or dismissed from the University by the Rector's order.

185. The students and unclassified students who have graduated from the University or have been removed from the student list shall settle up with the University in accordance with the *Description of procedure for student liabilities with the University*, approved by the Rector.

CHAPTER VI

FINAL PROVISIONS

186. Under unforeseen or exceptional cases, the Rector shall have a right to make an exception in applying these Study Regulation requirements.