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VYTAUTAS MAGNUS UNIVERSITY

STUDY REGULATIONS

CHAPTER 1

KEY CONCEPTS

Academic debt – the failure to pass an academic assessment during the assessment period after retaking a study course, i.e., a negative final grade for the study course received after retaking an exam.

Academic leave – a temporary suspension of studies while maintaining the status of a student due to illness, on the recommendation of a doctor or a medical consultation commission, or due to pregnancy or childbirth, childcare, as well as for important personal reasons, for a maximum of one year. During the period of the academic leave, the student may repeat study courses.

Academic certificate – a document certifying the study achievements of a student or an unclassified student at the University or another Lithuanian or foreign higher education institution 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 to students free of charge; to graduates and/or dropouts, the academic certificate is issued for a fee approved by the Rector.

Artes liberales general university study course groups – study courses in the main science and art study areas provided at the University which are designed to provide students with the competences required for the concept of *artes liberales* studies.

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'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 courses 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 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 activities. 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 activities. 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 optional 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 (Professional Bachelor's, 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 Professional Bachelor's, Bachelor's 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.

Micro-credentials – the record of the learning outcomes that are acquired and assessed following a small volume of learning designed to provide and enhance specific knowledge, skills and competences that respond to societal, personal, cultural or labour market needs.

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

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

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

Online 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.

Additional competence studies – studies offered by the University and independently chosen by the student, irrespective of the specifics of the study programme, which are complementary to the formal studies provided by the University (such as those offered by the European University Alliance Transform4Europe, Academic Kaunas, Coursera and other independent learning studies and practical activities) and upon completion of which, a certificate and/or micro-credentials are obtained. The acquired competences may be validated as part of the study course or assessed separately.

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 specialisation or with the acquired qualification degree, which is performed in educational institutions and (or) non-governmental organisations 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.

Pedagogical studies module – a module of a teaching subject or pedagogical specialisation, the volume of which is not less than 60 study credits and which consists of courses 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 specialisation, on the basis of which the right is granted to teach this subject /these subjects or the right to perform a specialised pedagogical activity.

Post-diploma studies – part-time studies provided according to a Master's degree or professional studies 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 specific professional activities, acquaint themselves with their prospective professional activities and, performing the assigned tasks, acquire new skills necessary for professional activities.

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 Bachelor's studies – first cycle studies intended to prepare students for professional activities. Upon completion of these studies, a Professional Bachelor's degree or a Professional Bachelor's degree and qualification in the relevant study field is/are obtained.

Professional studies 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. 1 ECTS corresponds to 26.67 hours of student work time.

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 (Field) Committee – a group of teachers, students, employers, alumni and other competent stakeholders appointed by the order of the Dean of the Faculty or the Chancellor of the Academy to monitor the study programme, to assess its quality and update it.

Specialisation of a study programme (hereinafter referred to as the “specialisation”) – a part of a study programme designed for deeper learning in the study field, which provides extensive knowledge and skills in the chosen study field, by forming separate groups of students according to the set study options and specifying the acquired specialisation in the diploma.

Studying persons – persons studying at the University in different study and training programmes.

Student – a person who studies at the University in a study programme or pursues doctoral studies.

Visiting student – a person who studies on the basis of the agreement between institutions or in an international exchange programme.

Unclassified student – a person who takes separate study courses or studies in a non-formal education programme.

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.

Short cycle studies – studies intended for obtaining a professional qualification according to Level 5 of the Lithuanian Qualifications Framework. Upon completion of short cycle studies, individuals receive a diploma confirming the qualification obtained.

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 2

GENERAL PROVISIONS

The Study Regulations of Vytautas Magnus University (hereinafter referred to as the “University”) is a document, approved by the Senate, which shall regulate the University’s first cycle, second cycle, integrated, and professional studies.

