

Document	Document Approved by	File Index based on the Documentation Plan	Number of Pages	Remarks
Description of Admission and Study Procedures of Unclassified Students of Public Institution SMK University of Applied Social Sciences	Decree of Director No. V(21)-0014 of March 13, 2021	1.35	3	Effective as of March 13, 2021

DESCRIPTION OF ADMISSION AND STUDY PROCEDURES OF UNCLASSIFIED STUDENTS OF PUBLIC INSTITUTION SMK UNIVERSITY OF APPLIED SOCIAL SCIENCES

I. GENERAL PROVISIONS

1. Description of Admission and Study Procedures of Unclassified Students (hereinafter “the Description”) of Public Institution SMK University of Applied Social Sciences (hereinafter “SMK”) shall establish the procedures of admission to SMK, the status of the unclassified student and the process of studies.

2. This Description shall regulate the admission procedures and process of studies of unclassified students that are not regulated by the Regulation of Studies of SMK, Rules of Admission or other legal acts regulating the process of studies at SMK.

3. **The Unclassified Student** is an individual who studies separate course units or groups of units (modules) in the study programmes of SMK.

4. **The Status of the Unclassified Student:**

4.1. The unclassified student shall exercise the same rights, responsibilities and obligations as the student of SMK, however, the unclassified student shall not have the status of the student and shall not be entitled to the privileges and benefits that only the individual bearing the status of the student of SMK has.

4.2. The unclassified student cannot be eligible for social or economic benefits, financial aid, social assistance available to students as prescribed by the laws of the Republic of Lithuania (such as the orphan’s pensions and social grants, reimbursement of the cost of studies, state-supported student loans to cover the costs of studies and living expenses provided by the State Studies Foundation of Lithuania, the unclassified student shall not be entitled to take academic leave, etc.).

4.3. The unclassified student shall bear the responsibility of paying mandatory health insurance contributions.

4.4. The unclassified student shall not be eligible to participate in mobility programmes or to apply for different targeted or state issued grants awarded for outstanding achievements.

4.5. The unclassified student shall not receive a student’s card (certificate).

5. Depending on the regulations issued by the state, there may be more differences between the status of the unclassified student and the student, other than those included in this Description.

6. The following individuals may be accepted to SMK as unclassified students:

6.1. current students of SMK who would like to additionally take (a) course unit(s)/ module(s) that are taught in other SMK study programmes.

6.2. Students of other higher education institutions who would like to additionally take (a) separate course unit(s) / module (s) based on the course units taught in the study programmes of SMK.

6.3. Other individuals who would like to take (a) separate course unit(s) / module(s) taught in the study programmes of SMK.

II. ADMISSION OF UNCLASSIFIED STUDENTS

7. Individuals who have not lower than secondary education supported by documentary evidence may be admitted as unclassified students of SMK.

8. Admission of unclassified students shall be organised in two intakes: fall semester admission shall be conducted until September 1 and spring semester admission – until February 1.

9. Applicants wishing to become unclassified students shall complete an on-line unclassified student’s questionnaire through the SMK admission system of students and unclassified students and submit their

applications indicating the course unit(s) or module(s) that they wish to study. The applicant seeking to become an unclassified student shall also provide the following documents:

- a copy of his/her personal identity document (a copy of their ID card or passport);
- a copy of administrative fee payment slip;
- documents proving the change of the applicant's surname, if the surname in the documents provided is different from the applicant's current surname.
- copies of documents proving the completion of secondary education;
- a power of attorney signed by a notary public in case the documents are submitted by the applicant's representative.

10. In case a current student of SMK wishes to take separate course units as an unclassified student, he/she shall submit a written application requesting to take separate course unit(s) / module(s) of their choice, to the Department of Studies of SMK.

11. The employees of the Department of Studies shall provide a list of course units that are taught in the fall or spring semester to the applicant. The applicant shall select (a) course unit(s) or module(s) he/she wishes to study. If necessary, the applicant may seek advice related to the content of the course unit(s) or module(s) that they wish to study from the heads of the study programmes of SMK who manage the appropriate course units / modules.