CHAPTER 3

STUDY SYSTEM

SECTION ONE

STUDY CYCLES, FORMS AND MODES OF STUDYING

1. The University shall provide degree and professional studies programmes, non-formal education programmes and studies of individual courses.
2. Degree providing study programmes are as follows:
 - 2.1. first cycle studies; a Professional Bachelor’s degree or a Bachelor’s degree is awarded;
 - 2.2. second cycle studies; a Master’s degree or a Licentiate degree is awarded;
 - 2.3. integrated studies, which integrate Bachelor’s and Master’s studies; a Master’s degree is awarded.

3. Professional studies programmes are 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 Organisation of Non-formal Education*, approved by the Rector.
5. Non-formal education programmes for pupils shall be programmes designed for non-formal education of pupils at the University. These programmes shall be provided in compliance with the *Description of Procedure for Organisation of Non-formal Education Programmes for Pupils*, approved by the Rector.
6. Pedagogical studies 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 specialisation knowledge and skills on the basis of which the right to undertake specialised 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 a Bachelor's or a 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:
 - 9.1. full-time studies – the main mode of studies. The studies shall be organised according to the degree and professional studies programmes of all cycles, the volume of which shall be not more than 60 and not less than 45 study credits per year;
 - 9.2. 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 timetables of study classes, which shall be drawn up in accordance with the calendar of each academic year and the specifics of the study programmes. Studies and intermediate assessments may take place on any day of the week in classrooms or virtual learning environments. Certain study courses may be taught in sessions (courses may be studied in cycles – after completing one course, another is taken – or several courses may be studied simultaneously on the fixed dates) or in an intensive manner (a course may be studied every day for several weeks).

12. The following forms of study course delivery shall be applied at the University:
- 12.1. 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.;
 - 12.2. 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.;
 - 12.3. laboratory work – development of special abilities through tests and research;
 - 12.4. practical work (practicals) – consolidation of skills, their integration with other skills, accumulation of experience and development of creativity through doing exercises;
 - 12.5. a consultation – didactical support and advice provided by a teacher aiming at developing students’ knowledge and abilities acquired during studies;
 - 12.6. practice – part of studies during which students apply the acquired (current) theoretical knowledge and practical skills in real professional activities, get acquainted with the prospective professional activities and, performing the assigned tasks, acquire new abilities necessary for professional activities.
13. A variety of interactive, inclusive, active and technology-based study methods shall be applied at the University. Traditional, online and blended learning shall be provided at the University.

SECTION 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. 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. 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’s degree in Law (LL.M.) or Master’s degree in Business Administration (MBA). 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 and other requirements shall be 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.

SECTION 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 cycle, 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 course 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 cycle 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 of 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 degree in Law and intend to deepen their knowledge into a specific law area.
 - 21.5. **a Master of 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's degree and having managerial work experience of not less than 3 years to acquire broad competences in administration.
22. The volume of the short cycle study programme shall be 90 or 120 credits, of which:
 - 22.1. a minimum of 50 credits shall be allocated to the field studies, including the preparation of the applied project and the final examination, if these are stipulated in the normative legal acts, with at least 5 credits allocated to both together;
 - 22.2. 30 credits (if the volume of the programme is 90 credits) or 40 credits (if the volume of the programme is 120 credits) shall be allocated to practice in a real workplace;
 - 22.3. 10 credits shall be allocated to developing language (English) and digital competences.

First cycle (Professional Bachelor and Bachelor) study programmes

23. The first cycle (Bachelor) study programme shall be designed to develop general erudition and achieve the expected learning outcomes (knowledge and skills) specified in the study programme. The first cycle (Professional Bachelor) study programme shall be designed to prepare students for professional activities.

24. Study programmes shall be 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.

25. 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.

26. The first cycle study programme shall consist of study courses, study practice, course papers and final theses. The volume of each study course shall be not less than 3 credits.

27. The first cycle one-field study programme shall consist of 180, 210 or 240 credits, including:

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

27.2. *artes liberales* general university study courses, which shall comprise not less than 56 credits; in professional bachelor studies, at least 28 credits shall be allocated to *artes liberales* general university study courses, of which at least 12 credits shall be allocated for developing language competences;

27.3. if the study programme requires taking studies in another field (including minor studies in Pedagogy) which are allocated 60 credits, then *artes liberales* general university study courses shall comprise at least 40 credits.

28. 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 the descriptions of both fields.

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

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

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

29.3. study courses of another/other study field(s), which shall consist of the remaining credits.

30. The total volume of practices shall consist of not less than 15 credits and at least 30 credits in professional Bachelor studies; the final thesis (project) and final examination (if it is indicated in field descriptions) shall consist of not less than 15 credits and at least 9 credits in professional Bachelor studies. In case of interfield studies, one common field final thesis (project) is recommended which shall integrate learning outcomes. The volume of teaching practice shall be at least 30 credits.

31. A professional language course shall be included in all types of first cycle study programmes with Lithuanian medium of instruction.

32. 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.

33. *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 optional courses from a study field different from the one studied by the student (Group B).

34. **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: Natural Sciences, Technological and Agricultural Sciences; the Humanities; Social Sciences; Arts; and Foreign Languages.

35. 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. To develop digital competences, a student must choose one study course (of at least 4 credits) from the list of courses approved annually by the Rector's order. Group A study courses shall be taken during the first two study years.

36. 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:

36.1. students who started studies at the University having the English language competence higher than level A1 shall achieve Academic English level C1;

36.2. students who started studying the English language from level A1 at the University shall achieve academic English level B2;

36.3. students who started studies at the University having the academic English language competence of level C1 shall study advanced levels of English or other foreign languages, the volume of which shall be at least 12 credits. The remaining free credits may be used to study English at levels higher than C1, other foreign language or freely chosen optional study courses.

37. **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 to this group (12 credits) may be used by the student freely, choosing study courses from both Group B and Group A. If the programme requires or the 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 chosen studies.

Second cycle (Master) study programmes

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

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

38.2. 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 of Art studies shall be a creative project and a written research report related to the project;

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

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

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

39.2. 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 of Art studies shall be a creative project and a written research report related to the project;

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

40. In order to acquire a Master's degree in Law (LL.M.) or Master's degree 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 thesis (project) shall not be mandatory to acquire a master's degree in law (LL.M.) or Master's degree in Business Administration (MBA).

41. 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

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

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

42.2. 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.

43. 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 remaining part of the study programme shall comply with the requirements set for the second cycle (Master's degree) study programmes.

Joint study programmes

44. 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.

45. 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.

46. 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. The volume of physical mobility shall be at least 15 study credits, except during periods of a state-declared emergency when physical mobility is not possible.

47. Upon completion of a joint study programme, a joint diploma or diplomas shall be awarded. A qualification degree different from the one listed in the Qualifications Framework may be awarded if the right to confer such a qualification degree has been granted by the Minister of Education, Science and Sport.

Minor study programmes

48. Minor studies shall be provided in compliance with the *Description of Procedure for Organisation of Minor Studies*, approved by the Rector.

49. Minor study programmes shall consist of the courses taught in the first cycle or integrated study programmes.

50. Minor study programmes may be chosen by the first cycle and second cycle, also integrated and professional studies 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.

51. 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.

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

Supplementary study programmes

53. 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.

54. 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

55. 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.

56. 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.

57. University academic units may design non-formal education programmes for non-formal pupil education at the University.

Pedagogical studies module programmes

58. The volume of a pedagogical studies module programme shall consist of not less than 60 credits.
59. Pedagogical studies module programmes shall be designed from the accredited first cycle pedagogical studies 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.
60. Pedagogical studies module programmes shall be intended for teachers who hold higher education qualification.

Specialisation of a study programme

61. The specialisation volume shall be at least 30 credits (excluding practice, the final thesis). The specialisation may be selected at the time of admission or during the course of studies. The choice of specialisations must be clearly indicated in the admission information. The implementation of particular specialisations is determined in the admission rules, taking into account the projected number of applicants. A study programme shall provide at least 2 specialisations justifying the need for variety.
62. The title of the specialisation shall appear on the Diploma and in the Diploma Supplement (Appendix). The creation and abolition of specialisations shall be discussed by the Study Programme Committee, the Faculty/Academy Council, the Rector's Council and approved by the Senate.