12. The relations between the unclassified student and SMK shall be established by the Study Agreement with the Unclassified Student which shall include a list of course unit(s) or module(s) that were selected by the unclassified student.

13. The Study Agreement with the Unclassified Student shall be signed for one semester, i.e. the Agreement shall be effective from the beginning of the semester until the end of the semester (including the period of exams, final reviews, retakes). The Agreement may be extended for the unclassified student who wishes to take (a) course unit(s) or module(s) in the next semester as well. In that case, the unclassified student shall submit a written request to extend the Agreement and an amendment to the Special Clause of the Study Agreement with the Unclassified Student shall be signed.

III. PROCESS OF STUDIES OF UNCLASSIFIED STUDENTS

14. The start date of the studies of the unclassified student shall be the start date of the fall or spring semester or the start date of the selected course unit(s) or module(s).

15. The unclassified student shall be included in the list of individuals who will be taking the selected course unit(s) or module(s).

16. The unclassified student shall receive an SMK e-mail account and authorized access to the SMK study resources during the term of the Agreement.

17. The unclassified student shall be entitled to attend solely the classes of the course units indicated in the Study Agreement with the Unclassified Student during the term of the Agreement and based on the timetable approved by SMK.

18. The unclassified student may choose to take or not take the exams of the selected course units, intermediate evaluations or final reviews.

19. The study evaluations of the unclassified students shall be conducted in the accordance with the procedures indicated in the approved programme of the selected course unit(s) / module(s).

20. The study outcomes of the unclassified students and their evaluations shall be documented based on the Regulation of Studies of SMK and on the Procedures of Evaluation of Study Outcomes.

21. The unclassified student shall have the right to consult the lecturers of the selected course units, get the information about the timetables, dates of evaluations of studies, terms of retakes, consult the employees of the library with regards to the literature needed, search or use of methodological materials.

22. The unclassified student, in the same manner as the student, shall be entitled to use SMK classrooms, labs, library and SMK library sources, subscription and open access electronic databases of scientific information, other study equipment and materials.

23. The unclassified student shall comply with the Regulation of Studies of SMK, internal rules, Code of Academic Ethics, provisions of the Agreement with the Unclassified Student and the requirements of other legal acts regulating studies at SMK.

IV. PROCEDURES OF PAYMENT FOR THE COURSE UNITS SELECTED

24. Payment for the course unit(s) / module(s) selected shall be determined based on the number of credits of the course unit(s) / module(s).

25. The payment amount for the course unit(s) / module(s) shall be established pro rata to the scope of the course unit(s) / module(s) in credits.

26. The cost of one credit shall be determined in accordance with the cost of one credit established by the Resolution of the Founder of SMK for the current academic year.

27. The unclassified student shall make the payment for the course unit(s) / module(s) selected within 7 calendar days after the signing day of the Agreement.

V. CLOSING PROVISIONS

28. In case the unclassified student wishes to have his/her skills and knowledge of the selected course unit(s) or module(s) assessed, at the end of the semester the unclassified student shall be granted a certificate listing the titles of the course unit(s) taken, the number of credits of the course unit(s) and the evaluations received for the course unit(s).

29. In case the unclassified student fails to exercise his/her right to get the assessment of the course unit(s) taken, upon the request of the unclassified student, he/she shall may be granted a free-format certificate about the course unit(s) or module(s) taken.

30. The unclassified student shall have a right to seek the status of the student. The unclassified student seeking the status of the student shall meet the formal admission requirements and other conditions set forth in the Law on Higher Education and Research of the Republic of Lithuania, SMK Rules of Admission, as well as external legal acts regulating admission to higher education institutions.

31. The separate SMK course unit(s) taken and assessed may be recognized if they meet the study outcomes of the study programme sought, based on the Procedures of Recognition of Study Outcomes of SMK.

32. This Description shall be subject to amendments depending on the changes in the legal acts of the Republic of Lithuania that prescribe the study conditions of the higher education institutions, admission procedures or the legal acts regulating the procedures of SMK studies.

33. The Description shall be approved by the Decree of the SMK Director and shall come into effect on the day it is approved by the Decree of the SMK Director.