Additional competence studies

63. Studies offered by the University and independently chosen by the student, irrespective of the specifics of the study programme, which are complementary to the formal studies provided by the University (such as those offered by the European University Alliance Transform4Europe, Academic Kaunas, Coursera and other independent learning studies and practical activities) and upon completion of which, a certificate and/or micro-credentials are obtained. The acquired competences may be validated as part of the study course or assessed separately.

SECTION FOUR

STUDY PROGRAMME DESIGNING, MONITORING AND UPDATING

64. New study programmes shall be designed on the initiative of the University academic units, with the approval of the Rector's Council, discussed in the Council of a faculty or any other unit equalled to the faculty, the Rector's Council, approved by the Senate and submitted to the Centre for Quality Assessment in Higher Education for accreditation. Study programme designing and updating shall be regulated by the *Description of Procedure for Study Programme Quality Assurance*.
65. 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.
66. A new study programme shall be designed by the Study Programme Development Group, appointed by the Dean of the Faculty, which shall include teachers, students, employers, representatives

of the Study Quality Unit and other stakeholders. The monitoring, evaluation and updating 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 Procedure for Study Programme Quality Assurance*, approved by the Senate.

67. Group A courses shall be offered by academic units, considered by the Rector's Council 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.

68. 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.

69. 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.

70. Study programme updating 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 updating shall be performed by the Study Programme Committees, departments or institutes that implement the programme and programme teachers complying with the *Description of Procedure for Study Programme Quality Assurance*.

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

72. The main performer of study programme updating 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 Dean of the Faculty or Chancellor of the Academy.

73. Every academic year, 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 Dean of the Faculty or the 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. In the year when the external evaluation of the study programme is planned, the self-evaluation report shall be prepared according to the methodology of the external evaluation agency.

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

SECTION FIVE

STUDY QUALITY ASSURANCE

75. 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.

76. The system of internal study quality assurance shall involve the purposeful and systematic planning, implementation, evaluation and improvement of studies to meet higher education priorities, legal requirements and the needs of stakeholders.

77. 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.

78. 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.

79. Teaching quality assessment shall be performed in accordance with both documents as determined in Paragraph 78 of the Study Regulations. 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, certification and teaching quality enhancement.

80. 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.

81. 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.

82. 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 updating 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 stakeholders with regard to study quality improvement.

83. Self-evaluation reports of study programmes and University activities aimed at external study quality evaluation shall be performed in compliance with the requirements of the Centre for Quality Assessment in Higher Education or other external evaluation agency.

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

CHAPTER 4

STUDY PROCESS

SECTION ONE

ADMISSION TO UNIVERSITY

85. Admission to the first cycle and integrated studies shall be open to persons who have completed secondary education; the admission shall be based on a competitive selection process in compliance with the University admission rules.
86. Applicants who have completed the first cycle studies shall be admitted to the second cycle study programmes through a public competitive selection process in accordance with the admission rules, annually approved by the Rector.
87. Admission to post-diploma study programmes shall be performed, admission procedure and organisation shall be determined by University academic units that provide these studies.
88. Admission to non-formal education programmes shall be performed and admission procedures shall be determined by the University units that provide these studies.
89. Unclassified students shall be admitted to supplementary, minor study programmes or chosen separate study courses (or their groups) by the Rector's order.
90. Students and unclassified students who have been admitted to the University 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 semester.
91. 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.
92. Tuition payment shall be regulated by the *Description of Procedure for Payment and Refund of Tuition Fees*, approved by the Senate.

SECTION TWO

STUDY ORGANISATION

93. An academic year shall consist of two semesters – autumn and spring; the beginning and end of each semester shall be determined by the Rector's Council. 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 Dean of the Faculty/Chancellor of the Academy may allow to provide studies during the inter-semester period.
94. Studies shall be provided in the Lithuanian language. The language of instruction shall be different when:
- 94.1. the content of the study programme is related to another language;
 - 94.2. lectures are delivered and other academic activities are carried out by visiting teachers;
 - 94.3. studies are provided in joint or double diploma study programmes organised together with foreign higher education institutions;
 - 94.4. studies are provided in study programmes prepared to be taught in a foreign language and are approved by the Senate;
 - 94.5. a study course is prepared to be taught in a foreign language.
95. Final theses shall be written in the Lithuanian language. Final theses may be written in other languages when it is required by the study programme that has been taught in a foreign language, or if

the Dean of the Faculty/Chancellor of the Academy grants an exemption by his/her order when it is expedient to write the work in another language (e.g., the student prepares the thesis in a foreign higher education institution; the scientific supervisor is a foreign lecturer; all members of the defence committee understand the foreign language well, etc.).

96. 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 Study Department shall administer, organise and coordinate studies. Studies shall be organised and coordinated in compliance with the Procedures approved by the Rector.

97. Study programmes or separate study courses may be studied online. Organisation of online studies shall be regulated by the *Description of Procedure for Organisation of Online Studies*, approved by the Rector.

98. It shall be allowed to use artificial intelligence tools in the study of courses, in the preparation of written works and in the performance of independent work assignments provided that such use complies with the regulations of the University, the procedures established by the unit and the purposes specified in the course description, as well as the principles of academic integrity set out in the *Code of Ethics* and the *Provisions on Prevention of Plagiarism*.

SECTION THREE

INDIVIDUAL STUDY PLAN

99. 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.

100. 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.

101. 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.

102. 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 courses aimed at developing digital competences (at least 4 credits) and Group B study courses. This provision shall not apply to the study programmes which have a different general compulsory university study course volume, curriculum and study duration, as approved by the Senate.

103. Credits allocated to Group B (12 credits) may be used by freely choosing courses both from Group B and Group A. If the student studies in a minor study programme, credits allocated to Group B may be used to study courses of the minor study programme.

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

Academic English level B2.

105. 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 received 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 level C1 or C1/C2 upon their choice. If these students intend to have their English level C1 competence validated, they shall have to pass a diagnostic English level C1 test offered at the Institute of Foreign Languages. The students' English C1 competence may be validated if they present documents verifying their English level C1 competence.

106. 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 Procedure for Arranging Individual Study Schedule*, approved by the Rector.

SECTION FOUR

CHANGE OF UNIVERSITY, STUDY PROGRAMME AND WAY OF FINANCING

107. 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 without losing the rest part of the state funding which shall be not higher than the standard tuition fee for that study programme.

108. 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.

109. The best-performing student in the same study programme, in the same study field, in the same form and in the same course of study shall be transferred to the vacant state-funded study place. A student meeting the above criteria shall be informed of the possibility of taking up the vacant state-funded place and shall be transferred upon application. A student who has been granted a tuition fee reduction and who refuses to take up a state-funded study place shall forfeit the tuition fee reduction. Students shall be transferred to the vacant state-funded places no later than the first month of the semester.

110. Students of non-state-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.

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

112. Students of state-funded studies who intend to change a study programme must complete a semester without academic debts. For a person who changes his/her mode of studies, both the tuition fee and duration of funding for the mode of studies chosen at the time of admission shall remain the same.

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

114. 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 learning outcomes.

115. The Committee composed by the Dean of the Faculty/Chancellor of the Academy shall make a decision on whether to approve the student's application 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.

116. 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 course 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.

117. 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 supplementary agreement to the contract, which shall be an integral part of the contract, shall be signed.

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

SECTION FIVE

REGISTRATION TO COURSES

119. 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.

120. Students who have not registered for courses shall not be entitled to take intermediate assessments or examinations. Students who have not registered for the allowed minimum number of credits per semester shall be notified by email and shall be removed from the student lists on the last day of the first month of the semester.

121. Students of other higher education institutions the University has signed a partial study contract with shall submit applications regarding the registration for courses to the head of the academic unit which provides relevant study courses.

SECTION SIX

TERMINATION AND RENEWAL OF STUDIES

122. Students may take the academic leave (take a study break) due to illness, under the recommendation of their doctor or the medical consultation commission, or due to pregnancy and childbirth, childcare, 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.

123. 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.

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

125. For students who receive scholarships and take the academic leave, the paying of the scholarship shall be suspended in the following month after the Dean of the Faculty/Chancellor of the Academy issues an order 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.

126. Students who have not returned from academic leave or who have not applied to be withdrawn from their studies shall be removed from the student list one month after the date set for their return.

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

127.1. at a student's request;

127.2. for poor academic performance, having received three or more academic debts or negative final grades for three or more study courses in one semester;

127.3. having not paid a tuition fee in time in compliance with the *Description of Procedure for Payment and Refund of Tuition Fees*, approved by the Senate;

127.4. having not registered to courses of the semester or failed to meet the requirements in terms of the minimum number of course credits;

127.5. having not returned from the academic leave;

127.6. having not completed the study programme in the final study semester;

127.7. having not defended or failed to defend the final thesis;

127.8. if the contract date has expired;

127.9. for failure to meet the contract requirements;

127.10. for violation of the University's Statute and University internal rules.

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

129. Students who have been removed from the University due to poor academic performance may take courses for which they have negative final grades or academic debts as unclassified students. Students who have not more than 2 academic debts may return to studies next semester.

130. 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 Dean of the Faculty/Chancellor of the Academy, 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.

SECTION SEVEN

ASSESSMENT OF STUDY ACHIEVEMENTS

131. 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:

131.1. 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 activities; 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;

131.2. 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 activities; 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;

131.3. 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.

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

132.1. 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 of the typical level;

132.2. 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;

132.3. 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.

133. A student shall be considered as performing 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.

134. The University shall apply the accumulative system for the assessment of learning achievements. Students and unclassified students' study achievements shall be assessed through midterms, intermediate assessments and examination or defence of students' or unclassified students' independent work (project).

135. 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 order of the Dean of the Faculty/Chancellor of the Academy.

136. The final grade shall integrate marks for the intermediate assessments and examination. The examination mark shall make 30–60% of the final grade. The proportions of separate components of intermediate assessments and their weight in the final grade 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 grade; the intermediate assessment of laboratory works, tests, homework and other assignments shall constitute 15–35% of the final grade.

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

138. The final grade for foreign languages shall integrate the intermediate assessment and examination marks. The examination mark shall constitute 30% of the final grade. The proportions of the intermediate assessment shall be as follows: the midterm mark shall constitute 20% of the final grade; the intermediate assessment of learning achievements during the semester shall constitute 50% of the final grade.

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

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

141. Intermediate assessments and final assessments (midterm, examination) may be organised online in accordance with the *Description of Procedure for Organisation of Online Studies*, approved by the Rector.

142. If the student or unclassified student do not participate in the intermediate 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 Mark Registry.

143. Examinations and midterms shall be held in written or oral form, depending on the specifics of the study course, but the tasks in both cases shall be the same or of equal value for all examinees.

144. For separate study courses, a different procedure of assessment may be determined by the Faculty/Academy Council.

145. The results of the intermediate 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 the examination session.

146. After the examination, the final results shall be announced on the University intranet within the period of three working days and afterwards they shall be discussed individually or in the student group. Students and unclassified students' written examinations shall be kept in the academic units or in the virtual learning environment for one-year period.

147. A student or unclassified student who has received a negative mark in a midterm may retake it once but not later than within 3 weeks of the date of the midterm. If a study course has several midterms, only the one with the highest weight may be retaken. A student or unclassified student who has failed an examination (with a mark lower than 5 (five) in the examination) shall have the right to retake the examination once free of charge.

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

149. 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.

150. 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 decision of the Dean of the Faculty/Chancellor of the Academy.

151. If a student receives a negative final grade for the course after the retaken examination, he/she shall repeat the study course no later than within one year or in the next semester in which the study course is taught, after paying the set tuition fee. If the student does not repeat the course within the specified period, the negative final grade shall be considered as an academic debt.

152. 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 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 assessment results submits an application to the Dean of the Faculty/Chancellor of the Academy, indicating which parts of the course he/she wants to be validated.

153. 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.

154. If a student or unclassified student is unsatisfied with the teacher's assessment, he/she shall have a right to appeal to the Dean of the Faculty or the Chancellor of the Academy he/she studies in, in compliance with the *Description of Procedure for Appeal Investigation*, approved by the Rector.

155. The University shall apply the criteria-based study achievement assessment system, using a 10-point grading scale, justifying every assignment 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 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). The final positive accumulative mark must be at least 5 (five). The mark 0 (zero) shall show that the student or unclassified

student did not participate in the intermediate assessment or did not submit his/her work for intermediate assessment in time. In case of dishonest behaviour recorded during the assessment, the student or unclassified student shall receive “0” (zero) and a record of academic dishonesty.

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)	Failure to meet minimal requirements
	3	
	2	
	1	
	0 (zero)	Absence in the testing or failure to observe deadlines in presenting work for intermediate assessment or dishonest behaviour recorded

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

156.1. on the student or unclassified student’s written work papers that shall be kept in the academic unit or virtual learning environment archives for one year. If a dishonest behaviour has been recorded, the printed written work shall be kept for two years;

156.2. in the electronic database that shall be kept for seventy-five years under the responsibility of the Maintenance and Investment Department.

157. For dishonest behaviour during any assessment, the final evaluation “0” (zero) shall be written in the Mark Registry, the dishonest behaviour shall be recorded, and the student or unclassified student shall not be able to participate in other study course assessment events, and the course study shall be terminated with a negative final evaluation for the course. Having noticed a student or unclassified student cheating or having determined any other fact of plagiarism during an exam, midterm or other intermediate assessment, the teacher (the examiner) shall discontinue the student or unclassified student’s performance and inform about this the Dean of the Faculty/Chancellor of the Academy the student or unclassified student studies in and the Study Department 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 penalty imposed by the Dean of the Faculty/Chancellor of the Academy as determined in Paragraph 184 of the Study Regulations.

158. Having received a negative evaluation mark lower than 5, students shall have to repeat the course studies within a specified period of time 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 optional course, he/she shall have a right to choose another course from the list of optional courses and shall pay the set tuition fee for the chosen course. If the final grade for the course is positive, the course shall not be repeated. The grades

lower than 5 shall not be recorded in the Diploma Supplement.

159. If a student or unclassified student was not able to attend an intermediate assessment(s) due to important justifiable reasons, the Dean of the Faculty/Chancellor of the Academy may postpone the intermediate assessment date until the last day of the semester lectures. The student or unclassified student shall submit an application to the Dean of the Faculty or Chancellor of the Academy for the permission to take intermediate 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. With the permission of the Dean of the Faculty or Chancellor of the Academy, the student or unclassified student shall settle the time of the assessment(s) with the teacher within five working days.

160. If a student was not able to attend an examination(s) due to important justifiable reasons, the Dean of the Faculty/Chancellor of the Academy may issue an order postponing the date of taking the examination(s) until no later than the end of the next semester. The student or his/her authorised persons must inform the University of the reasons for the absence before the end of the examination session. The student shall submit a reasoned application with supporting documents to the Dean/Chancellor to obtain a permission to take the examination at a different time within two working days after the disappearance of the reasons that caused the student's absence.

161. Examination session for part-time students shall be organised in accordance with the *Description of Procedure for Organisation of Part-Time Studies*, approved by the Head of the Unit.

162. The form of taking examinations externally shall not be applied at the University.

163. The University shall apply the *Description of Procedure for Assessment and Recognition of Competences Acquired through Non-formal and Informal Education*, approved by the Rector.

164. If it is determined during the assessment that the 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 procedure shall not be applicable for the final thesis.

SECTION EIGHT

TERMINATION OF STUDIES

165. 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 competences. A student may defend the final thesis having fully completed the compulsory study programme.

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

167. The procedure for the final theses preparation and defence shall be regulated by the *Description of General Procedure for Preparation and Defence of Final Theses*, approved by the Rector.

168. Before the defence of the final thesis, the documents indicated in the *Description of General Procedure for Preparation and Defence of Final Theses*, approved by the Rector, shall be submitted to the Defence Committee.

169. If a student fails to defend the final thesis, he/she may defend it repeatedly not earlier than after half a year in accordance with *Description of General Procedure for Preparation and Defence of Final Theses*, approved by the Rector. The appeals with regard to the assessment of the final thesis shall not be brought.

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

171. Qualification degree and/or professional qualification shall be awarded by the Rector upon the recommendation of the Dean of the Faculty/Chancellor of the Academy prepared in accordance with the proposal of the Defence Committee of the corresponding study programme.

172. 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 curricula 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.

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

174. 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.

175. 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 10 and the mark for the final thesis shall be 10 shall be awarded the Diploma Cum Laude.

176. The Diploma and the Diploma Supplement shall be issued to the graduate after he/she has fulfilled all his/her obligations to the Library and other units of the University, as stipulated in the *Description of Procedure for Fulfilling Student Obligations to the University*, approved by the Rector.

CHAPTER 5

STUDENTS AND UNCLASSIFIED STUDENTS' DUTIES, RIGHTS AND RESPONSIBILITIES

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

177.1. the right to the freedom of thoughts and attitudes;

177.2. the right to use classrooms, libraries, laboratories, other study facilities and equipment during their studies;

177.3. the right to access the necessary and study related information;

177.4. the right to participate in the self-government which is implemented by the Student Representative Council;

- 177.5. the right to choose and change the study programme, a teacher (when the same course is taught by several University teachers);
- 177.6. the right to participate in the activity of the Student Representative Council and elect the student representatives to VMU governing bodies;
- 177.7. the right to express their opinion with regard to the provided quality of the study programme and its implementation.
178. The students and unclassified students' duties shall be as follows:
- 178.1. to comply with VMU Statute, Study Regulations and other legal acts and rules of internal order;
- 178.2. to comply with VMU Code of Ethics;
- 178.3. to actively participate in the study process, classes and assessments;
- 178.4. to observe the rules of academic integrity and behave honestly during the examinations and other intermediate assessments;
- 178.5. to protect University property; in case of incurring material damage, to make restitution by compensating for it;
- 178.6. to follow generally accepted public rules of conduct.
179. The students and unclassified students shall study in order to achieve the expected learning outcomes, shall participate in classes and shall follow the official information posted on the University intranet and in places for notices.
180. The Student Affairs Department together with the Student Representative Council shall deal with the students' social, leisure time organisation and other issues not related to studies.
181. 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.
182. Students and unclassified students shall be imposed sanctions for not complying with their duties and violation of internal rules by the Rector or the Dean of the Faculty/Chancellor of the Academy. A proposal for a sanction can be submitted by a University teacher or the Head of the University unit. All circumstances shall be examined, and the student's written explanation shall be received before imposing a sanction.
183. A student or unclassified student may appeal against the decision taken by the Dean of the Faculty/Chancellor of the Academy on the sanction to the University Dispute Commission.
184. Notices on sanctions shall be presented to students and unclassified students personally and announced in accordance with the procedure laid down in the University.
185. Students and unclassified students may be imposed the following sanctions for not complying with their duties and violation of internal rules:

185.1. caution;

185.2. reprimand;

185.3. severe reprimand;

185.4. expulsion from the University.

186. Cautions and reprimands shall be imposed by the order of the Rector or the Dean of the Faculty/Chancellor of the Academy. A student or unclassified student shall be expelled from the University by the Rector's order.

187. Students and unclassified students who have graduated from the University or have been removed from the student list shall fulfil their obligations to the University in accordance with the *Description of Procedure for Fulfilling Student Obligations to the University*, approved by the Rector.

CHAPTER 6

FINAL PROVISIONS

188. In unforeseen or exceptional cases, the Rector shall have the right to make exceptions to the application of the requirements of these Study Regulations.